



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

held at
The Community Room, Broomhall Recreation Ground.

145 / 23 Attendance and Apologies for absence

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

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

146 / 23 Declaration of interest for items on the agenda

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

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

RESOLVED: That the council approved the minutes of 20 February 2024 as an accurate record of the meeting and the minutes were signed as such by the Chairman. There were no matters arising.

148 / 23 Announcements from the Chairman

The Chairman had no announcements to make.

149 / 23 Public Adjournment

There was no adjournment.

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

There was no update from Borough Councillors. The Chairman and the Locum Clerk undertook to reiterate an invitation to the next meeting of the parish council. It was suggested that the Borough Councillors be asked specifically to update the council on the RBWM budget and its implications for Sunningdale residents.

151 / 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.

151 / 23 / 1 The council received an oral update from Cllr Buxton about the telephone box book exchange, informing council that the volunteer who had undertaken responsibility for the book exchange was now stepping back. New volunteers to take on this role needed to be sought and Councillors were asked to consider the matter and forward suggestions to the Clerk. Cllr Buxton proposed a vote of thanks for the volunteer who was retiring and councillors were pleased to agree.

The Chairman also initiated a discussion on a second red telephone box owned by the council but outside the parish boundary. Cllr Newman suggested that the box be moved to the

Recreation Ground and be used as a children's book exchange; the Locum Clerk was asked to research the practicalities and costs of implementing this suggestion and to bring the matter back to council at a future date.

151 / 23 / 2 The council considered a request for additional funding of £1,159 towards agreed funding for an additional ANPR camera in conjunction with Thames Valley Police

RESOLVED: To approve additional funding of £1,159 for an additional ANPR camera in conjunction with Thames Valley Police.

152 / 23 To receive presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.

152 / 23 / 1 Consequent upon the resignation of Cllr Hilton from the Finance Committee council received nominations and elected a new member of the committee.

RESOLVED: To elect Cllr Coxon to the Finance Committee for the remainder of the local government year 2023/24.

152 / 23 / 2 The council agreed a date for the Annual Parish Meeting.

RESOLVED: That the Annual Parish Meeting should take place on Tuesday 21 May 2024.

152 / 23 / 3 The council considered the venue and format for the Annual Parish Meeting – a number of ideas were discussed, and the Locum Clerk was asked to research available venues and Cllr Buxton undertook to develop the idea of a community champion award and to invite the Borough Councillors. Details to be finalised at the next meeting of council.

152 / 23 / 4 Cllr Morgan presented the Business Plan Engagement Working Group's detailed proposal for step 1 & 2 of the strategy for engagement. There was detailed discussion of the of the content of the questionnaire and the timetable for piloting the questionnaire and subsequently disseminating the final version.

RESOLVED: That the survey be updated to reflect the information discussed at the meeting; that a short print run for pilot take place and that the Business Plan Engagement Working Group should report back, in writing, to the next meeting of council before the full print run and survey proceeds. That a budget of £2,313 was agreed. That the Locum Clerk should proceed to procure the free postage licence as soon as possible.

153 / 23 To receive details of Council Events 2024/25

The council received an update report on the Council Events planned for the local government year 2024/25 and considered the question of whether the council should be represented, and by whom, at the Charters Festival 2024.

Councillors observed that that in 2023 the council agreed to revisit, for 2024, where the Christmas Event should be held. It was suggested that professional advice be sought about the highways management and crowd management issues pertaining to holding the event at Chobham Road. A further report on the Christmas event to be brought forward to a future meeting of council.

RESOLVED: That the council should be represented by Cllrs Coxon, Newman and Pike at the Charters Festival on 29 June 2024.

154 / 23 To consider requests for the erection of Memorials

154 / 23 Council considered two separate requests for memorials where the proposed memorial is not compliant with the Council's regulations.

RESOLVED: That a working group consisting of Cllrs Buxton, Evans and Hilton be established to review the cemetery regulations and the two requests be deferred until the working group has reported to council.

155 / 23 To agree a change of date for the next meeting of Council.

RESOLVED: That the next meeting of Council will 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.

RESOLVED: To approve 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

RESOLVED: That the council approved the receipts for the month to 29 February 2024, totalling £43,377.05

RESOLVED: That the council approved the payments for the month to 29 February 2024, totalling £25,100.94

157 / 23 / 2 The council received and noted the council budget detail report, there were no questions.

157 / 23 / 3 The council noted that there was no RFO financial report.

158 / 23 Information Sharing.

Cllr Biggs announced that, owing to a change in personal circumstances, he was no longer able to fulfil his duties as a parish councillor and that, with regret, he was resigning with immediate effect. The Chairman thanked Cllr Biggs for his hard work and dedication to the Council over the years and particularly the extraordinary work he did getting the Cycling & Walking Group to the point it is now. She thanked him especially for the "20's Plenty" campaign and his commitment to bringing forward ideas to benefit the community. He will be very much missed.

The meeting concluded at 9:14pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____



SUNNINGDALE PARISH COUNCIL

Minutes of the extraordinary meeting of the Parish Council Friday 22 March 2024 at 9.00 am

held at
The Community Room, Broomhall Recreation Ground.

159 / 23 Attendance and Apologies for absence

Attendance: Cllr Buxton (Chairman); Cllr Coxon; Cllr Evans; Cllr Grover; Cllr Hilton; Cllr Morgan; and Cllr Pike
Apologies for absence: Cllr Newman & Cllr Penney
Present: Louise Steele – (Locum Clerk)

There were no members of the public present.

160 / 23 Declaration of interest for items on the agenda

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

161 / 23 Public Adjournment

There was no adjournment.

162 / 23 To resolve to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following item by reason of the confidential nature (detail of the Council's banking arrangements) of the business to be transacted.

RESOLVED: To resolve to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following item by reason of the confidential nature (detail of the Council's banking arrangements) of the business to be transacted.

Part II - Confidential Session

163 / 23 Bank Mandate

Council agreed the form and content of a resolution to vary the instructions to the Council's bankers. The discussion and detail of the resolution are recorded in a confidential minute.

The meeting concluded at 9.39am
Signed as a true record of the meeting:

Signed: _____

Dated: _____



Finance Committee Meeting Minutes for Tuesday 9 January 2024

FC 41 / 23 Attendance and apologies.

Attendance: Cllr Pike (Chairman); Cllr Morgan; Cllr Newman

Apologies: Cllr Evans and Cllr Hilton

In Attendance: R Davies (Clerk and RFO).

There were no members of the public present.

There were no declarations of interest for items on the agenda in accordance with the Code of Conduct.

FC 42 / 23 To review minutes of the meeting 14 November 2023

RESOLVED: That the minutes of the meeting 14 November 2023 were approved

FC 43 / 23 Public Adjournment.

There were no members of the public present, no questions submitted and no questions from previous meetings to address.

FC 44 / 23 Business from previous meetings.

FC 44 / 23 / 1 The committee received an update on the financial investment strategy and the interim internal audit report. The recommendation of the internal auditor were reviewed and the RFO gave an update on action taken to address the recommendations.

FC 45 / 23 To receive questions from committee members

There were no questions brought forward which did not relate to matters on the agenda, therefore the Chairman proceeded with the next agenda item.

FC 46 / 23 Council budget 2024 2025

The RFO presented the draft budget for onward recommendation to Full Council.

FC 47 / 23 Information Sharing.

There was no further information brought forward

FC 48 / 23 Dates of the upcoming meetings.

The next meeting was confirmed as **5 March 2024**.

Signed as a true record of the meeting:

Signed: _____

Dated: _____



Finance Committee Meeting Minutes for Tuesday 12 March 2024

FC 49 / 23 Attendance and apologies.

Attendance: Cllr Pike (Chairman); Cllr Morgan; Cllr Newman

Apologies: None received

In Attendance: L Steele (Locum Clerk and RFO).

There were no members of the public present.

There were no declarations of interest for items on the agenda in accordance with the Code of Conduct.

FC 50 / 23 To review minutes of the meeting 9 January 2024

Consideration of the minutes of the meeting held on 9 January 2024 was deferred to the next meeting of the Committee pending Councillors' observations about what had been agreed at the meeting.

FC 51 / 23 Public Adjournment.

There were no members of the public present, no questions submitted and no questions from previous meetings to address.

FC 52 / 23 Business from previous meetings.

The Committee considered progress with implementation of its financial investment strategy; the history of decision making was explained for the benefit of the Locum Clerk & RFO and the Committee discussed progressing its decisions to move funds from Handelsbanken to the CCLA and Flagstone. It was also suggested that £250,000 should be transferred to the Hampshire Trust Bank. The Locum Clerk & RFO queried whether the investments agreed/proposed were in accordance with the Council's Investment Policy/Strategy.

The Committee received an oral update from the Locum Clerk & RFO on her understanding of the planned migration of the accounting system from RBS Alpha to RBS Omega. The earliest date for migration will be June 2024.

FC 53 / 23 To receive questions from committee members

A question was asked about changes to the Council's bank mandate which the Locum Clerk & RFO was unable to answer. The Locum Clerk & RFO was able to confirm that the date for the final internal audit of the 2023-24 accounts was set for 22 April 2024.

A question was also asked about the CIL report for the financial year ending 31 March 2023 as published on the parish council's website and it was suggested that Council may not have approved the funding from CIL of one of those projects. *[Subsequent to the meeting the Locum Clerk & RFO was able to confirm that all was in order and that the funding was approved by Full Council at its meeting on 18 January 2022 (minute 120 / 21 / 1 refers).]*

FC 54 / 23 Council budget reports

The Committee received the Detailed Income & Expenditure by Budget Heading 31/01/2024 which was circulated with the agenda and the Council Detail Report 29/02/2024 which was tabled at the meeting. Some questions of detail were discussed.

FC 55 / 23 Information Sharing.

There was discussion of matters that might form future agenda items for the Committee and the Locum Clerk & RFO indicated that she would bring forward the following on the agenda for the next meeting:

- Report on Tennis Court Income
- Report on Final Quarter of the Village Hall
- Financial Regulations (for review)
- Earmarked Reserves & Reserve Policy (for review)

FC 56 / 23 Dates of the upcoming meetings.

The next meeting was confirmed **as 9 April 2024.**

Signed as a true record of the meeting:

Signed: _____

Dated: _____



Finance Committee Meeting Minutes for Tuesday 9 April 2024

FC 57 / 23 Attendance and apologies.

Attendance: Cllr Pike (Chairman); Cllr Evans; Cllr Morgan; Cllr Newman

Apologies: Cllr Coxon

In Attendance: L Steele (Locum Clerk and RFO).

There were no members of the public present.

There were no declarations of interest for items on the agenda in accordance with the Code of Conduct.

FC 58 / 23 To review minutes of the meeting 9 January 2024 and 12 March 2024

RESOLVED: That the minutes of the meetings of 9 January 2024 and 12 March 2024 were approved without amendment. The Chairman to sign as an accurate record of the meetings.

FC 59 / 23 Public Adjournment.

There were no members of the public present, no questions submitted and no questions from previous meetings to address.

FC 60 / 23 To receive questions from committee members

A question was asked about the Committee's role in relation to the monitoring of CIL – this question overlapped with the subsequent agenda item and was discussed in detail as part of that item. There was some discussion of whether the Council should have a separate CIL Committee.

The Locum Clerk agreed to bring an update, tracking CIL receipts and payments to the next meeting of the Committee.

Similarly a question about why the Committee has not been considering funding requests from other Committees was dealt with as part of consideration of the Committee's terms of reference.

FC 61 / 23 Committee Terms of Reference

The Committee considered its terms of reference in detail.

RESOLVED: That it be recommended to Council that the Committee's terms of reference be amended to read as follows:

Finance Committee

The Committee will comprise at least 4 Councillors and the RFO / Clerk

The quorum of the Committee shall be 3 Members.

The Chairman will be selected from amongst the members.

The Committee shall meet at least quarterly, and more frequently as required.

The Committee may invite others to contribute to discussions on various topics.

Minutes will be taken by the Clerk (or other as appropriate) and reported to the next meeting of the Parish Council.

NOTE: This committee requires all members to have a working knowledge of Income and Expenditure accounting practices.

The Committee shall:

- Supervise the overall budgetary process of Council (including preparing and recommending to Council a budget for the following year).
- Maintain overall governance and proper conduct of public money.
- Receive, scrutinise and approve regular schedules of receipts and payments
- Review the recommendations of the HR Committee for salaries and HR matters (with financial implications) for recommendation to Council.
- Consider the recommendations of other committees for expenditure and report to Council on the financial implications thereof.
- Review annually all fees and charges and make recommendations to Council about prices, rents, and other charges, including the cemetery fees, allotment rents, room hire rent, refreshment chalet rent.
- Consider the findings of the Internal Auditors Reports (2) and take appropriate action.
- Consider the Annual Accounts prior to these coming before Council for approval.
- Consider any other financial matters that may arise including the management of CIL.
- Ensure the Clerk/RFO receives financial training as and when required.
- Ensure that Committee members receive financial training.
- Provide input to the annual Business Plan on how projects and activities will be funded and reflect this in the budget for the coming year.
- Review the Investment Strategy annually and make recommendations to Full Council
- Monitor implementation of the Investment Strategy
- Review annually (or more frequently if required by a change in circumstances) the Council's banking arrangements and make recommendations to Full Council
- Review regularly (and at least annually) financial risks
- Approve requests for virement between budget heads
- Review annually the Grants policy/procedure

Knowledge base for the committee.

Sunningdale Parish Council Financial Regulations

Joint panel on accountability and governance – Practitioners Guide 2023

Public Contract Regulations 2015

Audit Commission Act 1998

Accounts and Audit (England) Regulations 2011/817 21

Local Government Finance Act 1992, S41 (4) 20

It was further agreed that the Locum Clerk would deliver financial training to the Committee.

FC 62 / 23 Investment Policy

The Committee considered the Council's investment strategy (last reviewed 2021) and the investment plan (2022) together with the statutory guidance as it relates to Local Authority investments. The Committee agreed that it would undertake a full review of the investment strategy at its first meeting of the new local government year.

RESOLVED: That it be recommended to Council that it confirms its resolution to place funds with the CCLA and that the sum to be invested should be £500,000. Further that Council notes that any investment in the Flagstone platform be deferred, at least until a permanent RFO is appointed.

FC 63 / 23 Review of Financial Regulations

RESOLVED: That it be recommended to Council that Financial Regulations be amended to increase the threshold up to which the Clerk may authorise spending without a budget allocation from £300 to £500 (Financial Regulation 4.1)

The Committee agreed that any further review of Financial Regulations be deferred until Council had considered the recommended changes to Committee's terms of reference and that the review would then focus on ensuring that the regulations were consistent with the terms of reference.

FC 64 / 23 Bank Mandate

The Committee noted that it currently had no locust to recommend changes to the Council's bank mandate and the Locum Clerk in her capacity as RFO indicated that she would make a recommendation to Council. The Committee offered guidance about that recommendation.

FC 65 / 23 Earmarked Reserves & Reserve Policy

This matter was deferred to the next meeting of the Committee.

FC 66 / 23 Village Hall Accounts

Cllr Morgan clarified that he no longer had an interest in the Village Hall because his wife was no longer a trustee.

NOTED: the Village Hall Accounts for the year ending 31 December 2023 and the signed auditor's certificate.

FC 67 / 23 Council budget reports

Noting that the reports circulated with the agenda were those for the period ended 29 February 2024 (and as tabled at the last meeting) and that those for the year to 31 March 2024 were not yet available, the Committee decided to defer this item to the next meeting of the Committee.

FC 68 / 23 Tennis Court Income Report

NOTED: the Tennis Court Income Report for the eleven months to 29 February 2024.

The report indicated a decline in income compared with the year 2022/23 – particularly in membership fees. The extent to which non-availability of courts while they were refurbished and prolonged poor weather contributed to this decline was discussed. It was agreed that there was, as yet, insufficient data to identify a trend.

FC 69 / 23 Dates of the upcoming meetings

The next meeting was confirmed **as 7 May 2024**.

FC 70 / 23 Exclusion of public and press

There were no confidential matters to be discussed and the Committee did not have a confidential session.

Signed as a true record of the meeting:

Signed: _____

Dated: _____

Agenda Item 172 /23 / 1 – Finance Committee’s Recommendation to Change its Terms of Reference

Below are the terms of reference for the Finance Committee with the amendments shown. Additions are shown **highlighted in green** and deletions are shown with ~~strikeout~~.

Finance Committee

The Committee will comprise at least 4 Councillors and the RFO / Clerk

The quorum of the Committee shall be 3 Members.

The Chairman will be selected from amongst the members.

The Committee shall meet at least quarterly, and more frequently as required.

The Committee may invite others to contribute to discussions on various topics.

Minutes will be taken by the Clerk (or other as appropriate) and reported to the next meeting of the Parish Council.

NOTE: This committee requires all members to have a working knowledge of Income and Expenditure accounting practices.

The Committee shall:

- Supervise the overall budgetary process of Council (including preparing and recommending to Council a budget for the following year).
- Maintain overall governance and proper conduct of public money.
- ~~Monitor income and expenditure and review the monthly reports against budget.~~
- **Receive, scrutinise and approve regular schedules of receipts and payments**
- Review **the** recommendations **of the HR Committee** for salaries and HR matters **(**with financial implications**)** for recommendation to Council.
- Consider the recommendations of other committees for expenditure and report to Council on the financial implications thereof.
- **Review annually all fees and charges** and make recommendations to Council about prices, rents, and other charges, including the cemetery fees, allotment rents, room hire rent, refreshment chalet rent.
- Consider the findings of the Internal Auditors Reports (2) and take appropriate action.
- Consider the Annual Accounts prior to these coming before Council for approval.
- Consider any other financial matters that may arise including the management of CIL.
- Ensure the Clerk/RFO receives financial training as and when required.
- **Ensure that Committee members receive financial training.**
- ~~Ensure that the RFO reports to Council monthly.~~
- Provide input to the annual Business Plan on how projects and activities will be funded and reflect this in the budget for the coming year.
- **Review the Investment Strategy annually and make recommendations to Full Council**
- **Monitor implementation of the Investment Strategy**
- **Review annually (or more frequently if required by a change in circumstances) the Council’s banking arrangements and make recommendations to Full Council**
- **Review regularly (and at least annually) financial risks**
- **Approve requests for virement between budget heads**
- **Review annually the Grants policy/procedure**

Knowledge based for the committee.

- Sunningdale Parish Council Financial Regulations
- Joint panel on accountability and governance – Practitioners Guide 2023
- Public Contract Regulations 2015
- Audit Commission Act 1998
- Accounts and Audit (England) Regulations 2011/817 21
- Local Government Finance Act 1992, S41 (4) 20



SUNNINGDALE PARISH COUNCIL

TO ALL ELECTORS OF THE PARISH OF SUNNINGDALE

Notice is given that the Annual Parish Meeting will be held on Tuesday 21 May 2024 at 7 pm

This meeting will be held in the Main Hall, Sunningdale Village Hall, Church Road.

Agenda

- 1. Welcome, introductions and apologies for absence**
- 2. To approve the minutes of the Annual Parish Meeting of 28 March 2023**
The chairman of the meeting brings for approval the minutes of 28 March 2023 which have been placed on the Council website
- 3. The Journey so far**
To receive presentations from the parish council providing an overview of the activities from the previous year [*Chairman of Council and Committee Chairmen to present*]
- 4. Launch of Residents Questionnaire**
To receive a presentation on the Parish Council's questionnaire to residents
- 5. Presentation of Award to Outstanding Community Volunteer**
An outstanding community volunteer to receive an award from the Chairman to the Parish Council
- 6. Question and Answer Session**
Electors are invited to submit questions in advance of the Parish Meeting and the answers to all questions will be circulated to all attendees.
To ensure that all questions receive full and accurate answers, it may be that not all questions posed on the evening will be able to be answered at the meeting.

Anne-Catherine Buxton
Chairman of the Parish Council

7 May 2024

Business Plan Engagement Working Group

Background:

In February Council resolved to approve the strategy to engage residents in the update of the business plan (136/23/1). In March Council resolved to approve the pilot of the questionnaire which was the initial part of Step 1 of the strategy (152/23/4). The working group tasked to run the pilot and report back the findings at the next Parish Council meeting 16th April 2024.

This paper details the results of the pilot and proposes the way forward.

Resolution before Council

To approve working group to progress to Step 1 (a wide-ranging survey of households and stakeholders) and Step 2 (analysis and presentation of results to Council) of the strategy.

And in particular to:

- Approve the updated questionnaire which reflect feedback from the pilot.
- Approve the budget and allocation of officer time.

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	£238	10% only posted
Free postage licence cost	£100	
Data entry check - Officer(s)	£200	
Free postage for 280 return labels (10% response rate)	£196	
Total	£2091	
Contingency (10%)	£209	
Total	£2300	

Budget Assumptions.

1. Hand 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 online, 10% returned by post
5. Data input to be added to Survey Monkey (estimated 280 max) by Officers with Cllr assistance if required

Plan & Timelines for Steps 1 & 2

Assuming approval by Council on 16 April 24.

Action	Timing	Responsibility
Finalise plans to market the survey	w/c 22 Apr	Working Group
Short print run for pilot	w/c 18 Mar - complete	Working Group
Pilot questionnaire	w/c 25 Mar - complete	Working Group
Update survey	w/c 8 Apr - complete	Working Group
Full print run	w/c 22 Apr	Working Group
Survey live on website	26 Apr	Working Group
Hand delivery of questionnaires	27 Apr – 5 May	Working Group
Monitor returns and contact hard to reach groups if required	Ongoing, Survey closes 3 June	Working Group
Input of remaining hard copy surveys	w/c 6 Jun	Working Group
Analysis of results	w/c 6 Jun	Working Group
Presentation to Council	June Council (provisional)	Working Group
Presentation to residents	tbc	tbc Cllrs

Results from the pilot

The pilot – What we did.

Consulted with 4 different key groups of the community, older people, traders, teenagers and a mix of socio-economic groups. We reached out to these four groups and had 26 responses back.

The benefit to pilot testing the questionnaire among 26 people helped to identified problems before implementing the full survey. Primarily this helped to examine the validity of each question, capturing the information its intended to measure.

People were asked:

Did they understand the question?

Did they require more information in order to answer the question?

Were there any questions that were not included and if so, what did they suggest?

Was the questionnaire too long, and if so, what did they suggest that could be removed.

Findings / follow up actions:

The survey questions were in line with the business plan key priorities. The 7 strategic focus areas were as follows:

1. Housing

2. Environment
3. Community
4. Transport and Highways
5. Finance Management
6. Communication
7. General

Feedback from:

Section 1. Housing

Question 2 - What type of housing do you think we need (including social or affordable housing)?

Finding: Some of our younger population found it difficult to differentiate between social and affordable housing despite the official definition. Older people were used to the terminology known as 'council housing' stock.

Action: To reword the question

Section 2. Environment

Question 5 – What other environmental improvements are important to you?

Findings: Clarification was needed regarding 'green corridor'.

Action: Wording to the question – use, **wildlife** corridor would be a better alternative.

Question 6 – Are there any schemes you would like the Parish Council to support or promote to help us all reduce our carbon footprint?

Finding: We asked people to think about any schemes to promote the reduction of carbon footprint, people told us that examples would help them to answer this question.

Action: Examples to be added.

Section 3. Community

Question 13 – Are there any other community services you would like offered in Sunningdale?

Findings- People told us that more information was required to explain community services as the examples were limited to a particular type of service. People also said more information was required at the beginning of the section to describe what community services are.

Action - We need to restructure the question to explain community services are places where you would find like minded people who have similar interest and there are opportunities to engage with each other.

The introduction on the community section needed more information regarding community service to ensure the audience knew it was to include everyone not just for families with children.

Section 4. Transport and Highways

Question 14 – Are there footpaths near you which you use that are not currently Public Rights of Way? Please tell us where they are?

Findings: Some people particularly teenagers said they would not know where Bridle Ways or Public Right ways were.

Action: More information was required to inform people about this.

Question 17 – Are there any roads that are unsafe for pedestrians cyclists or those on horse back?

Findings: One person with a physical disability felt the question needed to mention people with mobility issues.

Action: This question needs rewording.

Section 5. Finance Management

Question 19 – Does the Parish Council manage its finances effectively?

Findings - Most people explained they would not know if Parish Council managed its finances effectively, and would go onto the link to read through documents in order to make a judgement.

Action: Proposal to remove the question.

Question 20 - Would you like to receive regular updates on how the Council spends its money?

Findings - People understood the question.

Action - The question needs restructuring. If people respond with 'no' we need to ensure they explained what their concern is. Proposal to remove the question.

Question 20 ii - Are the Council's Finances open and transparent?

Findings - People told us they would need examples to answer this question, nearly all teenagers felt it was not relevant to them.

Action - Proposal to remove the question.

Question 22 - Could the Council improve the management of its financial affairs?

Findings – We were told the answer box needs to be restructured.

Action - The lay out of this question needs to be reviewed, to add Yes or No and a comment box.

Section 6. Communication

No changes required to the questions required.

Section 7. General

Question 27 – Please select your age bracket

Finding - We were told the end to boxes in this question was not correctly written.

Action - Amendments to the Age range boxes were needed - 55 needs to be 55-64 years and the other box 'over' needs to be 65-over.

General Improvements that are required.

Findings

1. Whilst several questions needed further clarification, teenagers told us that the questionnaire was more focused on older people. Bearing this in mind we felt moving Section 3 Community, would better sit at the beginning of the survey so teenagers did not disengage before they reached the most relevant section to them within the document.

Action to address this concern: To move Section 3 to Section 1 at the beginning of the survey.

2. Only 3 people out of 26 said the document was too long, therefore Question 11- Did you know that the following services are available at the Community Room at the Recreation Ground? People felt this was repetition, as it was on the front page as part of the introduction.

Action to resolve this: To remove the question.

3. Most people felt the finance section, was hard to comment on without having to read other documents / financial reports on the Parish Council website. Teenagers feedback that this section was not relevant for them.

Resolution to address this: To remove this section.

4. Website links must be included for those who wish to complete the questionnaire using the paper format. This applies to Page 1:

Action to address the concern:

Add the website address to complete the questionnaire.

Add website address 'For more information about our services'.

Also, on page 3 Website address for the Business Plan needs to be included.

5. People told us they wanted more information about where our Bridle Ways and Foot Paths were positioned throughout the village. **Action: Information to be added to page 2.**

6. Whilst a few traders were approached for those who feedback explained that the questions did not lend themselves to businesses. A separate questionnaire would be more appropriate for traders / businesses focusing on what improvement could be made to support the traders.

Action: To explore a questionnaire solely for traders / businesses.



SUNNINGDALE PARISH COUNCIL

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 3rd June 2024

You can complete the survey online at <https://sunningdale-pc.org.uk> or return it by hand or post free of charge (using the attached prepaid envelope) 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 several 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 at <https://sunningdale-pc.org.uk>

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 and at 31 December 2023 our share stood at £1.549 million. The funds 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.

Sunningdale Parish Council has already committed some of its CIL funds to improve cycling and walking following the Safer Streets consultation.

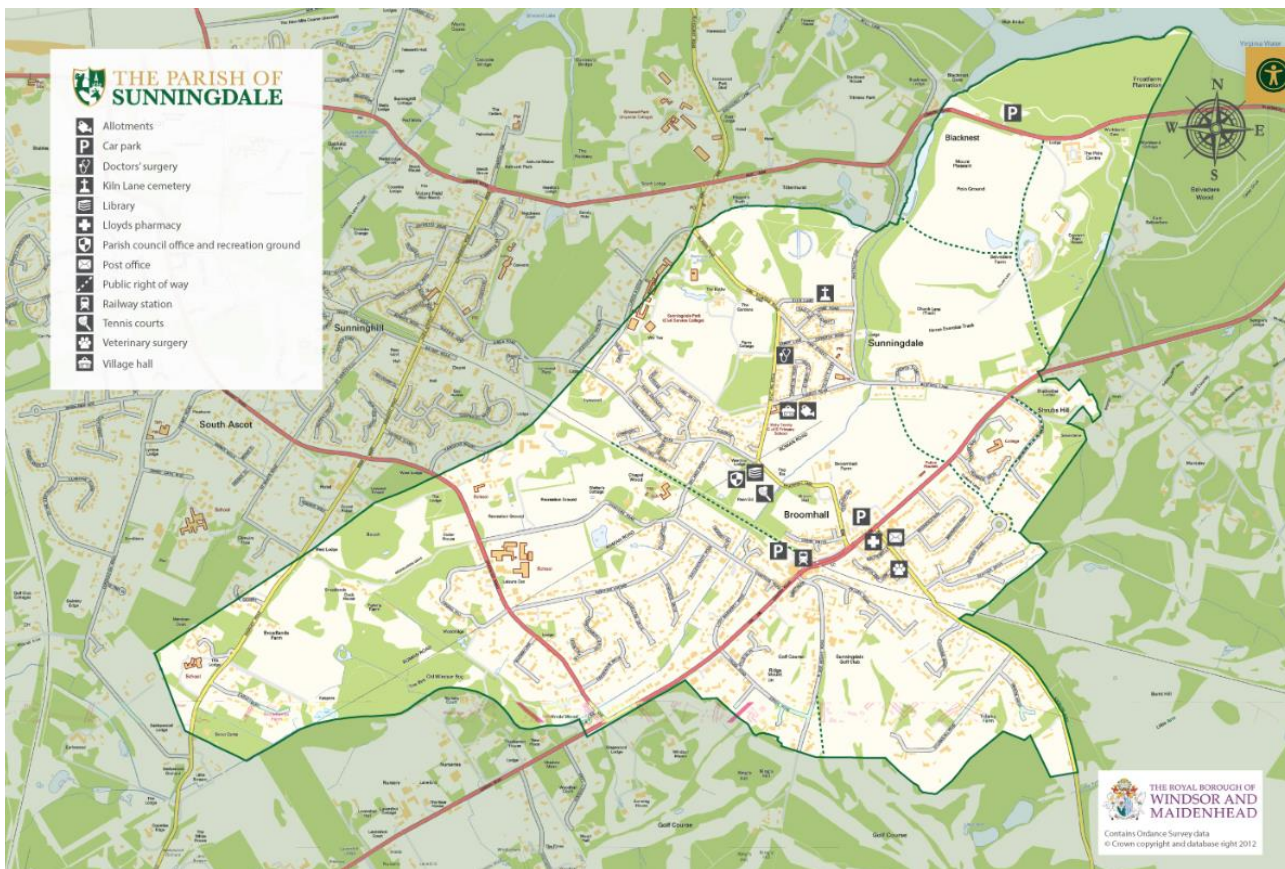
These are:

- 20 mph on some selected roads
- Whitmore Lane dedicated footpath
- Improvements to Bridleway 1 near Coworth Park /A30

These works are expected to be completed by the Royal Borough of Windsor & Maidenhead in due course.

A copy of the safer streets consultation and a detailed map showing footpaths & bridleways is available at <https://sunningdale-pc.org.uk>

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 at <https://sunningdale-pc.org.uk>. The Council is now reviewing the plan.

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

We particularly 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.
- What improvements to infrastructure are needed? This will help us make decisions about how to use our CIL funds.

You can complete the survey online. Please use the QR code below or you can complete a paper copy and return it to us by post (free of charge using the prepaid envelope that was delivered with the survey).

Please use the QR code below or go to <https://suningdale-pc.org.uk>

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

Our Survey

The survey's aim is to enable us to understand what improvements you want to see to our services and infrastructure.

Section 1 - Community

The Parish Council provides several services to the community. How should these services be improved? What additional services would you like to see?

1.1 Sports & Leisure

Broomhall Recreation Ground

The recreation ground includes:

- A children's play area
- A teen play area
- 3 Tennis courts
- A large open grassed area for picnics and games (inc. football goals).
- The 'Curly Wurly' Chalet which provides refreshments.
- A footpath across the recreation ground which joins the footpath to Sunningdale Railway Station.
- A Community Room for hire (in the Pavilion).

Q1. What improvements could be made to the existing facilities at the Recreation Ground?

Please be as specific as possible about any enhancements to the existing facilities.

Q2. Are there any new sports or recreation facilities that should be provided at the Recreation Ground?

Please let us know what new facilities you believe would be appreciated

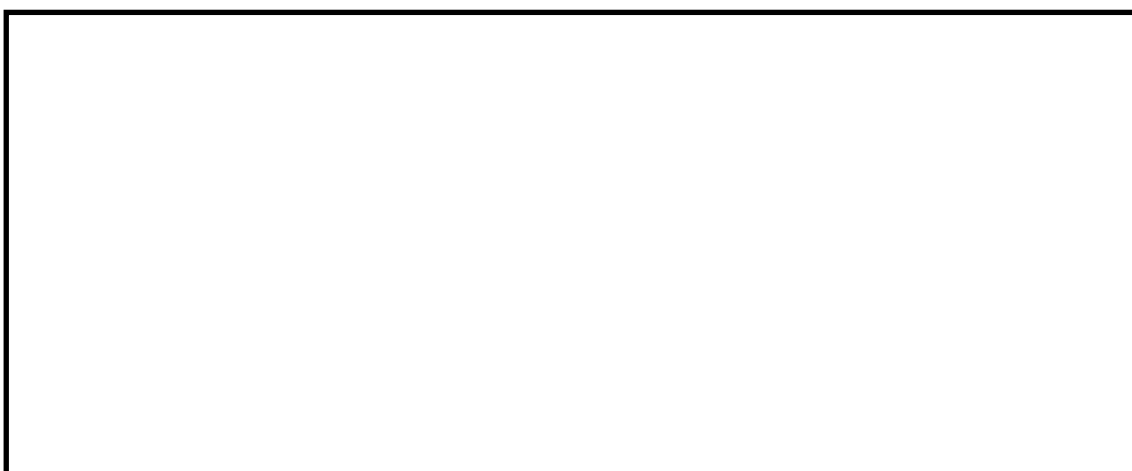


Sports & Recreation elsewhere in Sunningdale - outside Broomhall Recreation Ground

Thinking more broadly:

Q3. Are there additional sports & recreation facilities needed elsewhere in Sunningdale?

Again, please let us know what else is needed



1.2 Community Services other than Sports & Leisure

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

Q4. Are there any other community services you would like offered in Sunningdale?

e.g mental health, counselling, disability support, befriending, places to meet etc. Please think about the everyone in our community – from the youngest to the oldest

Q5. Are there any events you would like to see the Parish Council host or organise?

We have previously hosted or organised the following: - openair cinema, bouncy castles, party in the park and switch on of Christmas lights

Section 2 - Environment

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

Q6. 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

Please be as specific as possible.

Q7. What other environmental improvements are important to you?

They might include improvements to:

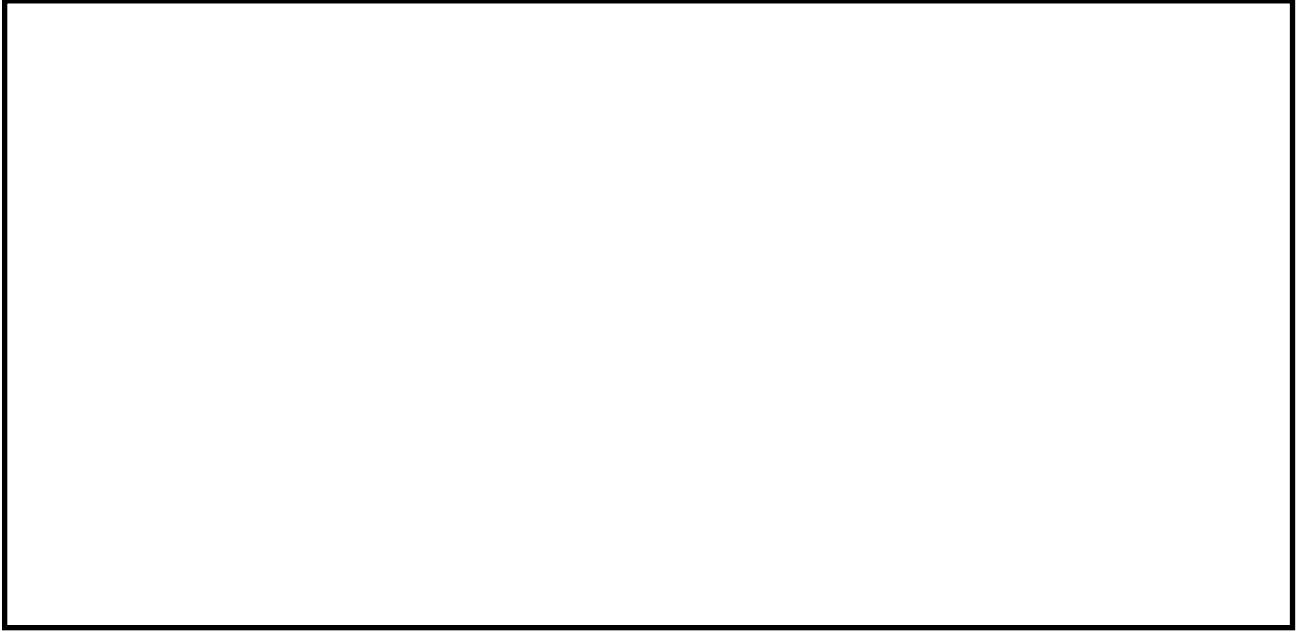
- streets & pavements
- public open spaces
- street lighting
- refuse & waste collection
- air quality
- ponds & streams
- wildlife corridors
- verges

Please be specific about any problem areas

Q8. Do you have any practical suggestions the Parish Council might adopt or promote to help us all reduce our carbon footprint?

Examples might be:

- vehicle emissions on busy streets
- home insulation
- planting trees



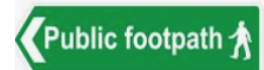
Section 3 - Transport & Highways

Transport includes walking, cycling, cars, horse riding and public transport.

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

Q9. 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.



Q10. Are there any existing paths which should be better maintained? If so, please give details?

Q11. 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?

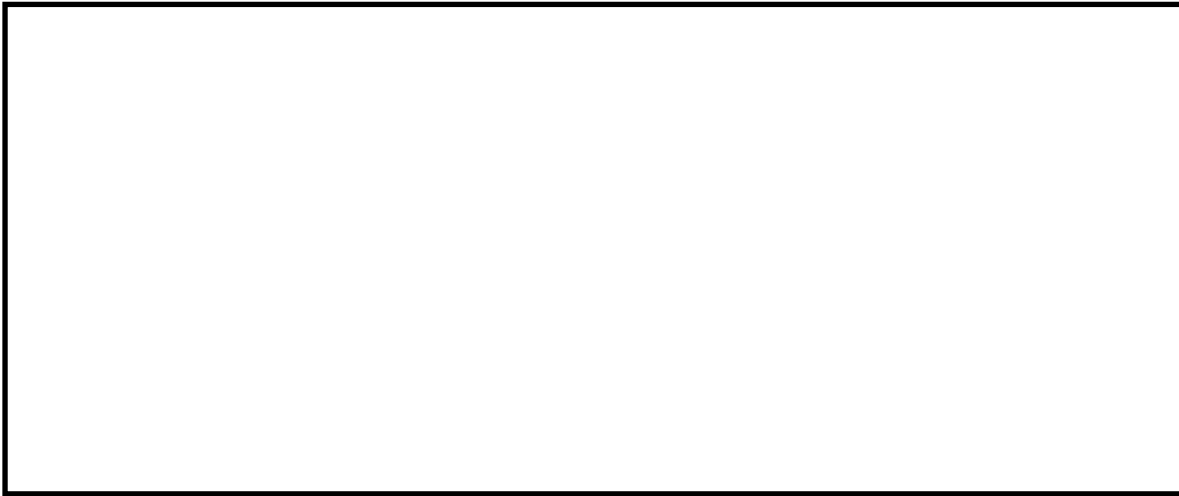
Q12. Are there any roads that are particularly unsafe for pedestrians or cyclists?

Please be specific.

Q13. 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 of the Neighbourhood Plan at <https://www.rbwm.gov.uk/home/planning-and-building-control/planning-policy/development-plan/adopted-neighbourhood-plans>)



Section 4 – Housing

How can housing provision be improved in the parish.

Q14. Do we have an adequate mix of housing in our community?

Yes

No

Q15. What type of housing do you think we need (including social or affordable housing)?

NB. Affordable housing includes homes for rent or and is for people whose needs are not met by the private market. Social rent homes (previously known as Council houses) are for people on low incomes.

Q16. Where could new housing be built?

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

Section 5a - Communication

Q17. Are you satisfied with the way in which the Council communicates with you?

Yes No

Q20. How could this be improved?

Section 5b - Community Involvement

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

Q21. 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 6 - General

Q22. 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 us to better understand the feedback we receive.

Section 7 - About You

Q23. 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!

Q24. Please select your age bracket

Under 18	18-24	25-34	35-44	45-54	55-64	Over 65
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Q25. Please provide your email address. (optional)

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

- I consent to the Parish Council storing my email address so that I can be informed of the results of this survey.
- I consent to the Council seeking my views in future surveys.

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

Section 8 - 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 – <https://suningdale-pc.org.uk>

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!

Report of the Recruitment Working Group

Background

The Recruitment Working Group (consisting of the Locum Clerk, Cllr Buxton, Cllr Grover, Cllr Hilton & Cllr Morgan) met on 12 February and 4 April 2024. The working group considered the question of recruitment of a new Clerk & RFO and reviewed a draft recruitment pack prepared by the Locum Clerk.

Adverts are to be placed online with the Society of Local Council Clerks (SLCC) at a cost of £347 for four weeks – this is the gold package which will include listing on the SLCC’s social media channels and in the bi-weekly newsletter. The local county associations will be asked to place the advert on their websites (BALC will be free and costs are being sought from HALC and the Surrey ALC). The Council will also use its own website. Informal mechanisms will be accessed by the Locum Clerk who will contact the local Clerks’ Forum and will promote the vacancy on LinkedIn.

The working group did not reach a conclusion on the use of local print media (if the timing works it will be included on the parish council’s page in Village Life) and the Council’s views on whether and where to advertise in print media are sought.

Recommendations to Council

The Recruitment Working Group recommends that Council proceeds to recruit a new parish clerk on the same job description and terms and conditions of service as the clerk who has recently left the Council’s employment.

To this end Council is asked to consider and approve the recruitment pack and the following timetable for recruitment:

- 16 April 2024 – Council agrees the recruitment pack
- 29 April – 6 May 2024 – Adverts to be placed*
- 3 June 2024 – Closing date for applications
- 4 June 2024- Shortlisting
- 11 June 2024 – Interviews
- 13 June 2024 - successful candidate will be notified and references taken
- if possible 18 June 2024 Council confirms successful candidate appointment
- 1 July 2024 – earliest likely start date for new clerk
- 23 September – latest likely start date for new clerk

Council is further asked to consider allocating a budget of £1,000 to cover advertising costs.



SUNNINGDALE PARISH COUNCIL



APPOINTMENT OF PARISH CLERK

- £41,418 - £54,107
- 37 hours per week
- 25 days annual leave (plus public holidays)

For more information, please contact:
Louise Steele, Locum Clerk to the Council
Clerk@sunningdale-pc.gov.uk
01344 874 268





SUNNINGDALE
PARISH COUNCIL

Recruitment of Clerk & RFO

Application Pack

If you would like an informal chat about this vacancy Louise Steele (Locum Clerk) would be happy to talk to you and answer any queries you may have. Louise may be contacted using the details given below.

clerk@sunningdale-pc.gov.uk or on 01344 874268

Application is strictly via application form which is available from the parish council website or from the locum Clerk at clerk@sunningdale-pc.gov.uk Please do not enclose a CV. Completed applications should be sent to the locum Clerk by 12:00 on Monday 3 June 2024



SUNNINGDALE PARISH COUNCIL

Advert - Vacancy

Clerk and Responsible Financial Officer

SCP 33 – 45 £41,418 – £54,017

Full time post 37 hours per week to include regular evening and occasional weekend working

This an exciting opportunity to become part of an active Parish Council on the Berkshire/Surrey border.

The Council seeks an aspiring and proactive manager to lead the Council into the future. The successful candidate will need to be able to provide leadership and build a wide range of positive relationships with Councillors, staff and partner organisations across the public, private and voluntary sectors.

This is a real opportunity for an experienced and solutions focused manager with passion and an eye for detail and the capacity to deliver innovative projects.

Sunningdale Parish Council provides a wide range of quality services including a recreation ground, allotments, a cemetery and a community space at its offices. It also owns the Village Hall. The Parish Council seeks support in engaging with the community and delivering projects to that community.

You may already be an experienced Clerk or Deputy Clerk. However, you may also have a background of success elsewhere in Local Government or the third/voluntary sector or you may have a great track record in a commercial environment and an interest in serving the community.

A recruitment pack and application form (required for all applicants) can be obtained from the Parish Council's website or on request from Louise Steele at clerk@sunningdale-pc.gov.uk

Closing date for applications is 3 June 2024 and interviews will be held on 11 June 2024

Sunningdale

Sunningdale is a large village in the south-east corner of Berkshire where it borders Surrey. Indeed until 1995 the village was partly in Berkshire and partly in Surrey; but as part of the arrangements which abolished the administrative county of Berkshire the Surrey parts of the village were united with the rest within the Royal Borough of Windsor and Maidenhead. The A30 road runs through the village and there is a railway station on the Waterloo to Reading line. Close to the railway station the A30 has a level crossing.

Sunningdale Parish Council was created in 1894 under the provisions of the Local Government Act of the same year. It employs an operational team to deliver and manage the day-to-day operations including all the properties of Council.

As the local government body responsible for the public amenities of Sunningdale, the Parish Council, comprising ten local councillors who are elected every four years, deals with a wide range of issues affecting local people. The electorate is just over 4,000 individuals. The Parish Council is the first port of call for residents enquiring about public services and engages with the Royal Borough of Windsor and Maidenhead on a variety of issues affecting local people, such as parking, street lighting, road cleanliness and the state of the pavements.

The Parish Council owns and maintains the recreation ground, the cemetery and the allotments, as well as working with Royal Borough Councillors and Officers to maintain the roads and public amenities. Under partnership arrangements a library service is provided on Fridays/Saturdays & Sundays and Citizens Advice are available on Mondays, both at the Parish Council offices. The Parish Council also examines all planning applications for building permission within the Parish to ensure that developments are in keeping with the Local Plan. In conjunction with the neighbouring parish of Sunninghill & Ascot the Council is about to embark upon a review of its Neighbourhood Plan. The Council also owns the Village Hall building which is leased to the Village Hall Charity.

The Council organises Sunningdale in Bloom and a number of special events which include, the Christmas celebration and other events during the year such as the 2018 hosting the Battle's over Beacons event in honour of the 100 year anniversary of the end of WWI and the 2022 Big Lunch for the Queen's Jubilee.

For 2024/25 the Parish Council's precept (the portion of Council Tax collected on its behalf) is £234,042 or £66.33 per Band D property. In addition to this the Council holds significant reserves of Community Infrastructure Levy and is developing projects to improve the infrastructure and public realm of the village to the benefit of the community.

The Parish Council's vision is that Sunningdale should be a desirable and attractive village to live, work, study and visit with a strong sense of community and local involvement. And, to this end it has committed to:

- work to preserve and improve the quality of life for all Sunningdale's residents;
- provide a democratic and representational voice for the community;
- focus is on enhancing Sunningdale's facilities and infrastructure and on protecting and improving the village centre and character; and
- monitor the delivery of appropriate high-quality, efficient and sustainable services from the Royal Borough and other service providers.

Further information can be found on the Parish Council website at: www.sunningdale-pc.gov.uk

The Post

The vacancy is for Clerk & Responsible Financial Officer with duties according to the job description below. This is a permanent post but confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of six months. The Scheme of Conditions of Service of the National Joint Council for Local Government Services (The “Green Book”) will apply to the employment (except as amended by contract – if you need further information on this point please ask).

The usual place of work will be the parish office at The Pavilion, Broomhall Recreation Ground, Broomhall Lane, Sunningdale SL5 0QS

The salary is as advertised; normal advancement on the scale is by annual increment (subject to satisfactory performance) but no candidate will achieve the top increment of the scale without the Certificate of Local Council Administration (CILCA); an individual who achieves CILCA while in post will be advanced one increment in recognition of that achievement.

Salary will be paid monthly by direct transfer on the 20th of each month.

Hours of work will be 37 hours per week normally to be worked over five days – Monday to Friday, but including some evening working for Council/Committee meetings. The Council is well disposed to these hours being worked flexibly, but this needs to be balanced with maintaining a public-facing service and a council office open to the public (currently office opening hours are 9am to 3pm Monday, Tuesday, Thursday & Friday); the extent of flexible working can be the subject of negotiation if an offer of employment is made.

Annual leave will be 25 days a year rising to 28 days after five years’ service.

The Council is a member of the NEST Pension Scheme. You will be auto-enrolled into the scheme and your employee contributions (6% of salary) will be made by deduction from salary; the Parish Council will contribute 8%. NEST is a defined contribution scheme and more information may be found here <https://www.nestpensions.org.uk/schemeweb/nest.html>

Recruitment Process

The recruitment of the new Town Clerk will take place in June 2024.

The recruitment timetable is as follows:

- 3 June 2024 – Closing date for applications
- 4 June 2024- Shortlisting
- 11 June 2024 – Interviews
- 13 June 2024 - successful candidate will be notified and references taken
- if possible 18 June 2024 Council confirms successful candidate appointment

Applications must be made on the Town Council’s application form. A version of that application form is included with this pack. If you would like an editable Word version of the application form please request it from the locum Clerk clerk@sunningdale-pc.gov.uk Please do not submit a CV.

Completed applications should be sent to the locum Clerk by 12.00 on **Monday 3 June 2024**.

Please ensure that your application addresses how you meet the requirements of the job description and the person specification.

Shortlisting will take place on 4 June 2024 and shortlisted candidates will be informed by 7 June 2024.

Shortlisted candidates should plan to attend for interview on Tuesday 11 June 2024.



SUNNINGDALE PARISH COUNCIL

JOB DESCRIPTION

CLERK TO THE COUNCIL

Overall Responsibilities

The Clerk to the Council/Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.

6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To draw up both on their own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

PERSON SPECIFICATION

CLERK TO THE COUNCIL

Key Criteria	Essential	Desirable
Education and Qualifications	High level of numeracy and literacy.	<p>Degree or equivalent qualification.</p> <p>Holds, or willing to obtain, the Certificate in Local Council Administration (CILCA)</p> <p>Other relevant, recognised professional qualifications (for example in administration, finance, health & safety).</p>
Competences (Knowledge, abilities, skills, experience)	<p>Ability to manage projects, delivering results to an agreed timescale and within budget.</p> <p>Good oral communication</p> <p>Ability to analyse and communicate complex data, write clear and accurate reports and correspondence.</p> <p>Ability to take clear and accurate minutes of meetings</p> <p>Ability to research and identify relevant information and act on it in a timely way.</p> <p>Experience of leading and developing a small staff team</p> <p>Ability to manage land, buildings and other resources</p> <p>Experience of financial management including budget setting and budget monitoring</p> <p>Proactive and confident in the use of IT, particularly Microsoft Office; but also remote meetings, website management and a range of social media</p>	<p>Experience of project management</p> <p>Experience of Committee administration</p> <p>A working knowledge of the principles of bookkeeping and ability to use a computer accounting package</p>

	<p>Ability to build trust and understanding within a complex area or organisation.</p> <p>Interest in community and grass-roots local government</p>	<p>Experience of community engagement.</p> <p>A working knowledge and understanding of local government structure and practices.</p>
Other requirements	<p>Willingness to work evenings when Council or committees meet.</p> <p>Willingness to undertake training and take responsibility for own professional development.</p> <p>Able to move around the Parish Council area to attend meetings and engage with residents and others.</p>	



SUNNINGDALE PARISH COUNCIL

GDPR Privacy Notice for all Job Applicants

Introduction

As part of any recruitment process, Sunningdale Parish Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address, and contact details, including email address and telephone number.
- details of your qualifications, skills, experience, and employment history.
- information about your current level of remuneration.
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering a contract with you. It also needs to process your data to enter a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Sunningdale Parish Council relies on legitimate interests as a reason for processing data and has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request.
- require the organisation to change incorrect or incomplete data.
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.



SUNNINGDALE PARISH COUNCIL

Application for Employment

Guidance Notes for Job Applicants

Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

To facilitate “blind recruitment” pages 2 & 3 of this form will be removed before your application is considered by the selection panel.

If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

References

A minimum of two references are required and we would prefer them to be your two most recent employers including your current employer if you are in employment. References will be taken up if you are the successful candidate following the interviews.

**POST APPLIED FOR:
CLERK & RESPONSIBLE FINANCIAL OFFICER**

CONFIDENTIAL WHEN COMPLETE

SURNAME:	FIRST NAMES:
ADDRESS:	CONTACT PHONE NO:
POSTCODE:	EMAIL ADDRESS:

REFEREES

Two references are required both of whom should be able to comment on your work/career background.

FIRST REFEREE	SECOND REFEREE
NAME:	NAME:
ADDRESS:	ADDRESS:
TEL NO:	TEL NO:
EMAIL:	EMAIL:
How long have they known you and in what capacity?	How long have they known you and in what capacity?

UNSPENT CONVICTIONS

Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our selection panel to ask questions about your entire criminal record we only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining a position with the council.

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.

Do you require a work permit to work in the UK?

YES/ NO

If yes, please provide details:

RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE

To your knowledge are you related to any member or employee of Sunningdale Parish Council?

YES/ NO

If yes, please provide details:

NB. Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may be dismissed without notice.

DECLARATION

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment void, and if I am appointed, liable to dismissal without notice.

Data Protection:

If I accept employment with Sunningdale Parish Council, I consent to my personal information being held by them for the administration of my Contract of Employment.

Signed: _____ Date: _____

(An electronic signature is acceptable)

Name: _____

If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chairman of the Council a signed copy to be held on the personnel file:

YES/NO

EDUCATION & TRAINING (From age 11)

Please give details of qualifications achieved

QUALIFICATION (Type & Subject)	NAME OF SCHOOL, COLLEGE, UNIVERSITY ETC.	GRADE/LEVEL ATTAINED	DATE ACHIEVED (MM/YY)

TRAINING

Please give details of any training you may have undertaken that may be relevant to the position applied for:

MEMBERSHIP OF PROFESSIONAL BODIES

NAME OF PROFESSIONAL BODY	LEVEL OF MEMBERSHIP	DATE ACHIEVED MM/YY

OTHER INTERESTS (VOLUNTARY WORK etc.)

--

EMPLOYMENT HISTORY

PRESENT EMPLOYER

FROM	TO	NAME & ADDRESS OF EMPLOYER	POST HELD & BRIEF OUTLINE OF DUTIES	PRESENT SALARY & SCALE/GRADE & REASON FOR LEAVING

PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and indicate what you were doing in that time, including voluntary work if you wish.

FROM	TO	NAME & ADDRESS OF EMPLOYER	POST HELD & BRIEF OUTLINE OF DUTIES	SALARY & SCALE/GRADE & REASON FOR LEAVING

Continue on a separate sheet if necessary

Please tell us why you consider yourself to be a suitable candidate for this appointment.

Please make it clear why you are interested in the position, what relevant skills you have and what relevant experience you have to offer. Make sure that you state your skills and experience in relation to the key criteria in the Person Specification and reference the main duties and responsibilities in the Job Description.

DRAFT

Continue on a separate sheet if necessary

PROPOSAL to Council 16 April 2024

BROOMHALL PARK WOODLAND TRAIL PROJECT

Under objective COM2 from the approved Business Plan the resolution before council is:

FOR COUNCIL TO APPROVE THE WORK AND COSTS RELATING TO STAGE 4 AND 5 OF THE FEASIBILITY FOR CREATING A COMMUNITY WOODLAND TRAIL AND IMPROVING THE WALKWAY FROM THE BROOK TO SUNNINGDALE TRAIN STATION PROVIDING A BUDGET FACILITY OF £11,349 TO BE FUNDED FROM CIL.

Previous Key Decisions of Council - 13th December 2022

RESOLVED: That the council approved the continuation of the business plan CIL project, COM2 – TPO Woodland Walk into phase 2 to include the work required to the trees identified for felling with a budget facility of **£29,500** and to approve phase 3 of the project, Project Scope to provide a budget facility of £12,135 to planning determination. The total budget facility for this third phase of **£41,635** (excl VAT).

For: Cllr Booth, Cllr Penney, Cllr Grover, Cllr Evans, Cllr Biggs, Cllr Jacklin, Cllr Buxton
 Against:
 Abstained: Cllr Pike

The Resolutions before the Council

This proposal represents stages 4 and 5 of the process.

4. To review the pre-application advice from RBWM and proceed with survey recommendations.
5. To apply for full planning permission.

Estimate costings of phases 4 and 5 = £11,349

Phase	Details	Comments/Notes
1	Proposal 26/04/22	Submitted to Council
2	Requirements (Oct 22)	Initial feasibility study from Goodger Associates
3	Analysis & Design (Dec 22 - Feb 24)	Additional Work on Plans including Ecology survey. Pre-application advice received from RBWM (appendix 1)
4	Additional Surveys (per RBWM pre app advice)	See costings
5	Submit full planning application RBWM	See costings
6	Resident consultation	
7	Tender stage	
8	Commencement & Delivery	
9	Project Completion/Handover	
10	Operations & Maintenance	

Costings

*Please note, all the following costs are estimates.

Details	Cost / budget	Paid / quote
QTRA survey inv 812 & 827 (30.09.22) (Goodger Design)	£5,730 (agreed 26.04.21)	Paid
QTRA report inv 828 (27.10.22) (Goodger Design)	£1,927 (agreed 26.04.21)	Paid
Additional work on plans inv 863 (31.07.23) (Goodger Design)	£2,068 (agreed 13.12.22)	Paid
Future Nature WTC Ltd - Ecology Survey	£2,025 (agreed 13.12.22)	Paid
GeoSmart Information - Flood Risk Assessment (MUGA project)	£700	Paid
Pre-App Advice (submitted 17.07.23) (RBWM & Goodger Design)	£440 (agreed 13.12.22)	Unpaid invoice
Unsound tree work (quoted April 2023)	£29,500 (agreed 13.12.22)	Quoted April 2023
GPS Plotting of agreed footpath routes with survey points	£1,750 (agreed 13.12.22)	Quote (Goodger Des)
Submit full planning application RBWM	£975 (agreed 13.12.22)	Quote (Goodger Des)
Total expenditure agreed to date	£45,115	£12,890 paid
Additional work in plans (Goodger Design)	£3,975	Quote (Goodger Des)
Outline Woodland Management Plan (Goodger Design)	£2,025	Quote (Goodger Des)
10% net gain biodiversity calculation	£250	Quote (Goodger Des)
Topographical Survey (Warner Surveys)	£1,350	Warner Surveys
Bat and Great Crested Newt survey (Future Nature)	£1,774	Future Nature
Flood risk survey to be updated (woodland only not incl MUGA)	£495	Geo Smart
Officer time	TBA	
Contingency 15%	£1,480	
Phases 4 and 5 total spend	£11,349	

Full Project Estimations and Alternative Project Costings

If the Council does not decide to proceed with the Woodland Trail, a woodland management plan and maintenance of the inaccessible woodland is still required to ensure both the area and residents of the community are protected.

Please see below a table for the projected costs involved for both options:

Woodland Trail Community Benefit	No Trail / Inaccessible Woodland No Community Benefit
Expenditure to date £12,890	Expenditure to date £12,890
Unsound tree works £29,500	Unsound tree work £29,500
GPS Plotting of footpath routes with survey points £1,750	-
Additional work in plans (Goodger Design) £3,975	-
Woodland Management Plan £2,025	Woodland Management Plan £2,025
Additional surveys, biodiversity calc & contingency £5,349	-
Planning Application £975	-
Tender process £7,950	-
Resident consultation £3,000 (estimate based on 20 mph)	-
Construction of walkway and implementation £144,250	Construction of the station footpath £6,000
Signage Costs £4,500	Signage Costs £1,000
-	Fencing costs £12,500
Officer Time TBA	Officer Time TBA
Total one-off charges = £216,164	Total one-off charges = £63,915
Tree Risk Assessment every 3 years £5,000 / 3 = £1667	Tree Risk Assessment every 3 years £5,000 / 3 = £1667
Maintenance of circular footpath 1 year £2,750	Maintenance of footpath to station 1 year £1,500
Ongoing costs per year = £4,417	Ongoing costs per year = £3,167

*Additional paperwork available upon request.

Handelsbanken

Receipts received between 01/03/2024 and 31/03/2024

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>
	Banked 01/03/2024	692.70						
INC	Clive Asprey	530.70		78.45	1023	205	452.25	January Invoice
INC 244	Plot 21B	15.00			1010	204	15.00	Plot 21B
INC 245	Plot 32A	34.00			1010	204	34.00	Plot 32A
INC 246	Plot 31A	24.00			1010	204	24.00	Plot 31A
INC 247	Plot 45	38.00			1010	204	38.00	Plot 45
INC 248	Plots 1 & 3A	51.00			1010	204	51.00	Plots 1 & 3A
INC 249	Banked 01/03/2024	5,284.56						
INC 249	Sunningdale Village Hall	5,284.56			1005	301	5,284.56	Qtr 1 2024 Management
	Banked 01/03/2024	26.00						
	Plot 7	26.00			1010	204	26.00	Plot 7
	Banked 04/03/2024	40.00						
INC 251	Plot 10	40.00			1010	204	40.00	Plot 10
	Banked 05/03/2024	1,875.00						
INC 252	Dignity Funerals	1,875.00			1031	203	1,875.00	Stewart FC6
INC 253	Banked 05/03/2024	23.00						
INC 253	Plot 32B	23.00			1010	204	23.00	Plot 32B
INC 254	Banked 05/03/2024	15.00						
INC 254	Plot 7A	15.00			1010	204	15.00	Plot 7A
INC 255	Banked 05/03/2024	1.00						
INC 255	Plot 40A	1.00			1010	204	1.00	Plot 40A
INC 256	Banked 05/03/2024	37.00						
INC 256	Plot 34A	37.00			1010	204	37.00	Plot 34A
INC 257	Banked 05/03/2024	15.00						
INC 257	Plot 15	15.00			1010	204	15.00	Plot 15
INC 258	Banked 05/03/2024	675.00						
INC 258	Easterbrook F CC 5	675.00			1031	203	675.00	Easterbrook F CC 5
INC 259	Banked 08/03/2024	29.00						
INC 259	Plot 31	29.00			1010	201	29.00	Plot 31
INC 260	Banked 11/03/2024	77.00						
INC 260	Sheridan Grange	77.00			1010	207	77.00	Community Room
INC 266	Banked 18/03/2024	1,200.00						
INC 266	Grogan 4 C F	1,200.00			1031	203	1,200.00	Grogan 4 C F
INC 261	Banked 20/03/2024	387.04						
INC 261	Curly Wurly Cafe	100.00			1013	207	100.00	Feb 24 Invoice
INC 261	Curly Wurly Cafe	249.55			1012	207	249.55	Electricity Charges
INC 261	Curly Wurly Cafe	37.49		6.25	1016	207	31.24	Recharge of Bin Collection
INC 262	Banked 25/03/2024	20.00						
Subtotal Carried Forward:		10,397.30	0.00	84.70			10,292.60	

Handelsbanken

Receipts received between 01/03/2024 and 31/03/2024

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 262	Plot 32	20.00			1010	204	20.00	Plot 32
INC 263	Banked 26/03/2024	29.00						
INC 263	Plot 35	29.00			1010	204	29.00	Plot 35
INC 264	Banked 27/03/2024	353.00						
INC 264	Clive Asprey	322.00		49.00	1023	205	273.00	Ad hoc Coaching February
INC 264	Plot 27	31.00			1010	204	31.00	Plot 27
INC 265	Banked 28/03/2024	117,021.13						
INC 265	RB Windsor & Maidenhead	117,021.13			1176	101	117,021.13	2024/25 Precept Ist
INC 267	Banked 28/03/2024	5,191.57						
INC 267	Handelsbanken	5,191.57			1190	101	5,191.57	Bank Interest
INC 268	Banked 28/03/2024	1,041.52						
INC 268	Stripe online for Clubspark	1,041.52			1021	205	767.77	Family Membership x8
					1021	205	46.17	Junior Membership x 2
					1021	205	31.79	Student Membership x 1
					1021	205	39.56	Senior Membership x 1
					1022	205	119.29	Court bookings March
					1012	205	36.94	Court Lights - March
Total Receipts:		134,033.52	0.00	133.70			133,899.82	

Handelsbanken

Payments made between 01/03/2024 and 31/03/2024

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>
01/03/2024	Shire Leasing	EXP 320	145.61		24.27	4021	101	121.34	VOIP
01/03/2024	Croner Group Ltd	EXP 321	118.36		18.70	4026	101	99.66	Professional Services
01/03/2024	4Com Network Services Ltd	EXP 322	200.56		33.43	4021	101	167.13	VOIP/Broadband
01/03/2024	Shorts Group Ltd	EXP 323	415.49		69.25	4040	202	315.00	Inv 231589 - Jan Waste
						4015	207	31.24	Inv 231589 - Jan Waste
01/03/2024	Ruth Davies	EXP 324	290.00		32.28	4024	101	161.42	Reimbursement of Expenses
						4009	101	28.80	Reimbursement of Expenses
						4022	102	49.50	Reimbursement of Expenses
						4020	102	18.00	Reimbursement of Expenses
01/03/2024	Ruth Davies	EXP 325	247.81		41.30	4024	102	206.51	Reimbursement of Expenses
01/03/2024	Alex Orchard	EXP 326	12.68			4020	101	12.68	Reimbursement of Expenses
01/03/2024	Handelsbanken	EXP 327	3.00			4050	101	3.00	Bank Charges
04/03/2024	ITQED Ltd	EXP 328	7,177.73		1,196.29	4045	102	5,981.44	Councillors' laptops
04/03/2024	Sutcliffe Play	EXP 329	11,936.15		1,989.36	4043	202	9,946.79	Sutcliffe Play
04/03/2024	Handelsbanken	EXP 330	2.00			4050	101	2.00	Bank Charges
05/03/2024	DVLA	EXP 331	168.00			4047	202	168.00	Vehicle Tax NX08ARU
08/03/2024	Genpower Ltd	EXP 332	289.99		48.33	4043	205	241.66	Artificial Grass Sweeper Brush
08/03/2024	All Seasons Window Cleaning	EXP 333	48.00		8.00	4041	207	40.00	Bus Shelter Mthly Clean x4
13/03/2024	Handelsbanken	EXP 334	40.55			4050	101	40.55	Bank Charges
15/03/2024	Matthew Lane	EXP 335	930.00			4037	203	930.00	Grave Services
15/03/2024	ITQED Ltd	EXP 336	2,250.00		375.00	4024	101	375.00	SptTrg & Configure Cllr laptop
						4024	102	1,500.00	SptTrg & Configure Cllr laptop
15/03/2024	Viking Office UK Ltd	EXP 337	317.13		43.72	4023	101	273.41	Viking by Office Depot
20/03/2024	Eco Tricity	EXP 339	199.54		9.50	4014	205	190.04	Tennis Electricity
20/03/2024	Various	EXP 340	10,404.57			4001	101	3,689.48	March Payroll
						4001	202	1,176.99	March Payroll
						4001	204	395.83	March Payroll
						4001	206	280.24	March Payroll
						4001	205	825.57	March Payroll
						4001	207	1,037.95	March Payroll
						4001	301	1,860.53	March Payroll
						4001	208	84.07	March Payroll

Subtotal Carried Forward:

35,197.17

0.00

3,889.43

30,253.83

Handelsbanken

Payments made between 01/03/2024 and 31/03/2024

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>
						4001	901	638.77	March Payroll
						4001	203	415.14	March Payroll
20/03/2024	Handelsbanken	EXP 342	5.00			4050	101	5.00	Bank charges
25/03/2024	Eco Tricity	EXP 341	493.00		23.48	4014	207	469.52	Electricity Pavilion
Total Payments:			35,695.17	0.00	3,912.91			31,782.26	

	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	57,845	28,000	(29,845)			206.6%
Subtotal	286,807	256,962	(29,845)	0	0	111.6%
201 Official Guide						
1010 Rent Received	29	0	(29)			0.0%
Subtotal	29	0	(29)	0	0	0.0%
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	22,225	12,000	(10,225)			185.2%
1032 Headstones	1,520	1,200	(320)			126.7%
1033 Grant of Rights	17,000	12,000	(5,000)			141.7%
Subtotal	40,745	25,200	(15,545)	0	0	161.7%
204 Allotments						
1010 Rent Received	1,758	2,000	242			87.9%
Subtotal	1,758	2,000	242	0	0	87.9%
205 Tennis						
1012 Electricity income	217	600	383			36.2%
1021 Tennis Court Season Ticket	7,956	13,000	5,044			61.2%
1022 Tennis Court P&P	2,625	3,000	375			87.5%
1023 Tennis Court Coaching	9,514	12,000	2,486			79.3%
1024 Tennis Box League	0	120	120			0.0%
Subtotal	20,313	28,720	8,407	0	0	70.7%
207 Facilities						
1010 Rent Received	9,846	11,000	1,155			89.5%
1012 Electricity income	2,394	1,800	(594)			133.0%
1013 Rent Received Chalet	1,898	2,400	502			79.1%
1014 Rent Received Flat	15,300	15,300	0			100.0%
1016 Waste Income	471	400	(71)			117.6%
1017 Rent Concessionary Stand	1,200	0	(1,200)			0.0%
Subtotal	31,108	30,900	(208)	0	0	100.7%
301 Village Hall						
1005 Service Income from Village Ha	21,138	21,138	(0)			100.0%
Subtotal	21,138	21,138	(0)	0	0	100.0%
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						

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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%
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	696,529	888,778	192,249	0	0	78.4%
EXPENDITURE						
101 Administration						
4001 Salaries and Wages	70,350	70,848	498		498	99.3%
4008 Training	1,538	1,200	(338)		(338)	128.2%
4009 Travel	245	200	(45)		(45)	122.5%
4010 Misc Staff Costs	0	100	100		100	0.0%
4020 Miscellaneous Expenses	277	300	23		23	92.3%
4021 Telephone VOIP and Broadband	2,698	3,200	502		502	84.3%
4022 Postage	21	100	79		79	21.2%
4023 Printing, Stationery & Ref Bks	1,242	1,200	(42)		(42)	103.5%
4024 IT Costs & Support	5,668	8,000	2,332		2,332	70.8%
4025 Insurance	2,435	2,000	(435)		(435)	121.8%
4026 Subscriptions	3,240	3,500	260		260	92.6%
4031 Advertising	0	100	100		100	0.0%
4050 Bank Charges	473	700	227		227	67.5%
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	93,580	146,564	52,984	0	52,984	63.8%
102 Democratic Process						
4020 Miscellaneous Expenses	18	0	(18)		(18)	0.0%
4022 Postage	50	0	(50)		(50)	0.0%
4024 IT Costs & Support	1,707	0	(1,707)		(1,707)	0.0%
4033 Parish Newsletter	1,510	1,300	(210)		(210)	116.2%
4034 Parish Website	720	500	(220)		(220)	144.0%
4045 Equipment & Small Tools	5,981	0	(5,981)		(5,981)	0.0%
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	25,710	6,950	(18,760)	0	(18,760)	369.9%
202 Recreation Ground						
4001 Salaries and Wages	18,270	18,953	684		684	96.4%
4007 Health & Safety	906	1,040	134		134	87.1%
4012 Water Rates	693	3,000	2,307		2,307	23.1%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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	3,276	3,239	(37)		(37)	101.1%
4042 Grounds Maintenance	2,600	3,360	760		760	77.4%
4043 Equipment Maintenance	12,180	6,160	(6,020)		(6,020)	197.7%
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%
4047 Vehicle Tax/Insurance	773	800	27		27	96.6%
4048 Vehicle Fuel & Oil	1,227	900	(327)		(327)	136.3%
4049 Other Fuel & Oil	9	0	(9)		(9)	0.0%
Subtotal	41,898	40,020	(1,878)	0	(1,878)	104.7%
203 Cemetery						
4001 Salaries and Wages	11,016	11,058	42		42	99.6%
4012 Water Rates	127	200	73		73	63.4%
4037 Grave Services	7,075	4,480	(2,595)		(2,595)	157.9%
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	24,861	24,164	(697)	0	(697)	102.9%
204 Allotments						
4001 Salaries and Wages	5,463	5,524	61		61	98.9%
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	6,235	6,610	375	0	375	94.3%
205 Tennis						
4001 Salaries and Wages	11,273	11,058	(215)		(215)	101.9%
4014 Electricity & Gas	664	800	136		136	83.0%
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	242	1,160	918		918	20.8%
4064 Legal and Professional Fees	110	0	(110)		(110)	0.0%
Subtotal	13,023	13,868	845	0	845	93.9%
206 Pavilion Toilets						
4001 Salaries and Wages	4,350	4,513	163		163	96.4%
4016 Cleaning Costs	360	1,344	984		984	26.8%
4017 Cleaning Supplies	1,345	1,200	(145)		(145)	112.1%
Subtotal	6,055	7,057	1,002	0	1,002	85.8%
207 Facilities						
4001 Salaries and Wages	17,913	16,588	(1,325)		(1,325)	108.0%
4007 Health & Safety	512	448	(64)		(64)	114.3%
4012 Water Rates	153	0	(153)		(153)	0.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4014 Electricity & Gas	7,836	4,000	(3,836)		(3,836)	195.9%
4015 Waste Services	521	349	(172)		(172)	149.4%
4041 Property Maintenance	4,997	1,360	(3,637)		(3,637)	367.4%
4043 Equipment Maintenance	281	0	(281)		(281)	0.0%
4045 Equipment & Small Tools	30	0	(30)		(30)	0.0%
Subtotal	32,243	22,745	(9,498)	0	(9,498)	141.8%
208 Heritage Assets						
4001 Salaries and Wages	1,523	451	(1,072)		(1,072)	337.7%
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	8,007	10,598	2,591	0	2,591	75.6%
301 Village Hall						
4001 Salaries and Wages	25,365	21,139	(4,226)		(4,226)	120.0%
Subtotal	25,365	21,139	(4,226)	0	(4,226)	120.0%
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%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
901 Parish Projects						
4001 Salaries and Wages	21,170	49,255	28,085		28,085	43.0%
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%
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	182,533	332,981	150,448	0	150,448	54.8%
TOTAL EXPENDITURE	497,123	696,764	199,641	0	199,641	71.3%
Total Income	696,529	888,778	192,249			78.4%
Total Expenditure	497,123	696,764	199,641	0	199,641	71.3%
Net Income over Expenditure	199,406	192,014	(7,392)			
plus Transfer from EMR	188,024					
less Transfer to EMR	343,009					
Movement to/(from) Gen Reserve	44,420	192,014	147,594			