



## Minutes of the Meeting of the Parish Council Tuesday 17 September 2024 at 7:30 pm

held at  
**The Community Room, Broomhall Recreation Ground.**

### 60 / 24 Attendance and Apologies for absence

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

There were three members of the public present.

### 61 / 24 Declaration of interest for items on the agenda

Cllr Coxon declared a personal interest in agenda item 66 / 24 on the grounds that she is an allotment holder.

### 62 / 24 Approval of Minutes of Council 20 August 2024

**RESOLVED:** That the council approved minutes of the council meeting held on 20 August 2024. The Chairman signed the minutes as an accurate record of the meeting.

### 63 / 24 Announcements from the Chairman

The Chairman had once announcement – to thank all the officers involved in the community events run at the Recreation Ground over the summer.

### 64 / 24 Public Adjournment

Two members of the public exercised their right to speak at this point about the future of the Novello Picture House Theatre. After each member of the public had spoken for their allocated time the meeting agreed to suspend Standing Orders to allow the information dissemination to continue and for Councillors to ask questions. At the conclusion of the discussion the Chairman brought the session back under Standing Orders and the two member of the public took their opportunity to leave the meeting.

### 65 / 24 To receive an update from the Borough Councillors for Sunningdale

There was no update from the Borough Councillors.

### 66 / 24 Councillors Questions and Business Motions

Council considered a motion brought forward by Cllr Newman.

**RESOLVED:** To: get 3 quotes for a new deer fence around the allotments; -  
investigate the feasibility of having CCTV at the entrance to the allotments and explore options for a new entrance gate to improve security;  
consider an increase in allotment rent as part of the budget process;  
audit the waiting list;

explore the possibility of finding new land for allotments;  
explore introducing a pilot 'starter plot';  
create an allotment user group; and  
explore creating better access to disabled people and people with low mobility.

**67 / 24 To receive presentation of Committee Minutes, reports from Representatives and proposals from Working Groups**

**67 / 24 / 1 Clerk's Report**

Council received the report of the Locum Clerk and noted updates on Christmas Lights & Event; Members IT; Refurbishment of the Chobham Road Book Exchange and the summer Bouncy Fun Days. Members considered the Locum Clerk's request for guidance on how to respond to a request from Naan & Sizzle for an increase in the evenings they can trade from the Recreation Ground car park and offered some advice. Further Members noted that the Locum Clerk was minded to give landlord consent, on behalf of the Parish Council, to a request from the trustees to make certain external repairs at Sunningdale Village Hall.

**RESOLVED:** that the 2024 Christmas Lights switch-on event will be held on Friday 29 November 2024 at Broomhall Park

**67 / 24 / 2 Update from the Recruitment Working Group**

Members noted that a report from the Recruitment Working Group is to be considered in confidential session.

**68 / 24 Membership of Working Groups**

**RESOLVED:** Further to minute 54 /24 that the membership of the new working groups be as follows:

**RECREATION GROUND WORKING GROUP:** Cllrs Buxton, Grover & Morgan

**KEY ISSUES OF SURVEY WORKING GROUP:** Cllrs Evans & Pike

**EVENTS LEAD MEMBER:** Cllr Curtis (and Cllr Pike from the perspective of traders)

**COMMUNITY WORKING GROUP:** setting up the working group for be deferred for now. Though Cllr Buxton will work with the Deputy Clerk on considering how better to promote and signpost community services.

**69 / 24 Community Infrastructure Levy**

A draft CIL policy was discussed and some suggestions for amendment made. It was agreed that the amended policy should be brought back to the next meeting of Council (in October) for decision. As a consequence consideration of any applications for CIL Grants would be deferred to the November meeting of Council.

**70 / 24 Broomhall Park Woodland Trail Project**

**RESOLVED:** that additional expenditure of £474 on the current stage of the project is authorised; and that the next steps of the project will be considered by the Recreation Ground Working Group.

**71 / 24 Financial Report**

Council heard that the implementation of Rialtas Omega is progressing well and received a budget monitoring report on income & expenditure for the first four months of the financial year.

**71/24-2**

**RESOLVED:** that, it being 9.30pm, the meeting continue for no more than thirty minutes.

**72 / 24 Information Sharing**

Information was shared about the proposed closure of a local community recycling facility; it was suggested that the Royal Borough of Windsor & Maidenhead be written to and urged to write to Surrey County Council asking them to reconsider.

Cllr Hilton gave an update from the Walking & Cycling Group on the completion of the Whitmore Lane path and the continued positive feedback received.

**73 / 24**

**RESOLVED:** to exclude 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 (contractual and staffing matters) of the business to be transacted.

Note that while the detail discussed at this part of the meeting was, and remains, confidential the minutes below need not be considered confidential.

**74 / 24 Village Hall Lease**

The solicitors' advice was considered and it was agreed to proceed to negotiate heads of terms with the Village Hall Charity.

**75 / 24 Staffing Matters**

An oral update from the Locum Clerk was received.

**76 / 24 Report of the Recruitment Working Group**

The Chair of the Working Group reported that, after a successful first interview, a candidate for the post of Clerk had been invited back for a second interview.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



## Finance Committee Meeting Minutes for Tuesday 10 September 2024

The meeting started at 14:52 upon the conclusion of the CIL Working Group meeting that preceded it.

### FC 01 / 24 Attendance and apologies.

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

In Attendance: Cllr R Morgan (Council Chairman) & 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 02 / 24 Election of Committee Vice-Chairman

Upon the proposal of Councillor Newman, seconded by Councillor Coxon, Cllr Pike was elected Vice Chairman of the Committee.

### FC 03 / 24 To review minutes of the meeting of 7 May 2024

**RESOLVED:** to defer review of the minutes of 7 May 2024 until the next meeting of the Committee.

It was observed that minutes are a record of the decisions made at a meeting and actions arising and not a transcript of the meeting. The Locum Clerk undertook to forward a Word version of the minutes to Cllr Pike so that she could add her suggested amendments.

### FC 04 / 24 Public Adjournment.

There were no members of the public present.

### FC 05 / 24 To receive questions from committee members

There were no questions from Committee members.

### FC 06 / 24 CIL

The Committee considered the deliberations of the CIL Working Group meeting that immediately preceded this meeting.

**RESOLVED:** to refer a CIL policy to Full Council for consideration.

### FC 07 / 24 Update on implementation of Rialtas Omega software

The Locum Clerk gave a brief oral update on the implementation of the upgraded accounting software, explaining that the system was reconciled up to the end of July and that August would shortly be completed. The Bookings module had yet to be implemented. The Locum Clerk confirmed that the view-only access for Councillor would be available once the system was updated and running in real time.

### FC 08 / 23 New Financial Regulations

This item was deferred to the next meeting of the Committee

## FC 09 / 23 Council budget reports

It was noted that the reports for the period ending 31 August 2024 were not yet available and therefore the income & expenditure report and the balance sheet for the period ending 31 July 2024 were received. Identifying the detail of budget pressures was deferred to the next meeting of the Committee,

## FC 10 / 23 Receipts & Payments

The schedule of receipts and payments for the month of July 2024 was approved.

## FC 11 / 23 Dates of the upcoming meetings

It was agreed that the start time of meetings should be 3pm going forward and the next meeting was confirmed **as 8 October 2024**.

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

DRAFT



## Human Resources (HR) Sub-Committee Meeting Minutes for Friday 4 October 2024

### HRSC 01 / 24 Election of Committee Chairman

Upon the proposal of Cllr Morgan, seconded by Cllr Buxton, Cllr Hilton was elected as Chairman of the Sub-Committee.

### HRSC 02 / 24 Attendance and apologies.

Attendance: Cllr Buxton, Cllr Evans, Cllr Hilton & Cllr Morgan

In Attendance: L Steele (Locum Clerk).

### HRSC 03 / 24 Declaration of interest for items on the agenda

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

### HRSC 04 / 24 Template Contract of Employment for Local Councils

The Sub-Committee noted that NALC had published a new template contract of employment for local council staff in February 2024. The Sub-Committee considered a draft of the template edited to be specific to Sunningdale Parish Council and reflect the existing contractual arrangements in place. Some clarifications and amendments were agreed.

**RESOLVED:** to recommend the new template contract to Full Council for adoption and use for the future appointment and employment of officers, including a new Clerk.

### HRSC 05 / 24 Exclusion of Press and Public

**RESOLVED:** 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 (staffing matters) of the business to be transacted.

### HRSC 06 / 24 Report of the Recruitment Working Group

The Sub-Committee considered the report of the Recruitment Working Group and formulated a set of confidential recommendations to Full Council

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



# SUNNINGDALE PARISH COUNCIL

## CONTRACT OF EMPLOYMENT

This document sets out your main terms and conditions of employment. It includes the written particulars required by the Employment Rights Act 1996. The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

Name of Employer: **Sunningdale Parish Council** referred to as ‘**the Council**’ ‘**us**’ or ‘**we**’ or ‘**our**’  
Address of Employer: **The Pavilion**  
**Broomhall Recreation Ground**  
**Broomhall Lane**  
**Sunningdale**  
**SL5 0QS**

Name of Employee: **[Insert Name]** referred to as ‘**You**’  
Address of Employee: **Insert Address of Employee]**  
*(Please advise us of any change of name and/or address in writing).*

Dated: **[Insert the date when this document is given]**

Your employment with the Council is governed by the terms and conditions contained in this agreement which starts from the start date and which supersedes all other agreements whether in writing or otherwise.

This agreement incorporates the provisions contained in any correspondence from us offering you employment and our staff policies. You will comply with any rules, policies and procedures set out in the staff policies. If there is any conflict between the terms of this agreement and the provisions of our staff policies, which do form part of your contract of employment, the terms of this agreement shall prevail. We reserve the right (to be exercised reasonably) to amend the terms of this agreement and the contents of the staff policies.

### 1. DATE AND DURATION OF EMPLOYMENT

Your employment under this contract will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until terminated by either party giving the other the required notice as set out in this contract.

## **2. CONTINUOUS SERVICE**

For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

Your employment under these terms will begin on [insert start date for this contract]. Your previous service with xxx, starting on [insert continuous service start date] counts towards your continuous service with the council.]

## **3. JOB TITLE**

You are employed as **Clerk to the Parish Council**.

## **4. DUTIES**

You are expected to perform all duties which may be reasonably required of you as set out in the attached job description.

The list of duties in the job description is not contractual and not to be regarded as exclusive or exhaustive. The Council may, at its discretion, require you to perform additional or other duties, either instead of, or in addition to, your normal duties; and may amend your job description.

The Council requires the highest standards from you in your performance at work and your general conduct and in particular you must:

- i. unless prevented by incapacity, devote the whole of your working time, attention and abilities to the business of the Council;
- ii. diligently, honestly and ethically perform such duties as may from time to time be assigned to you by the Council;
- iii. conduct your personal and professional life in a way which does not risk adversely affecting the Council's standing and reputation;
- iv. comply with all reasonable and lawful directions given to you by the Council;
- v. report your own wrongdoing and any wrongdoing or proposed wrongdoing of any other employee to your Line Manager immediately on becoming aware of it.
- vii. consent to the Council monitoring and recording your use of the Council's electronic communications systems for the purpose of ensuring that the Council's rules are being complied with and for legitimate business purposes.

The council reserves the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.



## **5. PLACE OF WORK**

You will be based at The Pavillion, Broomhall Recreation Ground. The council reserves the right to require you to work from the office for four days per week.

You may be required to work elsewhere within a reasonable travelling distance either temporarily or permanently in order to properly perform your role.

During your employment with us you may be required to travel within Berkshire and possibly Surrey or Hampshire. You will not be required to work outside of the United Kingdom.

## **6. WORKING HOURS**

Your normal working hours total 37 per week and are worked from flexibly but should include 9am to 3pm Monday, Tuesday, Thursday & Friday with an unpaid break of 30 minutes for lunch on those days and such additional hours as necessary for the proper performance of your duties. Some evening working for Council/Committee meetings is required.

We reserve the right to amend these hours as may be reasonably required subject to consultation with you.

## **7. PROBATIONARY PERIOD**

The first six months of your employment with us will be a probationary period. During the probationary period, your performance and suitability for continued employment will be monitored. We may, at our discretion, extend the probationary period and will provide you reasons for doing so.

At any time before your probationary period has been completed, either you or we may bring your employment to an end by giving one week's notice (unless termination without notice is appropriate). We may decide to pay you in lieu of notice.

At the end of the probationary period or soon after, your performance will be reviewed and we will write to you to tell you if your probation has been successful or not. You will remain on your probationary period until you have received this written confirmation. Once the probationary period is successfully completed, you will be confirmed in your role.

## **8. TRAINING**

During your employment, we will provide training in relation to your day-to-day duties and you will be required to attend training related to achieving the Certificate in Local Council Administration (CiLCA) and in Cemeteries Management. This training will be paid for by the council.

Your continued employment shall be conditional upon you completing the Certificate in Local Council Administration (CiLCA) within eighteen months. We reserve the right in our absolute discretion to terminate your employment without notice or payment in lieu thereof if the training is not completed within the specified timeframe.

## **9. PAY AND BENEFITS**

Your salary is £41,418 per annum being the current salary point 33 within the below substantive and substantive range in scale LC3 (SCP 33-41) as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

In addition, one additional salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

1. The Certificate in Local Council Administration (CiLCA)
2. The Certificate in Higher Education in Community Governance – Level 4 or one of its predecessor qualifications designed specifically for the profession
3. The Foundation Degree in Community Governance – Level 5 or one of its predecessor qualifications designed specifically for the profession
4. BA (Hons) Degree in Community Governance – Level 6 or one of its predecessor qualifications designed specifically for the profession

Your salary will be payable monthly in arrears on or about 20th of each month directly into your bank or building society. Each instalment will include payment for the calendar month in which payment is made.

Should it be necessary to calculate a day's pay, your current full time equivalent annual salary will be divided by 260.

Your salary will be reviewed annually and may be increased from time to time at the Council's discretion.

If you work more than your normal working hours, then subject to the Council's approval, you may take time off in lieu at a time to be agreed between you and the Council.]

## **10. DEDUCTION OF WAGES**

If you owe us money at any time, you authorise us to deduct any sums due to us from your salary including, without limitation, any over payment of salary; any advances or loans we have made to you; a day's or part day's pay for each day or part day of unauthorised absence. "Unauthorised absence" is not turning up for work unless your absence is due to genuine sickness and you have notified us as set out in this contract; leave for which prior permission has been granted; genuine reasons outside your control which are acceptable to us.

If you owe us money when you leave and your final salary payment is not enough to cover the whole amount owed, you will be required to repay the outstanding amount due to us within one month of leaving us.

## **11. EXPENSES**

The Council will reimburse you when additional expenditure for travel, meals or overnight accommodation is incurred in the performance of the Council's business, provided the expenditure has been authorised in advance, receipted and approved in accordance with the Council's expenses policy. You shall abide by our policies on expenses as communicated from time to time.

## **12. HOLIDAY ENTITLEMENT AND PAID LEAVE**

Our holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March and your holiday accrues monthly. If your employment starts or ends part way through a holiday year, we will pro-rata your entitlement during that holiday year.

Full time staff are entitled to 23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). We will pro-rata that figure where necessary so that your holiday entitlement is in proportion to your working time during the relevant holiday year.

If we need you to work on one of those bank holidays, you will be able to take your holiday on a different day.

You should usually give at least two weeks' notice when requesting annual leave and normally give notice of at least one month before taking leave of one week or more. Requests for annual leave must be made to your manager. The dates of your annual leave require the prior written agreement of your Manager.

Annual leave must be taken at times agreed with your Manager. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of your Manager. You may be able to carry additional days where you have been prevented from taking it in the relevant leave year because you have taken maternity, paternity, adoption, parental or shared parental leave, or if you have been on long term sick leave.

Holiday taken without our prior approval will be treated as unauthorised absence and may lead to disciplinary action.

Holiday pay is calculated on the basis of your current rate of pay. Where you work variable hours or if you receive commission payments/overtime/travelling-time allowance, then a day's pay will be calculated on the average pay in the previous 52 weeks.

You will have no entitlement to any payment in lieu of accrued but untaken holiday except when your employment ends.

If, when your employment ends, you have taken more holiday (including bank holidays) than you have accrued in that holiday year, we will deduct the equivalent amount of pay from any payments due to you. If this amount is in excess of your final pay, you will be required to repay the outstanding amount due to us within one month of the end of your employment.

If you or we have served notice to end your employment, we may require you to take any accrued but unused holiday during your notice period.

Details of all other types of paid leave that you may be entitled to including Maternity, Paternity, Adoption and Shared Parental Leave, can be found in the [Staff Handbook/council policies].

### **13. PERFORMANCE AND DEVELOPMENT REVIEW**

You will receive an annual performance and development review

### **14. ABSENCE FOR SICKNESS OR INJURY, AND SICK PAY**

You must follow the procedure set out in the Council's sickness absence policy. This policy is non-contractual and may, at our discretion, be updated or amended from time to time.

If you are going to be off work because of sickness or injury you must telephone your Manager giving the reason for non-attendance, by your usual start time on each day of absence. If you are unable to notify personally due to the nature of the illness, someone else may make contact on your behalf. It is your responsibility to ensure we are notified. Failure to do so may result in sick pay not being paid and may result in disciplinary action.

A self-certification system operates for absences from work due to sickness or injury not exceeding seven days (including weekends and other non-working days). Immediately on your return to work you must complete and return a self-certification form.

For sickness or injury absence exceeding seven days (including weekends and other non working holidays) you must provide us with a Fit note (from your doctor or consultant) on your return to work. However, if your absence is ongoing, you are expected to post your Fit note to us upon receipt or alternatively to send us a photograph of both sides of the Fit Note, with the original to follow.

All sickness or injury absence will be entered on your employment record.

#### Statutory Sick Pay (SSP)

If you are absent from work due to sickness or injury, we will pay statutory sick pay provided that you are eligible and you have complied with our rules relating to sickness absence and notification. Your qualifying days for SSP are four consecutive days

#### Occupational Sick Pay

Subject to complying with our policies and procedures, you will receive additional sick pay from us as follows:

- During 1st year of service 1 months full pay, and (after 4 months' service) 2 months half pay
- During 2nd year of service 2 months full pay, 2 months half pay
- During 3rd year of service 4 months full pay, 4 months half pay
- During 4th & 5th year 5 months full pay, 5 months half pay
- After 5 years service 6 months full pay, 6 months half pay

Occupational sick pay shall be inclusive of any statutory sick pay due in accordance with applicable legislation. SSP and occupational sick pay are subject to the usual deduction for PAYE, National Insurance, pension contributions etc.

## **15. PENSION**

We will comply with our auto-enrolment duties under Part 1 of the *Pensions Act 2008*. If you are an eligible job holder, you will be automatically enrolled in our auto-enrolment scheme. Further details of the scheme are available from <https://www.nestpensions.org.uk/schemeweb/nest.html>

]

## **16. GRIEVANCE PROCEDURE**

If you have a grievance relating to your employment, you should raise this with the Chairman of the HR Sub-Committee in the first instance (or the Chairman of the Council where a grievance relates to the HR Sub-Committee Chairman). If you are unable to resolve your grievance informally, the full grievance procedure is contained within the council's policies. The Grievance procedure is for guidance only and does not form part of the contract of employment.

## **17. DISCIPLINARY RULES AND PROCEDURE**

Our disciplinary procedure and rules can be found within the council's policies. If you wish to appeal against a disciplinary decision you should set out your reasons in writing. We will tell you (usually in the disciplinary decision letter) who your appeal should be sent to, and the timeframe for doing that. The procedure is for guidance only and does not form part of the contract of employment and may be amended from time to time. The disciplinary procedure does not apply during your probationary period.

The list of rules is not to be regarded as exclusive or exhaustive and these may be added to, amended or deleted at any point. Any breach of disciplinary rules will normally result in disciplinary action.

We may impose one or more of a range of potential sanctions under our disciplinary policy. These include a warning or an extension of a warning, dismissal, a change of duties, or redeployment to another role (at the same or lower level – including demotion with a reduction in salary).

## **18. NOTICE**

During your probation period, you are entitled to be given and required to give 1 weeks notice in writing to terminate your employment for any reason. On completion of your probationary period, you are required to give 2 months notice in writing.

Notice given by us will be 1 months following your probationary period and increase to 5 weeks notice after 5 years continuous service and thereafter by one week for each additional year of continuous employment up to a maximum of 12 weeks for 12 years' service.

The statutory position is

- 1 month to 2 years – statutory notice is 1 week
- 2 to 12 years – statutory notice is 1 week for each full year they have worked (i.e. 5 weeks' notice after 5 years' service)
- 12 years or more – statutory notice is 12 weeks

If you have not provided the required notice in writing, we may withhold pay for notice unworked due under your contract, but not paid. Anything owed to us will be deducted from your final salary.

## **19. PAY IN LIEU OF NOTICE**

Instead of requiring you to work your notice, we may decide to pay you in lieu of notice, bringing your employment to an end there and then.

Your payment in lieu will be made up of your net basic salary for the notice period less tax and NI contributions. Any payment in lieu will not include any payments such as any payment in respect of benefits; and any payment in respect of holiday entitlement that would have accrued during the notice period.

## **20. OBLIGATIONS ON TERMINATION**

On termination of your contract with us, you will:

- Immediately return (or arrange to be collected) all property and information belonging to us in your possession or under your control, including but not limited to login details and passwords for internal databases and IT systems or externally held software, apps, databases, websites etc.
- Irretrievably delete any information relating to us which is in your control outside our premises.
- If requested, provide a signed statement that you have fully complied with your obligations under this clause together with such reasonable evidence of compliance that we may request.

## **21. WORK DURING NOTICE PERIOD / GARDEN LEAVE**

We may decide to put you on Garden Leave for some or all of your notice period. Garden Leave means that you should not come into work, but you remain employed and entitled to your contractual benefits and subject to your contractual obligations (apart from the requirement to carry out work).

We will write to you at the time to confirm the rules that will apply to you during Garden Leave. This may include a rule preventing you from working elsewhere or for yourself, during your contracted hours to the Council, unless we agree to that in advance.

## **22. HEALTH AND SAFETY**

You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations. You will be given a copy of the Council's Health and Safety Policy.

It is important that you familiarise yourself with your responsibilities.

Breach of these requirements may result in disciplinary action being taken against you in accordance with the disciplinary procedure, which may result in your dismissal.

### **23. CONFIDENTIALITY**

During your employment you will have access to and will use and otherwise handle 'Confidential Information' to do your job properly. By 'Confidential Information', we mean any information or matter about the business or affairs of the Council or any of its business contacts, or about any other matters which may come to your knowledge in the course of your employment, and which is not in the public domain or which is in the public domain as a result of your breach of this agreement. It may, but will not necessarily, be in a recorded format (usually hard copies or electronically).

You must not (unless in the proper course of your work and/or with our express prior authorisation or in the situations outlined in this clause) use Confidential Information, make or use copies of Confidential Information, or disclose Confidential Information to anyone or any entity. That obligation applies during your employment and after it has ended.

You must do everything reasonable to protect Confidential Information and must tell us straightaway if you know or suspect that Confidential Information has been leaked and/or is being used outside our organisation or inappropriately inside our organisation. You should not make assumptions about sharing of confidential information with other employees. If in doubt, you should consult your line manager.

All Confidential Information belongs to us, and you must return it (including copies) to us when requested during your employment or when your employment ends. You will need to confirm that you have safely and securely deleted all versions and copies. We may withhold any salary or other sum due to you until such time as all confidential information has been returned to us. These provisions on Confidential Information do not affect your right to make a protected disclosure as defined by the *Employment Rights Act 1996* (see our Whistleblowing Policy), or your duty to disclose Confidential Information if the law or a regulatory obligation requires that.

### **24. DATA PROTECTION**

As part of our administrative and management processes, the Council will need to collect and process personal data relating to you in accordance with data protection legislation in force at the time. Details of what we will collect and process are set out in the Data Protection Policy and our 'Employee Privacy Notice'.

You must familiarise yourself with our Data Protection Policy and comply with the Council's data protection policy when handling any personal data in the course of your employment. If you do not comply with it, we may treat that failure as a disciplinary issue and, in serious cases, gross misconduct.

### **25. COUNCIL PROPERTY**

During your employment you will have access to, and use of, various documents, manuals, hardware and software provided for your use by the Council. These and any data or documents (including copies) produced, maintained or stored on the Council's computer systems or other electronic equipment (including mobile phones), remain the property of the Council.

You may also be given the use of other facilities owned by the council including laptop/desktop computer and keys.

You must take good care of all Council property that is in your possession and/or under your control and use it for agreed and lawful purposes only. If, because of your misuse or carelessness the property is lost, stolen or damaged, we may deduct from your pay some or all of the cost of repair or a replacement.

We may, at any time during your employment, and will on termination, require you to return all Council property (including social media account details, or any computer or online passwords) to us. You must do so on your last working day or as soon as possible as agreed with the Council.

If you are placed on Garden Leave, we will usually require you to return all our property before your Garden Leave begins.

## **26. MATERNITY, PATERNITY, ADOPTION AND PARENTAL ARRANGEMENTS**

Your entitlement to maternity/paternity/adoption/shared parental leave and pay is as set out in the relevant legislation and in the Green Book.

## **27. REFERENCE DOCUMENTS**

The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

Further information regarding your employment is contained within the Council's policies. These cover policies such as Health and Safety, Equalities, the Grievance Procedure, Disciplinary Procedure and Disciplinary Rules. You must comply with the Council's policies.

## **28. CHANGE TO TERMS AND CONDITIONS OF EMPLOYMENT**

This agreement sets out everything we have agreed. You and we are entering into it on the basis that no discussions we have had, representations made, previous agreements reached, or understandings we have come to are relevant to this agreement, or are to be relied on, unless they are recorded in it.

Care has been taken to prepare this agreement, and neither you nor we will have a claim for innocent or negligent misrepresentation or negligent misstatement in respect of its contents (but that doesn't exclude liability for fraud).

This contract may be altered by us in writing at any time after the date of signing and after consultation with you.

Where changes to the terms set out in this statement occur by agreement (negotiation) with you, you will be informed of these by means of a written statement of change which you will be issued within one month of the change. Changes to non-contractual policies, rules and procedures will be notified to you with one month's notice.



I have read and understood the above clauses and accept the offer of employment on these terms.

SIGNED

DATE

.....  
for and on behalf of Sunningdale Parish Council

I accept the terms and conditions of my employment as set out above.

SIGNED

DATE

.....  
Employee



## Community Infrastructure Levy (CIL) Policy & Procedures

### Contents

1. Introduction
  2. Policy Aims
  3. CIL Regulations
  4. The Parish Council's Policy
  5. Implementation
  6. Governance
- Appendix 1 Neighbourhood Plan Objectives
- Appendix 2 Request for CIL Funding for Business Plan/Neighbourhood Plan Projects
- Appendix 3 Stakeholder Grant: Guidance Notes & Application Form

#### 1. Introduction

The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area. The funds provide an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.

The Royal Borough of Windsor & Maidenhead (RBWM) is responsible to collect the levy as part of the planning process which approves new development. As one of the Parishes of the Ascot, Sunninghill & Sunningdale Neighbourhood Plan (NP), 25% of the amount collected from developments in the Parish is passed to the Parish Council.

Further information and guidance is available at <https://www.gov.uk/guidance/community-infrastructure-levy>

As at 31 March 2024 the total CIL retained by the Parish Council was £1,471,753.34

The purpose of this document to describe the Parish Council's policy and procedures to allocate and manage its CIL

#### 2. Policy Aims

The **objective** of the Policy is to ensure that CIL funds are allocated:

- appropriately - in line with Government guidance
- in an open & transparent manner, including providing an opportunity for community stakeholders to apply for CIL Stakeholder Grants
- in line with the Council's Business Plan and the Ascot, Sunninghill and Sunningdale Neighbourhood Plan

### **3. CIL Regulations<sup>1</sup>**

The Community Infrastructure Levy (CIL) is a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. CIL receipts can be used to fund a wide range of infrastructure including transport, schools, health and social care facilities, libraries, play areas, green spaces and sports facilities.

The Parish Council must use the CIL receipts passed to it to support new development by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that new development places on the area.

The neighbourhood portion of the levy can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area' (see regulation 59C inserted by the 2013 Regulations for details<sup>2</sup>). The wider definition means that the neighbourhood portion can be spent on things other than infrastructure provided it is concerned with addressing the demands that development places on the area. For example it could be used to support affordable housing.

If a Parish Council does not spend its levy share within 5 years of receipt, or does not spend it on initiatives that support the development of the area, the charging authority may require it to repay some or all of these funds to the charging authority (see regulation 59E for details)

### **4. The Parish Council's Policy**

- A. All CIL projects must conform with the relevant regulations - as updated from time to time.
- B. The Parish Council is required to take account of the Neighbourhood Plan objectives when determining projects to be funded by CIL (The NP objectives are shown at Appendix 1 for reference)
- C. The Council will work closely with the Borough, Sunninghill & Ascot Parish Council and other adjacent Parish Councils to ensure its projects fit into a coordinated whole.

#### **Business Plan Projects**

- D. At least 80% of the Neighbourhood CIL should be spent on projects identified in the Council's Business Plan and the Neighbourhood Plan. Such projects will:
  - 1. take account of the views of the communities in which the income was generated.
  - 2. demonstrate a long term and lasting benefit for its community
  - 3. consider the resulting infrastructure needs of long term housing growth (provided such infrastructure is within the remit of the Council)
- E. Any future revenue or support costs of the Council's CIL projects should be identified during the approval process so that the Council can determine how they will be budgeted in the future.
- F. The Council will carefully monitor the implementation of all its CIL projects to ensure they achieve the expected outcomes and represent good value for money.

#### **Stakeholder CIL Grants**

- G. Up to 20% of the Neighbourhood CIL will be placed in a 'Stakeholder Reserve Fund'. These funds will be available to local stakeholders to apply for grants for projects that will support the development of the area. The Council will evaluate any such requests using the criteria described below. The Council will normally assess any grant applications twice per year. The Council's decision on any grant will be final.

### **5. Implementation**

#### **Business Plan / Neighbourhood Plan Projects**

---

<sup>1</sup> <https://www.gov.uk/guidance/community-infrastructure-levy>

<sup>2</sup> <http://www.legislation.gov.uk/ukxi/2013/982/regulation/8/made>

- A. New CIL projects will be identified during the annual update of the Business Plan and budget cycle. The form at Appendix 2 will be used for this purpose. The proposal will normally be sponsored by a Councillor.

### **Stakeholder Grants**

- B. Stakeholder applications (see Form at Appendix 3) for grants from the Stakeholder Reserve Fund will be assessed by the Council based on the following criteria:
  1. The proposed project conforms to the CIL spending regulations
  2. The project is in line with the Council's Business Plan
  3. The funds requested are usually only a part of the total project cost and other sources of funds can be demonstrated
  4. Any financial and legal risks associated with the project are identified and mitigated
  5. There is evidence of community support & benefits for the proposal
  6. Applications from membership organisations must be able to demonstrate a wider community benefit. New or improved facilities should be accessible to a wide range of people within the community
  7. Applicants may include statutory infrastructure providers including state schools, community groups and registered charities
  8. The facility/infrastructure will be available to Sunningdale residents
- C. Applications for grants of £5000 or less may, at the discretion of the Clerk, not be required to complete all off the boxes on the form at Appendix C.

### **6. Governance**

All CIL requests will be validated and scrutinised by the Finance Committee before referral to Full Council for approval.

A CIL report regarding receipts, forecasts and expenditure will be presented to Full Council in April and October. This is to ensure the Council does not over extend itself on projects

The Parish Council's CIL Business Plan projects will follow the Council's project management process and be subject to regular review

The Annual Parish Meeting will have a standing item reporting CIL projects

## **Appendix 1**

### **Neighbourhood Plan Objectives**

- **Housing & the Environment**
  - To protect the green and leafy appearance of our surroundings and the distinct character of our villages.
  - To maintain the separation between our villages, avoiding the creep of urban sprawl.
  - To preserve and enhance the character of Sunninghill village centre.
  - To meet new housing demand in a way that is sympathetic to the area, that ensures that the right type of housing is built in the right locations, and that a mix of housing types is delivered, to especially include family homes that are affordable by a wide section of the population.
  - To minimise the impact of development on the natural and built environment.
  - To protect the biodiversity of our area, our local wildlife and its habitat and our trees.
- **The Economy**
  - To encourage and facilitate a redevelopment of the centre of Ascot and its High Street, to deliver a more viable, attractive shopping centre, a vibrant and successful evening economy and desired community facilities.
  - To sensitively develop the area around the retail centre of Sunningdale to improve its future economic viability and deliver additional parking capacity and community amenities.
  - To create through the planning system an environment that makes it attractive for micro, small and medium-sized businesses and shops to locate and flourish in the area,
  - To retain the current employment sites and provide sustainable employment opportunities for those who live within and outside it.
- **Community**
  - To ensure all residents have easy access to community facilities and community green, open spaces for leisure and recreation.
- **Transport & Infrastructure**
  - To seek ways of addressing the problems of traffic congestion on our roads and the lack of parking.
  - To ensure our roads and streets provide safer and more accessible routes, better balancing the needs of pedestrians, cyclists and drivers.

## Appendix 2 Request for CIL Funding for Business Plan/NP Projects

Name of Proposer:	Date:
-------------------	-------

### Project Description

Project Title:	
Project Location:	
Description of the project:	

### Project Justification

How does the project support business plan objectives?	
How does the project comply with CIL Regulations?	
What is the legal power under which we can implement this project?	
What are the main benefits of the project?	
Who will be the beneficiaries of the project?	
Are the benefits available to all?	
Please provide evidence of community support for the project?	

### Project Status

Are there other preliminary tasks before the project can commence	
Please identify any constraints or risks?	

### Project Funding

What is the total cost of the project?	
What is the spend to date on this project?	
Please provide a breakdown of the costs?	

Please provide a forecast of any income and operating costs that derive from the project after completion	
---	--

**Delivery Timescale**

Please show the key milestones for the project	
--	--

## Appendix 3

### CIL Stakeholder Grant: Guidance Notes & Application Form

#### CIL STAKEHOLDER: A GUIDE FOR APPLICANTS

This guidance aims to provide assistance to those completing the Sunningdale Parish Council Stakeholder Grant Application Form. To discuss a potential project or for further guidance, please contact the Parish Clerk at [clerk@sunningdale-pc.gov.uk](mailto:clerk@sunningdale-pc.gov.uk)

#### WHO CAN APPLY?

- Not for profit organisations including state schools, community groups and registered charities.
- Applications must be received from the organisation, rather than an individual.
- Applications from membership organisations must be able to demonstrate a wider community benefit. Given that CIL is public money new or improved facilities should be accessible to a wide range of people within the community

#### WHAT IS NOT ELIGIBLE?

- Projects that have been completed prior to an application being submitted
- Ongoing operating costs for projects
- Annual maintenance and repair
- Projects promoting a political party
- Projects that conflict with Council priorities and objectives
- Any VAT that can be recovered

#### WHAT DOES A PROJECT NEED TO DEMONSTRATE?

In addition to meeting Government criteria for the spend the project should be able to show evidence of the following:

- addressing impacts created by new development
- wider community benefits beyond those just to the organisation submitting the application.
- deliverability: a clear delivery plan with robust governance
- additional resources (people or money) available from partners to complement funding

#### COMPLETING THE FORM

**NB, If your grant application is for £5000 or less it may not be necessary to complete all the boxes on this form. You should discuss your application with the Clerk and take advice.**

#### Questions 1-3 - Applicant organisation details

A named contact from all the organisation(s) involved will need to sign the declaration at the end of the form. All correspondence about the application will be sent to the main contact listed on the form.

**Questions 4-5 - Please provide information on the legal status of your organisation. The type of organisations that might be applying include:**



- Community or voluntary groups
- Community Interest Companies
- Charities or trusts
- Public sector organisations

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the Council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

**Question 6** - Please provide the address of the project, including postcode.

**Question 7** - Please give a description of the project, including why you are seeking the funding and details on how it would be used and the benefits it will bring.

**Questions 8 - 12** - Indicate the amount of money you are applying for. If there are multiple elements within an application, please prioritise these within your form. Let us know if there are any contributions from third parties - i.e. other organisations or grant schemes. Please show what contribution your organisation is putting into the project. You need to let us know if you are applying for funding from any other body and you must inform us if any applications are successful whilst this bid is being considered. Please let us know if the organisation has previously received CIL or other funding sources from either the Royal Borough of Windsor & Maidenhead Borough Council or Sunningdale Parish Council.

**Questions 13 - 14** - Please highlight the pressures that the project is addressing. Letters of support from within the local community are well received.

**Questions 15 - 16** - You must demonstrate that the project is deliverable and is able to be started within no longer than twenty-four months of the funding decision. You must also explain how long- term revenue commitments will be met in order to show that the project is sustainable in the long term.

**Questions 17-19** - If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts. This is to ensure that decision makers are aware of the level of unrestricted funds in the organisation's reserves. This information will be treated as confidential and will only be shared with Sunningdale Parish Councillors for decision making purposes. If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

## **DECLARATION**

Please make sure you read the declaration carefully, sign the form and return it. Any other organisation that will be involved with delivery should also sign the declaration.

## **SUPPORTING INFORMATION**

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. Where possible, please aim to have these arranged prior to submitting the application.

## **WHAT HAPPENS AFTER SUBMITTING AN APPLICATION?**

The Council will confirm receipt of your application and whether all required information has been received. If necessary you may be asked to provide further information. Following successful validation, applications will be considered at the Finance Committee and you will be able to attend to speak in support of your application. Applications approved by the Finance Committee will be forwarded to the Full Council where the final decision on whether the project is adopted for CIL funding and the level of funding to be disbursed will be approved.

## **PAYMENT OF CIL FUNDING**

Successful projects must be able to commence within the twenty-four months following the relevant Full Council meeting. Where relevant, the CIL funding will be conditional upon the applicant obtaining any building regulations and/or planning permission and any other consents or permissions as may be required.

After approval of an application by a Full Council meeting, the Responsible Finance Officer will notify the said organisation that the application has been approved and request written confirmation that should the said project not occur, that the funds granted will be reimbursed to the Council. No funds will be paid over until such written confirmation is received. The Council will seek confirmation that the project has been completed per the application and to its satisfaction. You must have a bank account in the name of your organisation into which the Council will pay the funding.

A claim for payment must be made in writing with evidence that the work has been completed or partially completed for a part claim. Evidence requested may include invoices from contractors/suppliers and/or a surveyor's valuation. Payments, including stage payments, will be made as percentage of the overall costs up to the total grant awarded. If the final project costs is less the amount awarded may be adjusted accordingly.

The CIL funding is a payment for capital expenditure and will not result in any future revenue commitment by Sunningdale Parish Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

#### **PUBLICITY**

The applicant will need to agree to publicise the support of Sunningdale Parish Council and the Council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

(Application form follows on next page)

## CIL STAKEHOLDER GRANT - APPLICATION FORM

1. Applicant organisation	
2. Name & position of main contact	
3. Applicant contact details (phone no, email & address)	
4. Type of organisation  If a charity, please provide registration number	
5. Is the organisation able to reclaim VAT?	
6. Location of project	
7. Summary of the project proposal	
8. Estimated project cost	

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought		
Any other Local Authority Contribution		
Third party contribution		
Total Cost		

10. Details of additional sources of funding available	
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	
12. Please indicate whether the organisation has previously received CIL or other funding sources from RBWM or Sunningdale Parish Council. If yes please, provide amounts and timings	
13. How does the project help address the demands of development in the area. What evidence is there to support this?	

<p>14. What evidence is there of support from the community?</p>	
<p>15. Proposed timelines for the project</p>	
<p>16. Is there a related operating cost associated with the project? How will this be addressed?</p>	
<p>17. If the organisation is not in the public sector please provide details of the organisation's finances. Please include a copy of the most recently audited accounts, including unrestricted reserves.</p>	
<p>18. Do you need planning permission to carry out the works?</p>	

19. If planning permission is required is it in place to carry out the works?

If so please provide the application number.

#### Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Sunningdale parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event I agree to inform Sunningdale Parish Council via the parish Clerk of any material changes to the proposals set out above. When requested I agree to provide Sunningdale parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Sunningdale Parish Council's statutory rights as the designated provider of these CIL funds, which include provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Sunningdale parish Council checking all supplied information for the purpose of decision making. The information on the form will be stored in Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Sunningdale Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see:

[Privacy Policy](#)

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_



**Bank Reconciliation Statement as at 30/09/2024  
for Cashbook 1 - Handelsbanken**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbank	30/09/2024		148,417.14
Handelsbank 35 day account	30/09/2024		1,757,845.37
			<u>1,906,262.51</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,906,262.51
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,906,262.51
		<b>Balance per Cash Book is :-</b>	<b>1,906,262.51</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Clerk/RFO:**

Name .....Signed .....Date .....

**Councillor:**

Name .....Signed .....Date .....



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1099 Sundry Income	4	4	0	(4)			0.0%	
1176 Precept	0	117,021	234,042	117,021			50.0%	
1190 Interest Received	4,935	30,788	50,000	19,212			61.6%	
Administration :- Income	<u>4,938</u>	<u>147,813</u>	<u>284,042</u>	<u>136,229</u>			<u>52.0%</u>	<u>0</u>
4001 Salaries and Wages	3,948	24,619	75,012	50,393		50,393	32.8%	
4006 Agency Staff	0	26,386	0	(26,386)		(26,386)	0.0%	
4008 Training	0	1,147	3,000	1,853		1,853	38.2%	
4009 Travel	0	26	250	224		224	10.4%	
4010 Misc Staff Costs	0	30	100	70		70	30.0%	
4020 Miscellaneous Expenses	0	117	300	183		183	39.0%	
4021 Telephone VOIP and Broadband	121	2,536	3,780	1,244		1,244	67.1%	
4022 Postage	0	1	108	107		107	0.8%	
4023 Printing, Stationery & Ref Bks	(56)	575	1,296	721		721	44.4%	
4024 IT Costs & Support	0	1,995	6,000	4,005		4,005	33.3%	
4025 Insurance	0	0	2,500	2,500		2,500	0.0%	
4026 Subscriptions	375	2,526	3,451	925		925	73.2%	
4030 Recruitment Advertising	0	422	0	(422)		(422)	0.0%	
4031 Advertising	0	0	108	108		108	0.0%	
4050 Bank Charges	50	256	756	500		500	33.9%	
4061 Audit Fees (External)	0	0	2,000	2,000		2,000	0.0%	
4062 Audit Fees (Internal)	0	380	850	470		470	44.7%	
4063 Accountancy Support	0	3,156	3,000	(156)		(156)	105.2%	
4064 Legal and Professional Fees	107	4,030	2,250	(1,780)		(1,780)	179.1%	
Administration :- Indirect Expenditure	<u>4,545</u>	<u>68,202</u>	<u>104,761</u>	<u>36,559</u>	<u>0</u>	<u>36,559</u>	<u>65.1%</u>	<u>0</u>
Net Income over Expenditure	<u>394</u>	<u>79,611</u>	<u>179,281</u>	<u>99,670</u>				
<u>102 Democratic Process</u>								
4008 Training	0	130	0	(130)		(130)	0.0%	
4022 Postage	0	75	0	(75)		(75)	0.0%	
4023 Printing, Stationery & Ref Bks	0	1,279	0	(1,279)		(1,279)	0.0%	
4024 IT Costs & Support	0	1,449	0	(1,449)		(1,449)	0.0%	
4033 Parish Newsletter	0	574	1,750	1,176		1,176	32.8%	
4034 Parish Website	0	636	850	215		215	74.8%	
4043 Equipment Maintenance	0	110	0	(110)		(110)	0.0%	
4201 Chairmans Activities	0	0	500	500		500	0.0%	
4202 Annual Parish Meeting	0	97	250	153		153	38.6%	
4211 Election Expenses	0	0	4,000	4,000		4,000	0.0%	
4231 Community Action	0	100	1,200	1,100		1,100	8.3%	
Democratic Process :- Indirect Expenditure	<u>0</u>	<u>4,449</u>	<u>8,550</u>	<u>4,101</u>	<u>0</u>	<u>4,101</u>	<u>52.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(4,449)</u>	<u>(8,550)</u>	<u>(4,101)</u>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Recreation Ground</u>								
1010 Rent Received	16	0	0	0			0.0%	
1020 Letting Income	158	521	1,500	980			34.7%	
Recreation Ground :- Income	174	521	1,500	980			34.7%	0
4001 Salaries and Wages	1,610	10,006	10,766	760		760	92.9%	
4007 Health & Safety	0	138	1,123	985		985	12.3%	
4012 Water Rates	0	515	3,500	2,985		2,985	14.7%	
4038 Tree maintenance	0	0	1,080	1,080		1,080	0.0%	
4040 Dog Bin Emptying	295	2,338	3,498	1,160		1,160	66.8%	
4042 Grounds Maintenance	40	501	3,629	3,128		3,128	13.8%	
4043 Equipment Maintenance	241	1,571	6,653	5,082		5,082	23.6%	
4044 Equipment Hire	0	248	605	357		357	40.9%	
4045 Equipment & Small Tools	0	415	756	341		341	54.9%	
4046 Vehicle Repairs/Mtce	0	0	500	500		500	0.0%	
4047 Vehicle Tax/Insurance	176	176	864	688		688	20.4%	
4048 Vehicle Fuel & Oil	42	225	750	525		525	29.9%	
4049 Other Fuel & Oil	57	304	960	656		656	31.7%	
Recreation Ground :- Indirect Expenditure	2,461	16,435	34,684	18,249	0	18,249	47.4%	0
Net Income over Expenditure	(2,287)	(15,914)	(33,184)	(17,270)				
<u>203 Cemetery</u>								
1031 Cemetery Income	0	9,560	18,000	8,440			53.1%	
1032 Headstones	360	2,145	2,500	355			85.8%	
1033 Grant of Rights	0	11,800	18,000	6,200			65.6%	
Cemetery :- Income	360	23,505	38,500	14,995			61.1%	0
4001 Salaries and Wages	806	6,871	10,015	3,144		3,144	68.6%	
4012 Water Rates	0	0	216	216		216	0.0%	
4022 Postage	0	6	0	(6)		(6)	0.0%	
4037 Grave Services	0	2,560	8,257	5,697		5,697	31.0%	
4038 Tree maintenance	0	0	363	363		363	0.0%	
4042 Grounds Maintenance	0	772	0	(772)		(772)	0.0%	
Cemetery :- Indirect Expenditure	806	10,210	18,851	8,641	0	8,641	54.2%	0
Net Income over Expenditure	(446)	13,295	19,649	6,354				
<u>204 Allotments</u>								
1010 Rent Received	0	178	2,000	1,823			8.9%	
Allotments :- Income	0	178	2,000	1,823			8.9%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries and Wages	481	2,991	7,023	4,032		4,032	42.6%	
4012 Water Rates	186	326	648	322		322	50.3%	
4020 Miscellaneous Expenses	0	0	179	179		179	0.0%	
4038 Tree maintenance	0	0	1,500	1,500		1,500	0.0%	
4042 Grounds Maintenance	0	386	1,000	614		614	38.6%	
4043 Equipment Maintenance	0	216	0	(216)		(216)	0.0%	
4302 Other Events	0	150	0	(150)		(150)	0.0%	
Allotments :- Indirect Expenditure	667	4,069	10,350	6,281	0	6,281	39.3%	0
Net Income over Expenditure	(667)	(3,891)	(8,350)	(4,459)				
<u>205 Tennis</u>								
1012 Electricity income	7	79	1,500	1,421			5.3%	
1021 Tennis Court Season Ticket	4,206	9,777	14,560	4,783			67.2%	
1022 Tennis Court P&P	346	3,505	2,850	(655)			123.0%	
1023 Tennis Court Coaching	3,604	9,057	12,000	2,943			75.5%	
1024 Tennis Box League	27	43	90	47			47.3%	
Tennis :- Income	8,189	22,462	31,000	8,538			72.5%	0
4001 Salaries and Wages	953	5,919	9,161	3,242		3,242	64.6%	
4014 Electricity & Gas	0	377	864	487		487	43.6%	
4022 Postage	0	85	189	104		104	45.0%	
4023 Printing, Stationery & Ref Bks	0	590	432	(158)		(158)	136.7%	
4026 Subscriptions	0	0	437	437		437	0.0%	
4043 Equipment Maintenance	994	1,801	3,000	1,199		1,199	60.0%	
4302 Other Events	0	41	0	(41)		(41)	0.0%	
Tennis :- Indirect Expenditure	1,947	8,813	14,083	5,270	0	5,270	62.6%	0
Net Income over Expenditure	6,243	13,648	16,917	3,269				
<u>206 Pavilion Toilets</u>								
4001 Salaries and Wages	383	2,382	4,715	2,333		2,333	50.5%	
4016 Cleaning Costs	0	158	1,451	1,294		1,294	10.9%	
4017 Cleaning Supplies	0	708	1,296	588		588	54.6%	
4043 Equipment Maintenance	425	425	0	(425)		(425)	0.0%	
Pavilion Toilets :- Indirect Expenditure	808	3,673	7,462	3,789	0	3,789	49.2%	0
Net Expenditure	(808)	(3,673)	(7,462)	(3,789)				
<u>207 Facilities</u>								
1010 Rent Received	16	0	0	0			0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1012 Electricity income	1,071	1,988	2,500	512			79.5%	
1013 Rent Received Chalet	600	1,200	2,400	1,200			50.0%	
1014 Rent Received Flat	1,275	7,650	15,500	7,850			49.4%	
1016 Waste Income	215	328	750	422			43.8%	
1017 Pitch Hire (car park)	400	1,200	2,400	1,200			50.0%	
1020 Letting Income	2,065	6,257	11,500	5,243			54.4%	
<b>Facilities :- Income</b>	<b>5,641</b>	<b>18,623</b>	<b>35,050</b>	<b>16,427</b>			<b>53.1%</b>	<b>0</b>
4001 Salaries and Wages	1,215	7,550	14,435	6,885		6,885	52.3%	
4007 Health & Safety	0	0	484	484		484	0.0%	
4012 Water Rates	85	277	0	(277)		(277)	0.0%	
4014 Electricity & Gas	0	1,562	7,864	6,302		6,302	19.9%	
4015 Waste Services	0	484	756	272		272	64.1%	
4020 Miscellaneous Expenses	0	58	0	(58)		(58)	0.0%	
4041 Property Maintenance	0	2,334	4,000	1,666		1,666	58.3%	
4043 Equipment Maintenance	0	16	0	(16)		(16)	0.0%	
4045 Equipment & Small Tools	0	13	0	(13)		(13)	0.0%	
4048 Vehicle Fuel & Oil	0	72	0	(72)		(72)	0.0%	
<b>Facilities :- Indirect Expenditure</b>	<b>1,300</b>	<b>12,366</b>	<b>27,539</b>	<b>15,173</b>	<b>0</b>	<b>15,173</b>	<b>44.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,342</b>	<b>6,257</b>	<b>7,511</b>	<b>1,254</b>				
<b>208 Heritage Assets</b>								
4001 Salaries and Wages	115	714	3,476	2,762		2,762	20.5%	
4042 Grounds Maintenance	160	4,765	10,282	5,517		5,517	46.3%	
4221 Village Clocks	0	0	300	300		300	0.0%	
<b>Heritage Assets :- Indirect Expenditure</b>	<b>275</b>	<b>5,479</b>	<b>14,058</b>	<b>8,579</b>	<b>0</b>	<b>8,579</b>	<b>39.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(275)</b>	<b>(5,479)</b>	<b>(14,058)</b>	<b>(8,579)</b>				
<b>301 Village Hall</b>								
4001 Salaries and Wages	0	222	0	(222)		(222)	0.0%	
<b>Village Hall :- Indirect Expenditure</b>	<b>0</b>	<b>222</b>	<b>0</b>	<b>(222)</b>	<b>0</b>	<b>(222)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(222)</b>	<b>0</b>	<b>222</b>				
<b>302 Library</b>								
4070 Service Charge RBWM Library	0	11,500	12,000	500		500	95.8%	
<b>Library :- Indirect Expenditure</b>	<b>0</b>	<b>11,500</b>	<b>12,000</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>95.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(11,500)</b>	<b>(12,000)</b>	<b>(500)</b>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>303 Borough in Bloom</u>								
1040 Sponsorship Income	432	3,197	7,262	4,065			44.0%	
Borough in Bloom :- Income	432	3,197	7,262	4,065			44.0%	0
4001 Salaries and Wages	0	0	972	972		972	0.0%	
4039 In Bloom Expenses	0	7,136	11,500	4,364		4,364	62.1%	
Borough in Bloom :- Indirect Expenditure	0	7,136	12,472	5,336	0	5,336	57.2%	0
Net Income over Expenditure	432	(3,939)	(5,210)	(1,271)				
<u>304 Christmas</u>								
4001 Salaries and Wages	0	0	10,604	10,604		10,604	0.0%	
Christmas :- Indirect Expenditure	0	0	10,604	10,604	0	10,604	0.0%	0
Net Expenditure	0	0	(10,604)	(10,604)				
<u>305 S137</u>								
4301 Christmas Event	0	600	10,000	9,400		9,400	6.0%	
4302 Other Events	172	2,292	10,000	7,708		7,708	22.9%	
S137 :- Indirect Expenditure	172	2,892	20,000	17,108	0	17,108	14.5%	0
Net Expenditure	(172)	(2,892)	(20,000)	(17,108)				
<u>307 MUGA</u>								
4064 Legal and Professional Fees	0	300	0	(300)		(300)	0.0%	
MUGA :- Indirect Expenditure	0	300	0	(300)	0	(300)		0
Net Expenditure	0	(300)	0	300				
<u>308 CA Outreach Project</u>								
4001 Salaries and Wages	0	0	1,119	1,119		1,119	0.0%	
4071 Service Charge CA Outreach	0	3,498	8,469	4,971		4,971	41.3%	
CA Outreach Project :- Indirect Expenditure	0	3,498	9,588	6,090	0	6,090	36.5%	0
Net Expenditure	0	(3,498)	(9,588)	(6,090)				
<u>309 Woodland</u>								
4001 Salaries and Wages	0	0	6,657	6,657		6,657	0.0%	
4015 Waste Services	0	0	600	600		600	0.0%	
4042 Grounds Maintenance	0	0	2,000	2,000		2,000	0.0%	
4043 Equipment Maintenance	0	0	2,000	2,000		2,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4064 Legal and Professional Fees	0	(439)	0	439		439	0.0%	
Woodland :- Indirect Expenditure	0	(439)	11,257	11,696	0	11,696	(3.9%)	0
Net Expenditure	0	439	(11,257)	(11,696)				
<b>901 Parish Projects</b>								
1174 CIL Grant	0	167,595	288,670	121,075			58.1%	167,595
Parish Projects :- Income	0	167,595	288,670	121,075			58.1%	167,595
4001 Salaries and Wages	717	4,445	7,097	2,652		2,652	62.6%	
4024 IT Costs & Support	0	82	0	(82)		(82)	0.0%	
4701 Grants	0	4,158	0	(4,158)		(4,158)	0.0%	
4903 LCWIP Project	41,420	49,467	80,000	30,533		30,533	61.8%	41,524
4904 Capital Works Recreation G	0	124,762	0	(124,762)		(124,762)	0.0%	124,762
4905 CP	0	0	5,000	5,000		5,000	0.0%	
4908 Revenue Projects	0	0	5,000	5,000		5,000	0.0%	
4911 Woodland Walk Project	0	15,220	0	(15,220)		(15,220)	0.0%	
4918 Childrens Book Exchange	0	1,800	0	(1,800)		(1,800)	0.0%	1,800
Parish Projects :- Indirect Expenditure	42,137	199,934	97,097	(102,837)	0	(102,837)	205.9%	168,086
Net Income over Expenditure	(42,137)	(32,340)	191,573	223,913				
6000 plus Transfer from EMR	41,420	168,086	0	(168,086)				
6001 less Transfer to EMR	0	167,595	0	(167,595)				
Movement to/(from) Gen Reserve	(717)	(31,848)	191,573	223,421				
<b>Grand Totals:- Income</b>	19,735	383,892	688,024	304,132			55.8%	
Expenditure	55,117	358,738	413,356	54,618	0	54,618	86.8%	
Net Income over Expenditure	(35,383)	25,155	274,668	249,513				
plus Transfer from EMR	41,420	168,086	0	(168,086)				
less Transfer to EMR	0	167,595	0	(167,595)				
Movement to/(from) Gen Reserve	6,037	25,646	274,668	249,022				

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<b><u>Current Assets</u></b>			
100	Debtors (Sales Ledger)	2,826	
105	VAT Control A/C	32,761	
200	Handelsbanken Current/Reserve	1,906,263	
	Total Current Assets		1,941,850
<b><u>Current Liabilities</u></b>			
500	Creditors (Purchase Ledger)	1,636	
511	Allotment Key Deposits	200	
512	Tennis Key Deposits	290	
	Total Current Liabilities		2,126
	Net Current Assets		1,939,724
	Total Assets less Current Liabilities		<u>1,939,724</u>
<b><u>Represented by :-</u></b>			
300	Current Year Fund	25,155	
310	General Reserve	146,145	
321	EMR Tennis	50,367	
323	EMR Village Hall	3,739	
324	S106 - Open Space	1,724	
325	S106 - Public Art	14,189	
326	S106 - Community Facilities	138	
328	EMR In Bloom	3,200	
329	EMR Cemetery	58,722	
330	EMR Van	450	
331	EMR Property Maintenance	76,262	
332	S106 - Allotments	21	
333	CIL Reserve	1,596,067	
334	EMR Playground	(36,495)	
338	EMR Training	40	
	Total Equity		<u>1,939,724</u>

## List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2024	Shire Leasing PLC	195	145.61		Hosted Telephone System Sept
02/09/2024	Shorts Group Limited	196	519.67		Waste Collection Rec
02/09/2024	4Com Network Services Ltd	197	298.82		Broadband & Call Charges Aug
02/09/2024	██████████	205	449.90		Reimburse Zoom Subscription
02/09/2024	Handelsbanken	210	11.00		Bank Charges Faster Payments
02/09/2024	Hire Depot Plant Hire	198	297.12		Hire Excavator
02/09/2024	Red Kite Conservation Services	199	282.00		P/Ledger Electronic Payment
02/09/2024	Castle Water (Recreation Groun	200	209.76		Water July 2024
02/09/2024	Eadie Bros & Co Ltd.	201	131.00		Shoe Tags
02/09/2024	Castle Water (Recreation Groun	202	139.74		Water July 2024
02/09/2024	M&B Services (Southern) Ltd	203	259.20		P/Ledger Electronic Payment
02/09/2024	Parkstone Decorating	204	830.00		Refurb Book Exchange
02/09/2024	Citizens Advice East Berkshire	206	2,117.25		Quarter 2
02/09/2024	Rialtas Business Solutions Ltd	207	1,094.30		Rialtas Cloud User Fee
02/09/2024	ITQED Business Solutions	208	783.48		MS 365 Premium and Software
02/09/2024	Miscellaneous	211	91.45		A Clarke Bouncy Castle
03/09/2024	DVLA	209	175.88		road Tax re NX08ARU
04/09/2024	Chapmans the Ironmongers	212	15.77		Batteries and Bulbs
04/09/2024	The Community Heartbeat Trust	213	69.54		Defib Pads
04/09/2024	Miscellaneous	214	50.00		Refund Deposit
04/09/2024	Miscellaneous	211x	0.07		██████████ Bouncy Castle
05/09/2024	T.J.Gardiner Electrical	215	78.00		Electrical Callout
05/09/2024	Lamps and Tubes Illuminations	216	720.00		Lights Inspection
05/09/2024	MS Services Design Ltd	217	2,160.00		Childrens Book Exchange
05/09/2024	██████████	218	199.97		██████████ EXPENSES 07/08 2024
05/09/2024	Surrey Bouncy Castle Hire	219	888.00		Bouncy Castle 30/08/24
05/09/2024	Viking Payments	220	190.49		Stationery
05/09/2024	Woodchip Carpentry Ltd	221	500.00		Carpentry Book Exchange
13/09/2024	Handelsbanken plc	222	24.05		Purchase Ledger DDR Payment
16/09/2024	Handelsbanken	230	7.00		Bank ChargesvFaster Payments
16/09/2024	██████████	223	80.08		Bouncy Fun Day
16/09/2024	██████████	224	200.00		Works to Culvert & HT Hedges
16/09/2024	Medic Paul	225	160.00		First Aid
16/09/2024	██████████	226	137.60		Bouncy Fun Day
16/09/2024	██████████	227	118.73		Diesel and Fuel
16/09/2024	██████████	228	13.99		Wristbands - Bouncy
16/09/2024	██████████	229	206.40		Bouncy Fun Day
20/09/2024	Various	BACS	10,228.30		September Payroll
20/09/2024	Handelsbanken	232	8.00		Bank Charges Faster Payments
20/09/2024	██████████	234	235.16		P/Ledger Electronic Payment
20/09/2024	Geosmart Information Limited	235	354.00		P/Ledger Electronic Payment
20/09/2024	SLCC Enterprises Ltd	236	450.00		P/Ledger Electronic Payment
20/09/2024	Ecotricity Ltd	237	262.00		Elec 01/07 to 01/08/24
20/09/2024	Ecotricity Ltd	233	1.47		Elec (rev) 01/05-01/06/24
Total Payments			25,194.80		



## Handelsbanken

Receipts received between 01/09/2024 and 30/09/2024

## 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: 02/09/2024	1,275.00						
	██████████	1,275.00			1014	207	1,275.00	Rent Sept
	Banked: 04/09/2024	80.00						
	Dignity Funerals	80.00			1032	203	80.00	Additional Inscription -
	Banked: 04/09/2024	792.23						
	Sales Recpts Page 13	792.23	792.23		100			Sales Recpts Page 13
	Banked: 05/09/2024	1,924.92						
	Sales Recpts Page 14	1,924.92	1,924.92		100			Sales Recpts Page 14
	Banked: 05/09/2024	136.80						
	Sales Recpts Page 15	136.80	136.80		100			Sales Recpts Page 15
	Banked: 06/09/2024	157.50						
	Playball AR Ltd	157.50			1020	202	157.50	Field letting Sept/Oct 2024
	Banked: 09/09/2024	838.50						
	Berks Army Cadet Force	838.50			1020	207	838.50	Community Room Hire
	Banked: 12/09/2024	200.00						
	Naan & Sizzle	200.00			1017	207	200.00	Pitch Hire
	Banked: 12/09/2024	27.00						
	Zephyr Property Management	27.00			1020	207	27.00	Guards Court AGM
	Banked: 13/09/2024	66.00						
	Austero	66.00			1021	205	66.00	Tennis Membership
	Banked: 16/09/2024	1,177.25						
	Diabetic Eye Clinic	1,177.25			1020	207	1,177.25	Community Room Hire
	Banked: 17/09/2024	56.00						
	Rogers	56.00			1021	205	56.00	Tennis Membership
	Banked: 18/09/2024	40.00						
	██████████	40.00			1032	203	40.00	Hopper Addtl Inscription
	Banked: 18/09/2024	27.00						
	Pulse	27.00			1020	207	27.00	Community Room Hire
	Banked: 18/09/2024	200.00						
	Naan & Sizzle	200.00			1017	207	200.00	Pitch Fee
	Banked: 19/09/2024	8,959.60						
	HMRC Vat	8,959.60			105 1099	101	8,955.67 3.93	HMRC Vat HMRC Vat
	Banked: 19/09/2024	172.80						
	Brilliant Bikes	172.80		28.80	1040	303	144.00	Winter in Bloom
	Banked: 27/09/2024	27.00						
	Subtotal Carried Forward:	16,157.60	2,853.95	28.80			13,247.85	

Handelsbanken

Receipts received between 01/09/2024 and 30/09/2024

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>
	Sunningdale Village Hall	27.00			1020	207	27.00	Community Room Hire
	Banked: 27/09/2024	345.60						
	Sunningdale Village Hall	345.60		57.60	1040	303	288.00	WInter in Bloom
	Banked: 30/09/2024	240.00						
	AB Walker & Son Ltd	240.00			1032	203	240.00	Memorial
	Banked: 30/09/2024	4,463.50						
	Stripe online for Clubspark	4,463.50			1021	205	2,043.72	Adult Season Ticket x 32
					1021	205	1,294.30	Family Season Ticket x 10
					1021	205	339.42	Junior Season Ticket x 11
					1021	205	325.12	Senior Season Ticket x 6
					1021	205	81.19	Student Season Ticket x 2
					1022	205	329.00	Pay & Play September
					1024	205	26.60	Tennis Box League
					1022	205	16.90	Pay & Play Guest Fees
					1012	205	7.25	Floodlighting
	Banked: 30/09/2024	4,934.55						
	Handelsbanken	4,934.55			1190	101	4,934.55	Bank Interest - September
Total Receipts:		26,141.25	2,853.95	86.40			23,200.90	