



## Minutes of the Meeting of the Parish Council Tuesday 15 October 2024 at 7:30 pm

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

### 77 / 24 Attendance and Apologies for absence

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

### 78 / 24 Declaration of interest for items on the agenda

No members declared a personal interest in items on the agenda

### 79 / 24 Approval of Minutes of Council 12 September 2024

**RESOLVED:** That the council approved minutes of the council meeting held on 17 September 2024. The Chairman signed the minutes as an accurate record of the meeting.

### 80 / 24 Announcements from the Chairman

The Chairman made some remarks about reordering the agenda in order to prioritise certain items. *Note the minutes are recorded in the same order as the published agenda but the order was different and where this was significant it is identified below.*

### 81 / 24 Public Adjournment

There were no members of the public present and no public adjournment.

### 82 / 24 To receive an update from the Borough Councillors for Sunningdale

There was no update from the Borough Councillors.

### 83 / 24 Councillors Questions and Business Motions

Receiving feedback from Cllr Curtis was deferred until the next meeting of Council.

### 84 / 24 To receive presentation of Committee Minutes, reports from Representatives and proposals from Working Groups

84 / 24 / 1 The Minutes of the Finance Committee meeting held on 10 September 2024 were noted.

84 / 24 / 2 The Minutes of the HR Sub-Committee meeting held on 4 October 2024 were noted.

**RESOLVED:** (upon the recommendation of the HR Sub Committee) to approve the new draft contract of employment (based on the new NALC template published February 2024). The contract, with appropriate specific amendments, to be applied to all staff appointed after the contract is approved.

*Note: at this point in the meeting, there being no members of the public present, the meeting moved into confidential session in order to discuss the remaining HR matters immediately. See minutes 89 / 24 and 90 / 24.*

*At the conclusion of HR matters the meeting moved back into open session.*

**84 / 24 / 3** The update from the Walking & Cycling Working Group was deferred until the next meeting of Council.

**84 / 24 / 4** The update from the Recreation Ground Working Group was deferred until the next meeting of Council.

**84 / 24 / 5** The Clerk's Report was deferred until the next meeting of Council.

**85 / 24 CIL Policy**

**RESOLVED:** Further to minute 69 /24 and subject to an amendment substituting the words "due diligence" for "scrutiny" the CIL Policy was agreed

**86 / 24 Financial Reports**

**86 / 24 / 1** The bank reconciliation as at 30 September was received. The Locum Clerk explained that the role of (normally) the Finance Committee was to receive reassurance that the bank reconciliation had been carried out and verified by a Councillor who was not a signatory to the bank account (currently Councillor Evans).

**86 / 24 / 2 Council budget reports**

The budget reports for the period ended 30<sup>th</sup> September and the balance sheet as at 30 September 2024 were received.

**86 / 24 / 3 Receipts & Payments.**

**RESOLVED:** That the setting up of two variable direct debits (one for water supply to the Pavilion/Recreation Ground and one for water supply to the Allotments) in favour of Castle Water be approved..

**86 / 24 / 4 Variable Direct Debit – Castle Water**

**RESOLVED:** That the receipts and payments to 30 September 2024 be approved.

**87 / 24 Formal Request from Naan & Sizzle**

**RESOLVED:** that, the request be declined on the grounds that on week days the pressure on car parking at the recreation ground means that the space cannot be spared.

**88 /24 Information Sharing**

There was a short period of information sharing. The Clerk was asked to bring forward and agenda item about appointing substitutes to the Council's committees.

**89 / 24 Confidential Session**

**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 items by reason of the confidential nature of the business to be transacted.

Note that while the matters below were considered in Confidential Session the resulting minutes need not be considered confidential.

**90 / 24 Report of the HR Sub-Committee**

**RESOLVED:** To ratify the offer of employment to Candidate A on the terms set out in the contract agreed at minute 84 / 24 / 2 and with five additional requirements set out in the HR Sub- Committee's confidential recommendation. Further, that during the six-month probation period the Locum

Clerk may remain Proper Officer & RFO working 15 hours a week (this will be regularly reviewed). The additional cost of this arrangement to be funded by use of the General Reserve. The Deputy Clerk will be paid for an additional five hours a week until the end of November.

Signed:

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Dated:

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# Minutes of the Finance Committee meeting

## Tuesday 12 November 2024 at 3 pm

held at The Community Room, Broomhall Recreation Ground

### **FC 12/24**

### **Attendance and Apologies for absence**

Attendance: Cllr Evans (Chair); Cllr Coxon; and Cllr Newman

Apologies for absence: Cllr Pike

Present: Louise Steele – Locum Clerk  
Natalie Hayes – Clerk Designate  
Cllr Hilton and Cllr Buxton

There were no members of the public present at the meeting.

The Locum Clerk clarified that Councillors who were not members of the Committee were entitled to attend the meeting and, at the discretion of the Chair, could speak but were unable to vote.

### **FC 13/24**

### **To review the minutes of the meetings of 7<sup>th</sup> May and 10<sup>th</sup> September 2024**

### **Resolved**

That the minutes of the meetings were signed by the Chair as an accurate record of the meetings.

### **FC 14/24**

### **Public Adjournment**

There were no public questions, and no members of the public attended the meeting.



**FC 15/24****To receive questions from committee members**

There were no questions asked by the committee.

**FC 16/24****Update on implantation of Rialtos Omega software**

The Locum Clerk provided an update to the committee. The system is implemented and working and is up to date until the end of September. October is still being updated. The clerk will supply read only access to the councillors once received.

**FC 17/24****New financial regulations**

A discussion was had, and the committee discussed the draft set of regulations that were adapted from the NALC's new model financial regulations.

A few amendments are to be made as follows:

- 5.8/5.9/5.10 – change the wording so that the word “will ” is substituted for “shall.”
- 5.9 – To be amended so that it references £500 - £5,000
- The Locum Clerk confirmed that she had checked that the new regulations and the old regulations were mapped accordingly so nothing was missed out, and anything else no longer relevant was removed.

**Resolved**

That once these amendments had been made the regulations were recommended to Full Council for approval

**FC 18/24****Grant Applications**

No interests were declared in any of the grants listed below.

The committee discussed the applications and ways of working to support the process.

Actions from the discussion:

- Create a document to support decision-making on CIL applications showing what projects have previously been approved for CIL funding. (Clerk)
- The CIL application form is to be amended to ask all the relevant information required for applications. Cllr Coxon will share the document she has been working on with the CIL working group. An introduction is to be added with a link to guidelines on the gov.co.uk website to support any applicants.

- Advise Full Council that there is no budget provision in the current year for Community Grants and recommend that £5,000 is drawn from the Playgrounds EMR (recently augmented by funding some 2023/24 playground work from CIL) and used to create funding in the current year for Community Grants.

The committee commented on the applications for the benefit of Full Council as shown below:

- Application for £2,000 Community Grant from Ascot District Day Centre  
**Comment:** if funding is made available by virement from reserves then there would be funding available for this grant;
- Application for £30,000 CIL funding from Sunningdale Bowls Club  
**Comment:** that more information about this application should be sought and that the Council should not decide upon it at this time;
- Application for £2,952.50 CIL funding for MAD Academy Outreach  
**Comment;** this request may not meet the criteria to be funded from CIL and if Community Grant funding is made available by virement from reserves then there would be funding available to make this grant as a Community Grant); and
- Application for £1,036 CIL funding from the Sunningdale Village Hall Board of Trustees  
**Comment:** this request may not meet the criteria to be funded from CIL but the council holds an EMR for work to the Village Hall and this grant could be funded from that EMR.

## **FC 19/24**

### **Review of fees and charges**

Cllr Coxon declared a personal interest in the allotments as an allotment holder.

The committee went through in detail the current charges and fees.

Actions:

- Allotments – Cllr Newman to investigate the requirement for a new fence with the facilities officer. It was recommended that the cost of an allotment be increased to £7.50 per pole.
- Cemeteries – would look to increase for out of area residents possibly to three times the resident charge.
- Flat – Stay as they are. Look to re-establish inspections on a regular basis. (Clerk)
- Community room – fees to stay as they are.
- Tennis – The working group would look at Tennis fees
- Car parking to be added to the budget sheet as not currently included.

## **FC 20/24**

### **First Draft budget**

The locum Clerk shared the first draft budget for 2025/26.

The committee agreed that the salaries budget should be a single line on the budget and not split out over cost centres.

**The meeting concluded at 5.27pm**



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Dear

Sunninghill & Ascot Parish Council is keen to gauge interest in the possibility of extending RBWM's Public Right of Way, path no. 13 (featured on RBWM's Definitive Maps, no.25, copy attached).

In consultation with several councillors, path no. 13 has been identified as a key route linking the villages of Sunninghill and Sunningdale, crossing the parish boundaries; at present, this path ends around Lynwood Crescent. Previous investigations into extending the footpath, carried out in approximately 2007-08, deemed this unviable at the time, however the parish council is looking at this option again.

The attached maps show the existing footpath and the proposed extension, which could cross your land or pass close to the land where you are situated. The parish council would like to find out whether you would be interested in planning this path extension, and to see if we can work together for mutual benefit.

An extended footpath would encourage increased walking opportunities amongst the local population, to include walkers, cyclists and wheelchair users, and would encourage local residents to make fewer car journeys wherever possible. The increase in the local population over the next few years, as a result of large housing developments taking place in our parish, will also undoubtedly see higher numbers of people using the footpaths.

The parish council would be pleased to meet with you to discuss the project proposals further - please respond by writing to us at the address above, or by emailing [enquiries@s-a-pc.com](mailto:enquiries@s-a-pc.com). Thank you and we look forward to hearing from you.

Yours sincerely

Clerk to the Parish Council

Enc.

# Recreation Ground Working Group(RGWG) - meeting notes from 17/10/24

1. Attendees – Cllr Morgan (RM), Cllr Buxton (ACB) & Cllr Grover (PG)
2. It was agreed that an agenda and subsequent minutes would be prepared for each meeting.
3. We recapped the scope of the Working Group – Dog Friendly space, Adult Fitness, Parking, Splash Pad, Padel/Pickle Court, Chalet, Woodland Trail, Path to station and Rec. drainage and the general park environs.
4. A request for Tennis Working Group to feed their results/minutes into the Recreation Ground Working Group (RGWG). (ACTION PG)
5. It was decided that while the RGWG looks into and works on the overall layout of the recreation area, the temporary fencing for the "dog friendly" section (near the chalet) will be in place for the time being as will the "Health & Safety" fencing between the parking lot and tennis courts.
6. A Tree survey was undertaken this week resulting in 22 trees and 4 'half trees' to be felled before the end of November for Health & Safety reasons in the woodland area. 2 additional trees are under review pending the Bat Survey. A plan to rid the woodland of invasive species such as skunk cabbage and Himalayan balsam will be planned.
7. ACB will research whether the Woodland is designated as 'Ancient'. Also to validate if SPC received Pre-planning advice that indicated 'approval would not be reasonably withheld if conditions were met' for the Woodland Trail. Awaiting the feedback of the Bat Survey and Biodiversity report and any necessary re-planting requirements resulting from the installation of the 'Trail'.
8. Costings would be obtained for the Woodland Trail project, and/or a simple path with handrails to the station and/or an enhanced path featuring 'viewing platform' and gates for comparison purposes.
9. 5 Survey questions would be added to the SPC to ask what residents want from the Park. RM will collate the 'Park specific' data from the resident engagement survey to feed into this Working Group'. RGWG can draft the 5 questions at the next meeting. (ACTION RM)

10. A large scale survey of the existing site and facilities will be commissioned to allow illustration/discussion of the further strategic direction of the recreation ground using the current park surveys as a base where possible. (ACTION RM)
11. PG to draft letter on behalf of the WI to send to SSE to reclaim the land next to their building for the purpose of extending the car parking including disabled parking. The electricity substation will have to be made secure. (ACTION PG)
12. The mini power hubs (near to the road crossing) need to be removed or relocated in the carpark once the ownership is better understood. (ACTION PG)

Date of next meeting TBA - PG will circulated some suggested options for a couple of weeks' time.

# Recreation Ground Working Group (RGWG) - meeting notes from 07/11/24

Attendees – Cllr Morgan (RM), Cllr Buxton (ACB) & Cllr Grover (PG), Louise Steele (LS) Clerk

1. There were no apologies and no declarations of Interest and it was agreed that Mondays or Tuesdays would be selected for subsequent meetings.
2. We agreed to chase for an expanded CAD of the entire area under consideration by the RGWG. (RM)
3. We await the 'extraction' of the relevant questions from the resident survey relating to the Park. (RM)
4. The WI will be asked to formally request funding for any approved extension to the parking by SSE including the approval of the use of the additional spaces by SPC. (PG)
5. The relocation/removal of the electrical boxes for the mobile library and tennis court lighting will be progressed with the Facilities Officer. (PG)
6. It was agreed that the Woodland is not veteran or ancient. A final list of trees considered a danger is to be collated and brought to council for approval on 19 November 2024. We agreed, in principle, a designation of Zones 1 through 4 in terms of 'usage' and Red Amber and Green categorisation for health of the trees. With Trees in zones 1 & 2 and Red or Amber requiring immediate attention. (RM/LS)
7. Any trees that are designated for felling and are diseased will be removed from the site, the rest will remain in situ wherever possible.
8. We still await the results of the Bat Survey and Bio-diversity report before a final recommendation to council around the woodland walk can be made. This is anticipated in time for the December Council meeting. Any alternatives to the Woodland Walk would need to be fully costed and 'artists impressions' be available at the time of consideration by Council. (RM/LS)
9. We agreed to add Teen and adult play equipment to our, previously agreed, scope of this Working Group.
10. The date of the next meeting was agreed for 19 November 2024. The meeting room at the Pavillion is booked between 9.00am and 10.30am.

### **Thank you for those who feedback some suggestions**

Question to be added from feedback

\*A question on whether costs are good value or too high/low - season tickets, court fees, guest fees.

\* Are we welcoming and accessible for beginners/inexperienced players?

\* Could benefit from grouping questions by similar themes

\* Floodlight timings winter/summer

**All comments and adjustments have been written in green.**

### **Tennis Questionnaire**

#### **SECTION 1 - Type of season ticket holder or pay and play**

**Please tell us if you are: (indicated by a tick in the box).**

An <b>existing</b> season ticket holder	<b>Yes</b>	<b>No</b>
A <b>previous</b> season ticket holder and currently not a season ticket holder	<b>Yes</b>	<b>No</b>
Type of season ticket holder (Please tick below)		
Junior (age 5-17)		
Adult 18+		
Senior (60+)		
Family (up to 2 adults and 4 juniors)		
Student		
Or Pay and Play		

<b>How long have you been a season ticket holder?</b> Please tick below			
Less than 1 year	1 to 2 years	Between 2 and 5 years	More than 5 years



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How would you rate the current offer of tennis activities available?			
Poor	Fair	Good	Excellent

Why did you join Broomhall Park Tennis?						
To get fit	To learn to play (beginner)	To improve my tennis	To play social tennis	To play competitively	To play as a family	Other (please specify)

Do you think Broomhall Tennis is welcoming and accessible for beginners/inexperienced players?	Yes	No

Please can you tell us how often do you play? Please tick below			
2 or more times a week	Once a Week	Once a month	Less than once a month

Would you prefer to pay for your season ticket fees paid on a rolling bases from the date you join instead of September-August.	Yes	No

Do you think the tennis court fees are good value for money or too high or low for :	Season tickets			Court fees (pay and play)			Guest fees			Lessons?		
	Good value	Too high	Too Low	Good value	Too high	Too Low	Good value	Too high	Too Low	Good value	Too high	Too Low

What are the most important aspects of your season ticket?					
Price	Local Facility	Quality of coaching	Social Interaction	Improving Play / Standard	Availability of coaching
Other (please specify)					

Would you like to see a Peak and off-peak times (and different charging structure)?	Yes	No
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## Section 2 Court Availability

Are you able to book a court when you require one? If not, **please tell us if there are particular times you have difficulties booking a court?** Thinking about the day of the week or time of day. Please tick below

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

Have you experienced any issues with the booking system and if so please let us know?

Free Text
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When thinking about the length of each booking would you like to book 30-minute slots?	<b>Yes</b>	<b>No</b>
Do you think a maximum of a 90minute slot is adequate?	<b>Yes</b>	<b>No</b>

### **Section 3 Feedback on the tennis facilities**

Do you like playing on the new surface?	<b>Yes</b>	<b>No</b>
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Is there anything you would like to see to improve this tennis facility?
Free Text

Can you tell us what is working well?
Free Text

<b>Having the lights extended in the winter months until to 9pm would this encourage you to play later in the evenings?</b>	<b>Yes</b>	<b>No</b>
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### **Section 4 Coaching Sessions**

Do you participate in any coaching sessions?	<b>Yes</b>	<b>No</b>
Are you aware of the coaching sessions on offer?	<b>Yes</b>	<b>No</b>
Which of these coaching sessions do you attend?	<b>Yes</b>	<b>No</b>
Junior Holiday Camps	<b>Yes</b>	<b>No</b>
Social Evening	<b>Yes</b>	<b>No</b>
Junior Coaching Groups	<b>Yes</b>	<b>No</b>
Individual Coaching	<b>Yes</b>	<b>No</b>
Adult Coaching Groups	<b>Yes</b>	<b>No</b>

Private Group Coaching	<b>Yes</b>	<b>No</b>
Are there any comments about the current sessions you would like to tell us?		
Are there any other coaching sessions you would like to see offered?		

How often do you attend the Tuesday coach-led social evenings? Please indicate below			
Never	Rarely	Occasionally	Frequently
If you do not participate, would we be able to share why this may be to help us make improvements, please comment below.			

How would you rate the current social sessions? Please indicate below			
N/A	Poor	Fair	Good

How would you rate the current box leagues? Please indicate below			
N/A	Poor	Fair	Good
Are there any comments about the box leagues?			

Which of the below would most improve your experience of social tennis? Please tick below
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More convenient times	Better social aspect (e.g. coffee shop open),	More social tennis sessions available during the week/weekend
Better organised sessions	Improved standard of play	Increased participation

## Section 5 - Communication

Do you know how to raise an issue or problem?	<b>Yes</b>	<b>No</b>
If you have raised a concern was your issue listened to?	<b>Yes</b>	<b>No</b>
If the courts are booked out for any reason and you are unable to reserve a slot do you have enough notice period?	<b>Yes</b>	<b>No</b>
Have you any suggestions how we can improve communication?	<b>Yes</b>	<b>No</b>

## Section 6 - For previous (ex) Season Ticket Holders

Please can you tell us how long you had been a Season Ticket Holder before you decided not to rejoin? (please tick below)		
1 year only	2-4 years	more than 5 years
Please can you share with us why you had decided not to rejoin?		
Is there anything you would like us to do which would encourage you to rejoin?		

## Section 7 - Broomhall Park Tennis Rules and Regulations

<https://sunningdale-pc.org.uk/wp-content/uploads/2024/08/Tennis-Rules-Regulations-September-2024.pdf>

Do we need to add/clarify anything in the Broomhall Park Tennis Rules & Regulations?  
Yes/No  
If yes, please comment in the space below

By not allowing Junior season ticket holders to bring a guest, does this cause any difficulties?				
Yes			No	
Do you think the current arrangement for guest fees works well? Yes/No, If no please comment				
Yes		No		Comments
Do you think we need to limit the number of times people can play as a guest of Season Ticket Holders?				
Yes	No	Comments		

<b>Any other suggestions to improve your experience with Broomhall Park?</b>	
Free Text	

# Health & Safety Works to Trees

## Background

On 13 December 2022 this Council approved works to trees in the woodland south-east of the Recreation Ground with a budget provision of £29,500 for those tree works.<sup>i</sup>

It had been only relatively recently understood that the Parish Council owned the woodland in question and the council had sought to develop a project that would formalise the community's access to and use of the woodland, and enable the council to use Community Infrastructure Levy to help it fund its duties in respect of maintenance of the woodland. The project developed was a Woodland Walk.

The Woodland Walk project has progressed slowly and has stalled at Phase 4 while awaiting the outcome of a bat survey and 10% net gain biodiversity calculation. Upon completion of Phase 4 Council will consider whether or not to continue the project by making a formal planning application.

In the meantime the works to unsafe trees identified by survey in October 2022 have been delayed; but in October 2022 the arboriculturist's recommendation was that works should take place within one to two years (depending on the tree).

## Action Planned

Putting to one side the continuing uncertainty about whether the Woodland Walk project will ultimately proceed (and if it doesn't proceed whether a reduced project might replace it) the locum Clerk is of the view that health and safety works to unsafe trees in Zone 1 – i.e. where there is frequent public access to trees<sup>ii</sup> – should proceed immediately. For the purposes of this report Zone 1 is taken to include areas in proximity to Broomhall Lane, the Broomhall Recreation Ground and the footpath from the Recreation Ground to Sunningdale railway station.

Ten trees have been identified as being in Zone 1 and being dead or otherwise having structural defects. These ten trees are listed in the schedule circulated with this report and on the plan also circulated. The works to be undertaken are shown in the final column of the schedule and have been agreed in a meeting held on 11 November 2024 between the council's consultant arboriculturist and the locum Clerk. On 12 November 2024 the RBWM Arboricultural Coordinator confirmed that the council "may undertake works to the trees detailed in the 'Health and Safety Works to Trees' spreadsheet because they are dead and/or such works are urgently necessary to remove an immediate risk of serious harm, under Section 14 of the Town and Country Planning (Tree Preservation)(England) Regulations 2012".

A tree surgeon has been booked for the week beginning 25 November 2024. The booking was made in the summer of 2024 when officers were planning more extensive safety works to trees in pursuance of the December 2022 resolution.

## Financial Implications

The cost of the tree works was quoted at £5 - £6,000; the list of works has been significantly reduced since the original quotes were taken and it is anticipated the final costs will come in below the lower end of that range. Originally it was envisaged that the works would be funded from CIL but this cannot now be the case. However, the current financial year's budget includes £4,600 (funded by the precept) for maintenance of the woodland and £4,161 of this sum remains unspent. Further there is £1,080 budgeted for tree maintenance on the Recreation Ground and this sum is also unspent. Therefore the cost of the planned works can be contained within the existing revenue budget.

## Recommendation

The Locum Clerk recommends that Health & Safety works (as outlined in the schedule circulated with this report) to the ten trees identified in the schedule and map (also circulated with this report) proceeds immediately.

## Decision

Council is asked to agree that Health & Safety works to the ten trees identified in the schedule and map proceeds immediately

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<sup>i</sup> Minute 70 / 22 / 5 records that it was 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)

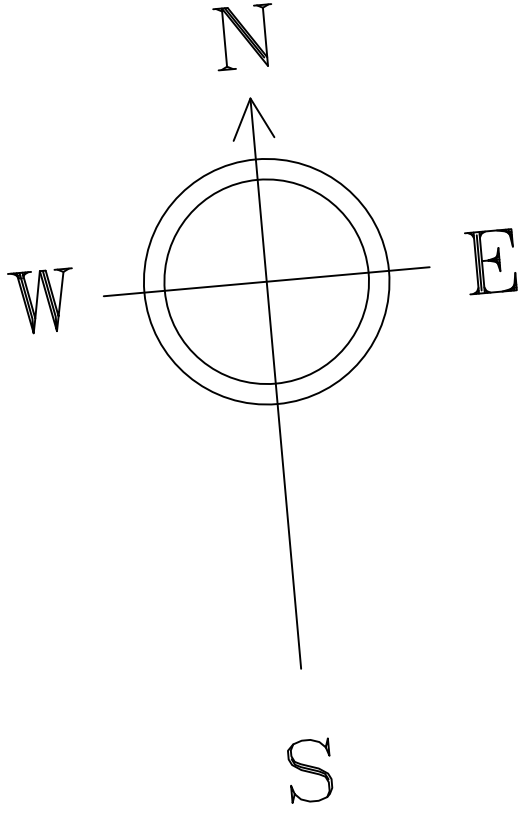
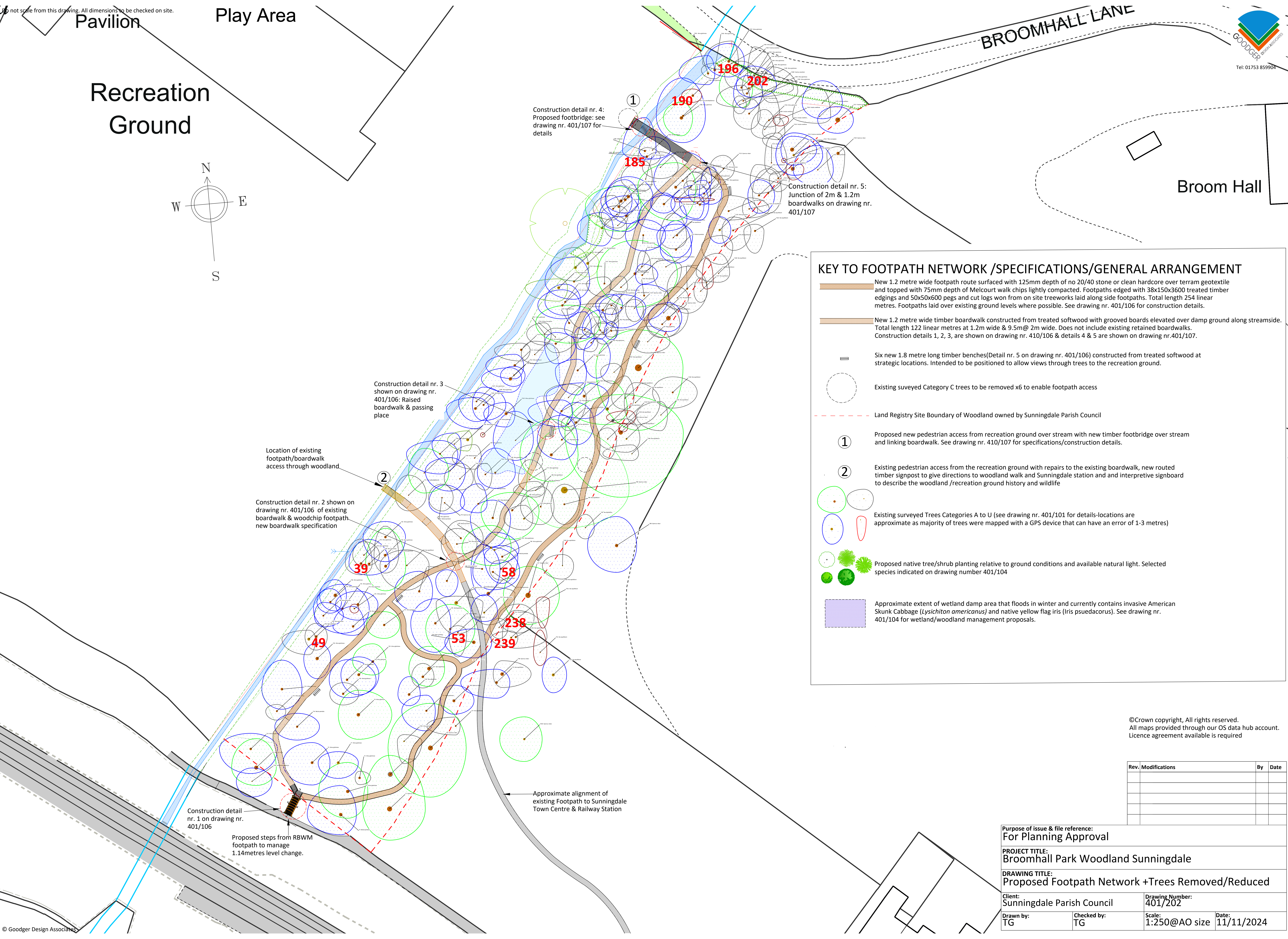
<sup>ii</sup> [https://www.hse.gov.uk/foi/internalops/sims/ag\\_food/010705.htm](https://www.hse.gov.uk/foi/internalops/sims/ag_food/010705.htm)



Survey Ref Nbr.	Common Name	Form and Condition	Recommendations	Probability of Failure	Work Priority(Within)	Inspection Frequency	Original Comments (hence reference to "path edging")	RBWM Tree Officer Comments 18/04/23	SPC officer comments following meeting with contractor 11 Nov 2024 & planned works November 2024
39	Alder	Extensive butt rot at base leaning heavily north west	Fell/Remove stump	3	2 yrs	Ann	<b>Fell and cut up for path edging logs as planned</b>	Can be removed, but if not a risk then could be left to benefit biodiversity.	<b>Risk of falling on to the Recreation Field. Main Stem can be reduced to 3-4m tall and cut up - logs left on site.</b>
49	Alder	Was triple stemmed one stem collapsed two remaining attacked by ganoderma fungus. Recommend felling.	Fell	2	2 yrs	Ann	<b>Fell and cut up for path edging logs as planned</b>	Limited view of tree, only stem base in photos. Depends whether there is a risk to public, otherwise retain as is. If a risk, then consider a reduction to leave as much standing stem as possible.	<b>Risk of falling on to Recreation Field. Reduce tree to standing stem approximately 3metres tall. Cut up remainder for logs left on site</b>
53	Silver Birch	Leaning heavily to south west	Fell	3	2 yrs	Ann	<b>Fell and cut up for path edging logs as planned</b>	Limited view of tree in photo. If lean is a phototropic response, then there would be no need to remove it.	<b>Close to route of existing footpath. Main Stem can be reduced to 3-4m tall &amp; cut up - logs left on site.</b>
58	Silver Birch	Leaning towards path affected by piptopours fungus may be unstable	Fell	3	12 mths	Ann	<b>Fell and cut up for path edging logs as planned</b>	Take down - leave 4 mtr high stump	<b>Close to route of existing footpath. Reduce main stem to 3-4 metres height cut up logs and leave on site</b>
185	Alder	Excessive rot at base with fallen rotten stems small canopy	Fell	4	2 yrs	2 Yrs	<b>Fell and cut up path edging logs as planned.</b>	If not a risk then retain as is.	<b>Risk of falling on to Recreation Field. Reduce main stem to 4 metres height - cut up logs and leave on site</b>
190	Alder	Encased in ivy. Top crown branches all dead	Fell/Remove stump	2	12 mths	Ann	<b>Fell and cut up for logs as planned.</b>	If not a risk then retain as is.	<b>Risk of falling on to Recreation Field. Reduce main stem to 4 metres height - cut up logs and leave on site</b>
196	Alder	Leans north west encased in Ivy	Fell	4	2 yrs	Ann	<b>Fell and cut up for path edging logs as planned.</b>	We can remove	<b>Close to Broomhall Lane; fell and cut up for logs left on site</b>
202	Alder	Crown biased to north east much dead wood and Ivy could be better felled	Fell	4	12 mths	Ann	<b>Fell and cut up for path edging logs as planned.</b>	Crown Clean - covered in ivy and would not object to it's removal as over Broomhall Lane	<b>Close to Broomhall Lane; fell and cut up for logs left on site</b>
238	Holly	Collapsed with rot fell and cut up	Fell	3	2 yrs	2 Yrs	<b>Cut up for path edging logs and/or chip branches as planned.</b>	Not unreasonable to fell - decay/defective. Leave or shorten end/take off spur	<b>Close to route of existing footpath; boundary unclear at ground level. Fell and cut up for logs or chip on site</b>
239	Holly	Collapsed tree needs to be cut up and made safe by footpath route	Cut up into sections for edging footpaths	1	12 mths	Ann	<b>Cut up for path edging logs and/or chip branches as planned.</b>	Can be removed.	<b>Close to route of existing footpath; boundary unclear at ground level. Fell and cut up for logs or chip on site</b>
10	Total								



Not to scale from this drawing. All dimensions to be checked on site.



KEY TO FOOTPATH NETWORK /SPECIFICATIONS/GENERAL ARRANGEMENT

- New 1.2 metre wide footpath route surfaced with 125mm depth of no 20/40 stone or clean hardcore over terram geotextile and topped with 75mm depth of Melcourt walk chips lightly compacted. Footpaths edged with 38x150x3600 treated timber edgings and 50x50x600 pegs and cut logs won from on site treeworks laid along side footpaths. Total length 254 linear metres. Footpaths laid over existing ground levels where possible. See drawing nr. 401/106 for construction details.
- New 1.2 metre wide timber boardwalk constructed from treated softwood with grooved boards elevated over damp ground along streamside. Total length 122 linear metres at 1.2m wide & 9.5m@ 2m wide. Does not include existing retained boardwalks. Construction details 1, 2, 3, are shown on drawing nr. 410/106 & details 4 & 5 are shown on drawing nr.401/107.
- Six new 1.8 metre long timber benches(Detail nr. 5 on drawing nr. 401/106) constructed from treated softwood at strategic locations. Intended to be positioned to allow views through trees to the recreation ground.
- Existing suveyed Category C trees to be removed x6 to enable footpath access
- Land Registry Site Boundary of Woodland owned by Sunningdale Parish Council
- Proposed new pedestrian access from recreation ground over stream with new timber footbridge over stream and linking boardwalk. See drawing nr. 410/107 for specifications/construction details.
- Existing pedestrian access from the recreation ground with repairs to the existing boardwalk, new routed timber signpost to give directions to woodland walk and Sunningdale station and and interpretive signboard to describe the woodland /recreation ground history and wildlife
- Existing surveyed Trees Categories A to U (see drawing nr. 401/101 for details-locations are approximate as majority of trees were mapped with a GPS device that can have an error of 1-3 metres)
- Proposed native tree/shrub planting relative to ground conditions and available natural light. Selected species indicated on drawing number 401/104
- Approximate extent of wetland damp area that floods in winter and currently contains invasive American Skunk Cabbage (*Lysichiton americanus*) and native yellow flag iris (*Iris psuedacorus*). See drawing nr. 401/104 for wetland/woodland management proposals.

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Rev.	Modifications	By	Date

Purpose of issue & file reference:  
For Planning Approval

PROJECT TITLE:  
Broomhall Park Woodland Sunningdale

DRAWING TITLE:  
Proposed Footpath Network +Trees Removed/Reduced

Client:  
Sunningdale Parish Council

Drawing Number:  
401/202

Drawn by:  
TG

Checked by:  
TG

Scale:  
1:250@AO size

Date:  
11/11/2024

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# Community Grant Application Form

## Application for Grant Funding for Voluntary Organisations

Name and Address of Organisation:	ASCOT DISTRICT DAY CENTRE
	BALSHOT RD. SUNNINGHILL
Postcode:	SL5 9PD

Name and Role of Main Contact:	ROBERT ELLISON
	CHAIRMAN OF THE TRUSTEES

Contact details for Main Contact:		
Telephone:		Email:

Is the organisation a registered Charity?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
If yes, please provide Charity No.	269 845	

Total amount of Grant Requested:	£2,000.
Purpose of the Grant or Project:	
This grant will go toward the ongoing costs of running our day centre.	

Total cost of the Project:	
From where will the remaining funds be sourced: (Please list funder and fund amounts)	
All of our funding comes from donations and fundraising. Members pay a heavily subsidised amount.	

Who will benefit from the Project?
Anyone over 50 years old who lives in the surrounding area.

How many of these beneficiaries will be residents of Sunningdale Parish:
approximately 25%, this figure fluctuates

What are the Project Outcomes?
To serve members of our community. Please see attached letter.

Please return the application form to the Clerk via email: [clerk@sunningdaleparish.org.uk](mailto:clerk@sunningdaleparish.org.uk)

[REDACTED]

Sunningdale Parish Council

The Pavilion

Broomhall Lane

Sunningdale

SL5 0QS

9<sup>th</sup> May 2024

Dear Louise,

I write to you as a trustee of the Ascot District day Centre. The centre has been operating in Sunninghill village for nearly 50 years.

We bus members in daily, they have access to seated keep fit, Zumba, chiropody and hairdressing. They enjoy activities such as cards, puzzles, dominos, we have a bridge club on Fridays. We also offer free computer classes. Plus a home cooked 2 course hot lunch. For some of our members their trip to the day centre is the only opportunity they have to leave their homes and for some it is the only hot meal they receive in the week.

We rely entirely on grants, donations and fundraising events as we receive no local or central government monies. We employ 4 part time staff and have many volunteers.

I have completed your community grant application form but would like for you at Sunningdale parish council to consider a more regular form of donation.

[REDACTED]

We cater for members from Sunninghill, Ascot the outskirts of Bracknell and Windlesham and on checking our records about 25% of our members at the present time live within the Sunningdale parish.

Although our only criteria is that members are 50 years of age plus, the average age is mid to late 80's with our oldest member being 101.

Last year our total costs were £126,000 so any help would be gratefully accepted.

Should you require further information please let me know.

If one of your councillors would like to join me at the day centre for lunch to see the service we offer please contact me and I will arrange.

Yours sincerely



Robert Ellison

Chairman of the Trustees



# Appendix 1

## Request for CIL Funding Form for Projects

Name of Proposer: <b>SUNNINGDALE BOWLING CLUB</b>	Date: <b>16 July 2024.</b>
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### Project Description

Project Title:	<b>DISABLED ACCESS PROJECT</b>
Project Location:	
Description of the project:	<b>Modifications to the clubhouse and site to provide wheel chair access &amp; disabled toilet facilities</b>

### Project Justification:

Does the project support the delivery of infrastructure as listed in the Business Plan?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Which category does it fall under?	<b>SF1 # SF5</b>			
What is the legal power under which we can implement this project? [If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]	<b>The site is owned by the club and we are advised that only building regulation approval would be required</b>			
Explain the problem, issue or need that the project addresses.	<b>The English bowls governing bodies are keen to promote bowls as a sport for disabled people as it is a low impact form of exercise that can continue well into old age.</b>			
In what way does the project resolve these issues?	<b>The project will provide proper access and suitable facilities to allow the club to confidently promote bowls to the disabled community</b>			
Who are the likely beneficiaries of the project?	<b>1. Disabled residents interested in taking part in the sport</b> <b>2. Disabled residents interested in any social events that the club holds</b>			
What evidence do you have of consultation with the community or stakeholders for this project?	<b>We have found no means of securing data on the likely population that these changes might benefit. As a matter of principle we believe we should be able to cater for disabled people.</b>			
Would the project lead to any income generation? Provide forecasts of this.	<b>All members of the club pay playing and membership fees which is designed to cover the operating costs.</b>			

## Current Status of the Project

Aside from funding, is the project ready to commence?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If the project is not ready to commence, please list briefly the main constraints.	The project is fully designed. Tenders for the work will be invited once funding is secured.			

## Funding for the Project

Please indicate the total cost of the project	£30,000			
Please provide a detailed breakdown of the costs for the project	1. Internal remodelling & installation of disabled toilet ÷ £21,000 2. Replacement exterior door & glazing. ÷ £8,000 3. Access ramp ÷ £1,000			
How much funding does the project currently have?	The club has already committed £600 to produce the design for the works. We have verbal indications from two other sources of potential funding - see below			
Please provide a detailed summary of the total CIL funding required?	£30,000			
Would the scheme be fully funded if the CIL contribution is agreed?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Please indicate in the table below the source of additional funding that has been secured / is being sought.

Source	Amount	Conditions attached	Use by date	Funding confirmed?*
ROUND TABLE	up to £5000	No	Both offers dependent on sufficient funding to allow the project to proceed & also dependent on other demands that the sources may have on their funds at that time.	
SUNNINGHILL TRUST	up to £1000	No		

\*If no, please provide a date of when a decision is expected.




## Delivery Timescale

What is the current delivery timescale for the project?	Immediate	
	Within current year	
	Up to 2 years	✓
	Up to 5 years	
	5-10 years	
Please provide further details on the programme for delivering the project, including start and completion dates?		
<p>Playing commitments mean that the works should only take place during the outdoor close-season: October to March. This is an ample time for the works but timing will depend on funding being available. We do not intend to invite tenders for the work until funding is confirmed.</p>		

## Constraints and Risks

<p>Please explain the risks involved in the project (e.g. delivery risks, financial risks, reputational risks etc) and identify how these can be overcome</p>	<p>This project is straightforward building works with little unusual risks involved. It is possible that external work will be affected by weather or ground conditions but effect will be limited.</p>
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<p>Signed: </p>	<p>Date: 16. July 2024</p>
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## Appendix 2

### Request for CIL Grant Form

Name of Proposer/ Grant Funding Agency Name <b>SUNNINGDALE BOWLING CLUB /SUNNINGDALE P.C.</b>	Date: <b>16 . July 2024</b>
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#### Grant Description


Grant Title:	<b>Bowling Club disabled project</b>
Objective/Purpose of the Grant	<b>Increasing availability of the sport to residents particularly those with disabilities</b>

#### Justification:

Does the grant support the delivery of SPC strategic objectives?	Yes	<input checked="" type="checkbox"/>	No	
Which category does it fall under?	<b>SF1 → SF5</b>			
What is the legal power under which we can implement this project? <small>[If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]</small>	<b>Local Government (Misc Provisions) Act 1976 Section 19.</b>			
What are the tangible benefits of this grant?	<b>Facilities available to the whole population</b>			
Who are the likely beneficiaries?	<b>1. Disabled residents</b> <b>2. The Club through increased membership</b>			

#### Funding Request

Total Projected Cost	<b>£ 30,000</b>
Amount Sought	<b>£ 30,000</b>
When is the funding required? Please explain any phasing for this funding request.	<b>We would like to start work no later than January next year so funding would need to be confirmed no later than 1. Sept 2024 to allow tenders to be invited in the confidence that a contract could be agreed.</b>

Signed: 	Date: <b>16 July 2024</b>
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## Background to funding request and supplementary Notes

### Background.

Sunningdale bowling Club has been active in the village for over 100 years. The land on which it stands was formerly part of the Cahally Estate and was gifted to the club by Mrs Kruse to be developed as the club pleases; the only condition being that it may only be used as a bowling green or as a sports ground.

Lawn bowls is a low impact form of exercise that has considerable health maintenance properties as people age. We have several members in their eighties and have only this year lost our 94 year old member who has moved away from the area; he is still bowling. In summer months bowls is played in a green outdoor venue surrounded by trees and flowering shrubs. In the close season we play a form called Short Mat inside the clubhouse.

### Current situation

We are a thriving club but are not able to accommodate members with physical disabilities. Our clubhouse is accessed via a flight of steps and we do not have disabled toilet facilities. Our car park is only partly hard paved and does not have a smooth surface; indeed we use part of our frontage that has no paved surface which whilst being possible during the summer months any rainy weather during the closed season months makes life more difficult and can result in damage to the grassy area. This is a particular issue when, during this part of the year, the area is used by the public as a suitable start point for local walks

### Proposals

We want to make changes to our facilities so that we can accommodate members of the community with physical difficulties. This fits in with the Fit for the Future strategy of our national body Bowls England and our own views that bowls should be an activity that the whole population can derive benefit from. We have prepared a scheme of works that will provide disabled toilet facilities and suitable accesses to the clubhouse and have been advised that a suitable budget for the works is £30,000.

Special wheelchairs are available for those who are unable or find difficulty in walking. We would like to purchase such a wheel chair so that any wheelchair users who might be interested in the sport can try it out and hopefully join our friendly club. These chairs cost in the region of £1,200 and separate funding is being sought for this purchase.

### Car Parking

Ideally our roadside car parking area which is used regularly by the public as well as club members and visiting players from other clubs should be provided with a smooth long lasting surface suitable for wheel chairs and be extended to the full extent of our frontage to reduce any nuisance to neighbouring properties. The total area involved is approximately 400 square metres and we have not identified a budget cost of this work as much will depend on a full technical investigation of the existing construction and the construction specification finally selected. We are also aware that the Council is about to create a public footpath from this land continuing north along Whitmore Lane.

We know that much of the area is compacted stone which is believed to be some 250mm thick. A minimum specification would be to level off and grade the existing substrate filling any un-stoned areas and any depressions to produce a suitable profile and then the preparation of the surface to make it suitable for disabled access. Whatever final specification is decided upon it will need to tie in with whatever the Council decides to do. The area is regularly used by local residents as a parking place when they take walks in the area. We do not object to nor do we seek to formally restrict this use though it does cause problems when there are matches against visiting teams at the club. As the area is designated Adopted Highway then perhaps the Parish Council would consider using CIL money to improve this area particularly as the new footpath may increase public demand for car parking.



## Appendix 2

### Request for CIL Grant Form

<b>Name of Proposer/ Grant Funding Agency Name</b> Julia Chester (for Sunningdale Village Hall Board of Trustees) and Kate Lawrence (for MAD Academy)	<b>Date:</b> 30 August 2024
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#### Grant Description


<b>Grant Title:</b>	MAD Academy Outreach
<b>Objective/Purpose of the Grant</b>	To provide free MAD Academy classes for up to 20 children each week. Please see the attached Supporting Document which outlines what MAD Academy is and how it benefits children aged from 6 months to 4 years.

#### Justification:

<b>Does the grant support the delivery of SPC strategic objectives?</b>	Yes	✓	No	
<b>Which category does it fall under?</b>	L1: Encourage and Empower the community to innovate, take initiative and make positive suggestions SF1: Identify the needs of our vulnerable residents F3: Making the Village Hall Sustainable			
<b>What is the legal power under which we can implement this project?</b>  [If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]	Local Government (Miscellaneous Provisions) Act 1976 S19			
<b>What are the tangible benefits of this grant?</b>	Young children resident in the village will be able to improve their motor skills, co-ordination, and confidence while having a great deal of fun.			
<b>Who are the likely beneficiaries?</b>	Young children and their parents who are resident in the village and through financial pressures would not be able to afford MAD Academy classes.			

#### Funding Request

<b>Total Projected Cost</b>	£3052.50 Please see the attached Supporting Document for a full breakdown of costs.
<b>Amount Sought</b>	£2952.50
<b>When is the funding required? Please explain any phasing for this funding request.</b>	Funding is required for the period from 1 November 2024 until 31 December 2025 and can be phased by RBWM school term times.

<b>Signed:</b> 	<b>Date:</b> 30 August 2024
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## **MAD Academy Outreach – Supporting Statement – August 2024**

Note: This statement is in support of a request for CIL Grant funding.

### **The Project**

MAD Academy is a fun and physical music and movement class which focuses on developing the child in a relaxed and free-spirited atmosphere. Extensive research demonstrates that music and movement really help babies and toddlers to develop their motor skills, physical co-ordination and confidence. For more detailed information about the origin and development of the MAD Academy concept please see p. 4-5 below.

The MAD Academy Outreach project is a joint initiative between Sunningdale Village Hall and Kate Lawrence. Kate has been running MAD Academy very successfully in Sunningdale (and other locations) for a number of years, and fully understands the value that it delivers to very young children. Sunningdale Village Hall is a charity with a commitment to supporting early years education and development in the heart of the community. Together they see an amazing opportunity to open up MAD Academy completely free of charge to a new group of children aged from 6 months to 4 years – this is the MAD Academy Outreach project.

### **Background & Justification**

Sunningdale is known as an area of outstanding beauty and lush greenery, within walking distance of Windsor Great Park, with good transport links, superb schooling and a wide range of leisure and sports facilities for all ages. Sunningdale is home to around 5,500 people – and some of them are conspicuously wealthy. What may be less well-known is that a number of residents are struggling financially and having to make very hard choices as a consequence of cost-of-living pressures.

Food banks, such as the Hope Church Food Share and the Food4Children charity based in Sunninghill (and also delivering to Sunningdale, Ascot and Cheapside), provide valuable support for struggling families. No-one would dispute that good nutrition is crucial for giving children the best life chances – but children also need the physical, mental and emotional stimulation that MAD Academy can provide. We know that when parents are struggling with basic household expenditure – food, rent, energy bills – paying for a music and movement class is out of reach.

In theory government funded schemes for Early Years should support these families. In practice they do not provide a full solution. From April 2024, eligible working parents of 2-year-olds have been able to access 15 hours of childcare support. By September 2025, most working families with children aged between 9 months and 5 years old will be entitled to 30 hours of childcare support. The hours can be used per week for 38 weeks of the year i.e. during school term time.

However, the Early Years Alliance - a registered educational charity representing 14,000 members and supporting them to deliver care and learning to over 800,000 families every year – has recently reported that nurseries and pre-schools are already struggling to meet the demand for new places required by the extended entitlement offer. By the time it comes into

full effect in September 2025, the situation will be worse and will limit access to early years benefits.

We believe that finding additional ways to support and enhance the development opportunities for very young children should be considered part of the essential village infrastructure. MAD Academy Outreach is a way to deliver proven benefits to struggling families and deserving children.

### **How MAD Academy Outreach will deliver benefits**

With grant funding in place we will be able to offer a free place to a maximum of 20 children, aged from 6 months to 4 years, to join a weekly class based at Sunningdale Village Hall accompanied by a parent, grandparent, carer, or sibling aged over 18. Classes last for approximately 45 minutes, mixed age groups work very well, and each class is a fast-moving mix of music, movement, singing, and dance. It's noisy and joyful - and the children sleep well after a class.

### **Recruitment**

We will recruit likely project participants by distributing vouchers which encourage parents to book their child into MAD Academy Outreach. We will use a variety of sensitive methods to identify the families and children we are aiming to reach. We will develop informal partnerships with local schools to contact the families who qualify for Pupil Premium, the local food shares who will distribute vouchers, and word of mouth rather than posters or leaflets. We have already held conversations with some of our proposed partners and received encouragement and support.

### **Pilot Study**

The aim is to run a 6-week pilot study in late 2024 to test the proposal and then review how it has worked and use feedback from participants to make any necessary adjustments.

### **Programme**

Starting in January 2025 we will launch the MAD Academy Outreach programme to run for 12 months. This comprises a weekly class of 45 minutes at Sunningdale Village Hall, taught by Kate Lawrence and following the existing model for MAD Academy. Kate has the necessary experience, equipment, insurance, and is DBS certified.

During the course of the year we will regularly evaluate take-up, participation, and feedback with a view to bidding for further funding to run MAD Academy Outreach in 2026. Having a proven track record for delivery will enable the project team to bid for further grant funding for 2026.

## Costs

We are bidding for CIL grant funding to cover:

- Room-hire charges at Sunningdale Village Hall - £17.50 per hour at the regular hirer rate (45 minutes for each class plus 15 minutes to cover setting-up and closing down) for a total of 47 weeks (6 weeks in late 2024 and 41 weeks in 2025 based on RBWM school terms) = £822.50
- Kate Lawrence's charges - £40 per hour for 47 weeks = £1,880
- Printing costs – vouchers, MAD Academy Outreach leaflets explaining the concept = £250
- Design resource will be provided by Sunningdale Village Hall employees – valued at £100 and **not** included in the grant funding bid.

**Total costs for both the pilot programme November – December 2024 and the full programme from January – December 2025 = £2,952.50**

The intention is for the grant funding to be managed by Sunningdale Village Hall under Charity Commission rules, with the charity taking responsibility for disbursing and accounting for the grant, and reporting back to Sunningdale Parish Council on the outcomes.



## **MAD Academy – Background behind the Concept**

In 2002 MAD Academy founder, Helen Harrington, tried to find a music class to attend with her energetic little boy. She tried all the classes and groups she could find locally, but nothing suited. As a musician and music teacher, she wanted a class which introduced the very young to the joys of music, but she also wanted a physically active class where children were able to be children, i.e. be loud and move around and be stimulated. She also wanted a class that would benefit her son and help him grow and develop through those important first years of life. And finally, as a working mum, she wanted to share a special fun time with her little boy each week where they could relax and laugh together and continue to build their special bond.

Despite the fact that this was what many parents wanted out of a weekly class, Helen couldn't find anything on the market which met these simple needs. So she decided to create her own and MAD Academy was born!

At its heart was a fun and physical music and movement class which focused on developing the child in a relaxed and free-spirited atmosphere. And this is what has become the ethos of every MAD Academy class ever since.

## **MAD Academy Ethos**

MAD Academy classes are known for their:

- Musicality
- Physicality
- Development and learning
- Relaxed and free-spiritedness

### **Musicality**

At its very heart, MAD Academy is a music class. Classes are full of music from start to finish and cover a wide range of genres. Our songs and dances encourage children to enjoy music and to learn to sing, and express themselves, through music. Many of our learning activities teach children through the medium of music or use music to signal the learning and get children's attention.

We aim to introduce children to a wide range of nursery rhymes and songs. Many of these are traditional and an important part of our cultural heritage. Others are more modern and we also create and use lots of our own brand-new songs and music in class. We aim to widen children's musical awareness and so include many other genres of music throughout our classes, particularly in our warm-ups and in the music, we choose to accompany many of our activities.

## **Physicality**

Children need to be physically active. We do not believe it is right that young children should be required to sit still for long periods of time and we encourage children to move as they feel necessary. Most of our activities allow children to move, run, skip, dance and enjoy the freedom to move. Although there are some activities which are sedentary, these should be kept short and while children may be encouraged to sit, they should be free to wriggle and move if they are not yet capable of sitting still. Other activities are designed to be highly active and encourage children to enjoy physical exercise.

## **Development and Learning**

Each element that makes up a MAD Academy session is designed to be stimulating and fun for both children and parents/carers. They are also intended to develop the children. Music and dance have powerful benefits for a child's physical and intellectual growth and everything we do in class has a specific developmental objective. MAD Academy prides itself on this focus on development and believes it differentiates us from many of the other music classes on the market.

## **Relaxed and Free Spirited**

Relaxed and free spirited – classes should always be a fun time for parent and child. Young children can be temperamental and not every child will be willing to join in with every activity every time. Also every child will have different needs and will respond to classes in different ways. This is absolutely fine. No child or parent should feel uncomfortable about the fact that they don't want to participate at that precise moment. Similarly if a parent needs to change a nappy or feed their child, they should feel happy and relaxed about doing so. While we are trying to encourage children to participate and to behave appropriately, we must allow young children to be young children!

## **Objectives**

- **Have Fun!**
- **Help Develop Children**
  - Help the children build confidence and develop social
  - Help children make the most of the learning opportunities offered by our class activities
  - Celebrate successes and learning, however small and build children's self-esteem
  - Support parents in the development of their children either in class or at home through advice and ideas.



## Request for CIL Grant Form

<b>Name of Proposer/ Grant Funding Agency Name</b> Helen Whiteman (for Sunningdale Village Hall Board of Trustees)	<b>Date:</b> 22 September 2024
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### Grant Description


<b>Grant Title:</b>	Sunningdale Village Hall – external building maintenance
<b>Objective/Purpose of the Grant</b>	To contribute to reinstating French drains adjacent to sections of the exterior walls of the building. <i>Please see correspondence sent to Councillors Morgan and Penney by Julia Chester on 16 September 2024, providing an explanation of the work proposed.</i>

### Justification:

Does the grant support the delivery of SPC strategic objectives?	Yes	✓	No	
Which category does it fall under?	F3: Making the Village Hall Sustainable			
What is the legal power under which we can implement this project?  <small>[If S137, please provide statement showing that this amount falls within our annual allowance]</small> <small>[If relying on another authority's power, please provide details]</small>	Local Government (Miscellaneous Provisions) Act 1976 S19			
What are the tangible benefits of this grant?	Mitigating the impact of dampness on the floor of the Large Hall, which is making sections of it unsafe and unusable, reducing hiring opportunities and increasing risk of injury.			
Who are the likely beneficiaries?	Current and potential hirers (through maximising space available for use); Sunningdale Village Hall Trustees (through increased revenue and reduced risk to hirers); Sunningdale Parish Council (through reduced future damage to their asset).			

### Funding Request

Total Projected Cost	£1,480 (JDs Builders)
Amount Sought	£1,036 with the balance of 30% of the total cost to be paid for by the Sunningdale Village Hall charity in accordance with the relevant vision statement defined in 2009.
When is the funding required? Please explain any phasing for this funding request.	Funding is required as soon as possible following receipt of permission from the Parish Council for the work to be undertaken.

Signed: 	Date: 22/09/24
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# Sunningdale Village Hall

Sunningdale Parish Council  
The Pavilion  
Broomhall Lane  
Sunningdale  
SL5 0QS

22 September 2024

To: Councillor Robert Morgan & Councillor Martin Penney  
cc: Louise Steele, Locum Clerk to the Parish Council

By Email Only

Dear Councillor Morgan and Councillor Penney,

Re: Application for funding of exterior works at Sunningdale Village Hall (French drains)

Please find attached an application for a CIL Stakeholder Grant to contribute to meeting the cost of reinstating French drains along exterior walls of the village hall. In her correspondence to you on 16 September 2024, Julia Chester outlined the background to the need for this work to be undertaken. However, should any further information on this be helpful for the purpose of you considering the request for funding, please let me know.

We are applying for CIL funding as we note the explanation on the Parish Council's website that:

*The CIL Regulations 2010 (as amended) state that the Parish Council must spend the CIL income they received from the Borough Council on:*

- The provision, improvement, replacement, operation or maintenance of infrastructure;*

It is our understanding that the village hall amounts to "infrastructure" in this context and that, accordingly, our proposed work meets the requirement of being "maintenance of infrastructure".

Yours sincerely



Helen Whiteman

Treasurer

Signed for and on behalf of the Sunningdale Village Hall Charity Board of Trustees



# SUNNINGDALE PARISH COUNCIL

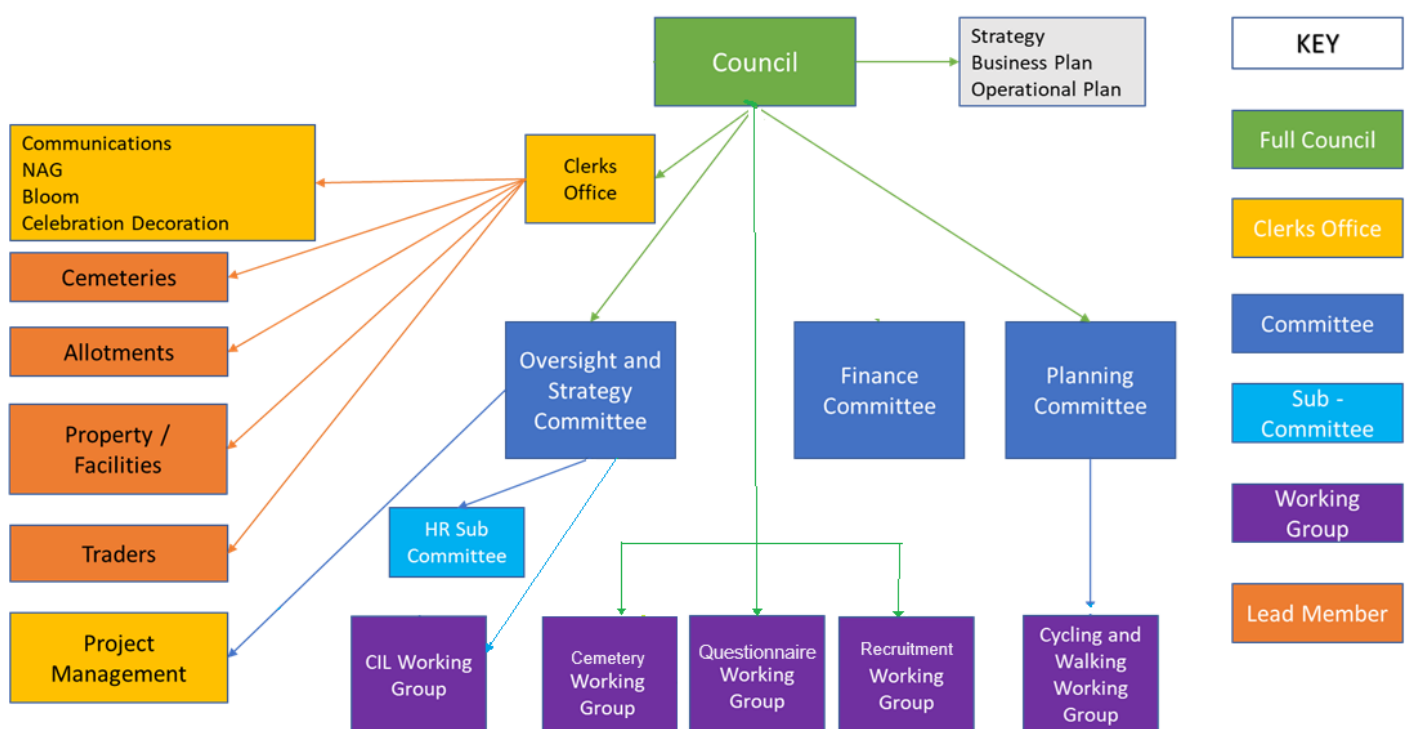
## Terms of Reference for Committees and Focus Areas 2024-2025

Proposed to amend 14 May 2024.

Councillors are invited to participate in Committees and the permanent Focus Areas annually at the start of each financial year. Task and Finish Focus Areas are set-up, and closed, when needed.

### Committee and Group Structure

The Committee structure of Sunningdale Parish Council is shown in the Diagram below:-



### Standing Orders and Code of Conduct

All Committees shall comply with Sunningdale Parish Council's Standing Orders and Code of Conduct. The Code of Conduct shall apply to all Focus Area work.

The dates of committees will be set at the beginning of the year, with additional meetings held as necessary.

## Terms of Reference for Committee Chair

The Committee Chair will perform the following duties:

### 1. General

- Ensure that the Committee satisfies its duties and responsibilities as set forth in this Terms of Reference
- Ensure the Committee discharges its oversight and insight roles.
  - Oversight reflects the Committee's responsibilities to manage and supervise the management of the areas detailed in the above document.
  - Insight refers to advice that is given by Committee members based on the breadth of their experience.
- Provide leadership, foster effectiveness, and develop teamwork within the Committee.
- Guide the Committee in establishing a consensus on important issues and decisions, while allowing full and open debate.
- To determine if the committee members have any training requirements. If so, to put any recommendations forward to Council for approval.

Consider whether it is appropriate for the committee to have any delegated powers. If so, to put any recommendations forward to Council for approval.

### 2. Committee Meetings

- In consultation with the Clerk to the Council and/or designated member of the Clerk's office:
  - determine matters that should be addressed by the Committee and develop the agenda for Committee meetings.
  - ensure that the Committee has sufficient and timely information to operate at the level of subject matter literacy thereby enabling it to make informed decisions.
- Co-ordinate with Clerk to the Council to ensure that matters to be considered by the Committee are properly presented and given the appropriate opportunity for discussion.
- Chair meetings of the Committee, and when required appoint an acting chair. Ensure that all Committee meetings are conducted in an efficient and productive manner.
- Encourage Committee members to ask questions, express viewpoints and add insight during Committee meetings.
- Ensure that the Committee has access to all members of Council necessary to undertake its responsibilities.
- In co-ordination with the Clerk to the Council invite non-council members to join the committee with non-voting rights if they have an area of expertise which would benefit the Committee

### 3. Relationship with the Council

- Ensure that Committee members understand the boundaries between the Committee and Council responsibilities; when the proposed actions require Council approval and when actions may proceed as already approved.
- Provide advice and counsel to the Council in the areas covered by the Committee's Terms of Reference.

### 4. Reporting to the Council (Committees only)

- Report to the Council via draft minutes after each committee meeting with details about the Committee's proceedings and recommendations.

- Prepare and bring forward recommendations and proposals in the relevant format i.e. capital request forms if funds are being requested.

#### 5. Other

- Review annually, in consultation with the Oversight and Strategy Committee, the Terms of Reference for the Committee; and the ability of the Committee in fulfilling its responsibilities.
- Carry out such functions as requested by the Council.

## Planning Committee

The standing Committee will comprise: all Councillors who nominate themselves for this committee and the Deputy Clerk

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

The Chairman will be selected from amongst the members.

The Committee shall meet every 28 days.

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

Minutes will be taken by the Clerk (or other as appropriate) and circulated to Councillors following the meeting.

The Committee shall:

- Consider every planning application related to this Parish and make representations to the Borough on any application referred to the Parish Council.
- Make representation at Development Control Panel and at appeal hearings on applications which affect the Parish.
- Consider any planning application in the neighbouring parishes which impacts on this Parish.
- Consider any development (Local) plan or strategy proposals under planning legislation affecting the Parish.
- Uphold the principles of the Neighbourhood Plan and be party to any future update to that Neighbourhood Plan.
- Consider any future development that impacts on the Parish, including Sunningdale Park, and consider the infrastructure implications of such developments.

## Knowledge base for the committee

- Ascot, Sunninghill and Sunningdale Neighbourhood Plan – 2011 to 2026
- Borough Local Plan – RBWM adopted February 2022
- National Planning Policy Framework
- CPRE and NALC Publication – How to respond to a planning application.

## Finance Committee

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

One substitute member of the Committee shall be appointed who shall have full voting rights if any other member of the Committee is absent from a Committee meeting.

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 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

#### Oversight and Strategy Committee

The Committee will comprise: The Chairman, Vice-Chairman and Finance Committee Chairman together with the Parish Clerk and/or the Deputy Clerk

The quorum of the Committee shall be 3 Members.

The Chairman will be selected from amongst the members.

The Committee shall meet quarterly through the year, and more frequently if required to achieve their objectives.

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.

The Committee shall:

- Review and improve operational procedures in line with recognised examples of Best Practice
- Oversee compliance with regulatory requirements.
- Oversee compliance with Health and Safety requirements.
- Be responsible with the Clerk for HR practices and employment matters, including determining headcount and structure, definition of roles and responsibilities and salary scale.
- Provide input to the Finance Committee during the annual budget process on staffing and headcount.
- Approval of emergency/urgent expenditures
- Review annually the risk register, the asset register and financial regulations and make recommendation to Council on appropriate action.
- Have oversight of active projects, and report to council on project status
- Facilitate and provide support to the Council in the monitoring and delivery of the Business Plan and Operational Plan.

### Knowledge base of committee

- Council policies and procedures
- General Data Protection Regulations, Data Protection Act 2018
- Freedom of Information Act 2000
- Risk Management
- NALC legal topic notes (provided by the Clerk)
- SLCC guidance (provided by the Clerk)

### HR Sub Committee of Oversight and Strategy Committee

The Committee will comprise: The members of the Oversight and Strategy Committee and 2 further members of council together with the Parish Clerk.

The quorum of the Committee shall be 3 Members.

The Chairman will be selected from amongst the members.

The Committee shall meet a minimum of twice per year:

- After the employee appraisals have been conducted
- At the point of setting the Staffing Budget for the council budget (usually October) and more frequently if required to achieve their objectives

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.

The Sub-Committee shall have delegated powers from Council to (26 April 2022, 14/21):

- Scale point changes
- Details re levels points for new positions

- Payment of TOIL
- Hours of employment for team
- Matters arising from the appraisals.

### Knowledge base for committee

- [UK Employment regulations](#)
- Council employment policies
- Dignity at Work
- Equality and Diversity
- Whistle blower
- Health and Safety
- Grievance Policy
- Nation Employers Annual pay award and NJC PayScale

## Working Groups for 2024-2025

All working groups are defined as TASK and FINISH

### Cycling and Walking

Reporting to: Planning Committee

Lead member: Cllr Hilton

Structure: The Working Group will comprise of the Lead Member and 2 further planning committee members

Clerk's Office liaison: Clerk to Council

Responsibilities:

- To actively monitor the provision of Footpaths and Cycle paths in Sunningdale and make recommendations of improvements or new paths which would benefit the Village.
- To work with Sunninghill and Ascot Parish Council on joint plans for green infrastructure
- To liaise with Tim Golabek and team on the LCWIP over the 10-year RBWM project lifecycle
- Liaise with Sharon Wootten, RBWM Public Rights of Way Officer, to agree the annual maintenance requirements and allocation of budget.
- To review the provision of cycle paths in conjunction with national bodies and potential funding opportunities to improve the network.
- To review and update where appropriate the information available on the parish website for the location of footpaths, cycle paths and walks.

### CIL

Reporting to: Oversight and Strategy Committee

Lead member: TBC

Structure: The Working Group will comprise of the Lead Member and all council members with active CIL projects in the council year

Clerk's Office liaison: Clerk to Council / Project Officer

Responsibilities:

1. To draft policies and procedures for managing CIL funds.



2. To propose to Full Council projects and activities which will enhance the parish infrastructure for residents as per the rules of CIL funding.
3. Oversee the delivery of the projects in timely fashion and within agreed parameters.
4. Control and report on CIL funds, their use, available balance, and forward projections as required.
5. To update the Business Plan to include a CIL 1,2,3 list annually.

### Recruitment Working Group

Reporting to: Council

Lead: Locum Clerk

Structure: The Working Group will comprise the Locum Clerk and any other interested council member.

Clerk's Office liaison: Locum Clerk to Council

Responsibilities

- to supervise the recruitment of a new Clerk.
- to make recommendations about the recruitment process and terms & conditions of employment to Council
- to review applications, shortlist and interview candidates
- to make a recommendation to Council about appointment.

### Cemetery Working Group

Reporting to: Council

Lead Member: Lead member for Cemeteries

Structure: The Working Group will comprise any interested council members and one officer

Clerk's Office liaison: Temporary Administrator

Responsibilities:

- To review the council's cemetery regulations
- To review selected memorial applications

### Business Plan Engagement Strategy Working Group

Reporting to: Council

Lead Member: Cllr Morgan

Structure: The Working Group will comprise any interested council members .

Clerk's Office liaison: Clerk or Deputy Clerk

Responsibilities:

- To plan and supervise community engagement about the Business Plan
- To make recommendations to Full Council

## Focus Areas for 2024-2025

A Focus Area is defined as an activity which requires a more focussed and detailed approach, and managed as follows:

- A Focus Area will be assigned to an Individual (as Lead Member). The Lead Member may be either a member or an officer of the council.
- The Lead Member may optionally work with other individuals to fulfil the activities required.

- A Task and Finish Focus Area can only be set-up (and disbanded) as the result of a recommendation from a committee. The proposing Committee will define the terms of reference of the Focus Area, and the scope of their activities.
- The reporting line for a Lead Member can be either a committee, the Clerk's Office or directly to the Chairman. The Lead member is responsible for managing the activities and harnessing resources to deliver the required outcomes.
- A Focus Area can only provide advice and information to the Council. Any recommendations will be brought forward to Council for approval via a committee.

The following Focus Areas below are 'permanent' Focus Areas – and the Lead Members for these will be decided at the Annual Meeting in May.

### Allotments

Reporting to: Clerks Office  
 Lead Member: Cllr Newman  
 Clerk's Office liaison: Clerk to Council

#### Responsibilities:

- To represent council to ensure safe, maintained, and desirable allotments are retained in Sunningdale.
- To represent council to liaise with the day-to-day management of the allotments with the Clerk's Office team member.
- To represent council to monitor the allotment lease holders against the rules and regulations of their lease by conducting with the Clerk's Office team member quarterly inspections of the allotments.
- To attend 3 separate judging sessions from May to August at the Allotments as organised by the Clerk's Office team member to confirm the annual winners of the William Pack Cup
- To represent council and host the Allotment Tea in early September along with the Chairman of the Council and award the William Pack Cup prizes.
- To annually review with the Clerk's Office team member the regulations for the allotments and suggest changes where appropriate.

### Cemeteries

Reporting to: Clerks Office  
 Lead Member(s): Cllr Hilton  
 Clerk's Office liaison: Clerk to Council

#### Responsibilities:

- To provide the Clerk, as the Cemetery Authority representative and the Assistant to the Clerk, as the day-to-day manager of the Cemetery with support when additional cemetery requests are made that are not provided for in the standard terms.
- To review the infrastructure and ongoing maintenance of the cemetery and make recommendations in conjunction with the Clerk's Office for future works.
- To actively review the annual regulations and charging schedules in conjunction with any legislative changes and working with the Clerk's Office team member, make recommendations for changes.
- To represent Council if required in meeting with bereaved family members in relation to cemetery queries.
- To monitor the use and requirement for extension of the cemetery and potential of the option for a future purchase of a new cemetery

- To facilitate the adoption of the Holy Trinity closed churchyard.

## Property

Reporting to: Clerks Office

Lead Member(s): Cllrs Grover, Coxon & Pike

Clerk's Office liaison: Clerk to Council

### Responsibilities

- Oversight of Property and Asset management of the Property Portfolio of the Council, namely
- The Pavilion building, offices therein and staff accommodation.
- The toilets
- Refreshment chalet
- Allotments
- Cemetery
- Pavilion Building
- Tennis Courts
- Borough in Bloom
- Bus shelters
- Telephone kiosks (Chobham Road and Blacknest Gate), Chobham Road grass area, A30 flower baskets, benches, noticeboards, rubbish bins and dog bins
- The Village Hall

## Traders

Reporting to: Clerks Office

Lead Member(s): Cllr Pike

Clerk's Office liaison: Clerk to Council

### Responsibilities:

- To build relationships with the Sunningdale businesses to promote the village.
- To liaise through the traders' group to increase participation in village events.
- To review marketing and communications



# Financial Regulations

Version: November 2024

Revision Notes

Draft 1 – 19/11/2024

- New version based on NALC Model Financial Regulations 2024

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

## **2. Risk management and internal control**

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO must include measures to:**
  - **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council



3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the HR Sub-Committee at least annually in the third quarter for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the HR Sub-Committee.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the RFO not later than the end of October each year.

4.6. The draft budget (with any committee proposals and three-year forecast), including any recommendations for the use or accumulation of reserves, shall be considered by the Finance Committee and a recommendation made to the council.

- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or Finance Committee.

## **5. Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of**

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

**contract opportunities and the publication of notices about the award of contracts.**

- 5.8. For contracts greater than £5,000 excluding VAT the Clerk will seek at least three fixed-price quotes;
- 5.9. where the value is between £500 and £5,000 excluding VAT, the Clerk will try to obtain three estimates (which might include evidence of online prices, or recent prices from regular suppliers).
- 5.10. For smaller purchases, the Clerk will seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council (or relevant committee). Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
  - the Clerk, in consultation with the Chair of the Council (or Chair of the appropriate committee), for any items below £1,000 excluding VAT.
  - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
  - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
  - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council (or a duly delegated committee acting within its Terms of Reference) except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £1,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Handelsbanken. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.

- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council (or a duly delegated committee) may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. payments of up to £1,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council or Finance Committee, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council (or Finance Committee).
  - iv. Fund transfers within the councils banking arrangements provided that a list of such payments shall be submitted to the next appropriate meeting of council (or Finance Committee).
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council (or finance committee). The council (or Finance Committee) shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.

- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to one of the authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. A councillor who is an authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online (and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes).
- 7.8. A full list of all payments made in a month shall be provided to the next Finance Committee (or Council) meeting.
- 7.9. With the approval of the council or Finance Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two authorised signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. The bank facility for checking account details should be used each time a new supplier is set up. If the bank flags a problem with the account details then no payment should be made until the account details have been independently verified. This is a potential area for fraud (particularly where details have been supplied by email) and the individuals involved should ensure that any change in account details is genuine.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Only in exceptional circumstances shall cheques be issued. Cheques or orders for payment, in accordance with a resolution or delegated decision, shall be signed by signatories.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Finance Committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk or specified officer and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council (or HR Sub-Committee).
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports may be reviewed by (the HR Sub-Committee) to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.



- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

#### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

#### **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest,

tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

## **18. Suspension and revision of Financial Regulations**

18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 21d and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2025-26 Budget - First Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101</b>	<b><u>Administration</u></b>									
1099	Sundry Income	0	0	0	4	0	0	0	0	0
1176	Precept	228,962	228,962	234,042	117,021	0	0	0	0	0
1190	Interest Received	28,000	57,845	50,000	30,788	0	0	50,000	0	0
<b>Total Income</b>		<b>256,962</b>	<b>286,807</b>	<b>284,042</b>	<b>147,813</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
4001	Salaries and Wages	70,848	70,350	75,012	24,619	0	0	190,160	0	0
4006	Agency Staff	0	7,926	0	35,921	0	0	0	0	0
4008	Training	1,200	1,581	3,000	1,927	0	0	3,000	0	0
4009	Travel	200	245	250	26	0	0	250	0	0
4010	Misc Staff Costs	100	30	100	30	0	0	100	0	0
4020	Miscellaneous Expenses	300	277	300	267	0	0	300	0	0
4021	Telephone VOIP and Broadband	3,200	2,698	3,780	2,536	0	0	3,780	0	0
4022	Postage	100	21	108	1	0	0	100	0	0
4023	Printing, Stationery & Ref Bks	1,200	1,270	1,296	826	0	0	1,300	0	0
4024	IT Costs & Support	8,000	6,143	6,000	2,514	0	0	6,000	0	0
4025	Insurance	2,000	2,435	2,500	2,368	0	0	2,500	0	0
4026	Subscriptions	3,500	3,240	3,451	2,526	0	0	3,500	0	0
4030	Recruitment Advertising	0	0	0	422	0	0	0	0	0
4031	Advertising	100	0	108	0	0	0	100	0	0
4045	Equipment & Small Tools	0	0	0	100	0	0	0	0	0
4050	Bank Charges	700	498	756	256	0	0	700	0	0
4061	Audit Fees (External)	1,680	1,680	2,000	0	0	0	0	0	0
4062	Audit Fees (Internal)	750	670	850	380	0	0	850	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2025-26 Budget - First Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4063	Accountancy Support	600	25	3,000	3,156	0	0	4,000	0	0
4064	Legal and Professional Fees	2,086	2,818	2,250	4,030	0	0	2,250	0	0
4701	Grants	50,000	200	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	146,564	102,108	104,761	81,904	0	0	218,890	0	0
	<b>101 Net Income over Expenditure</b>	110,398	184,700	179,281	65,909	0	0	-168,890	0	0
6000	plus Transfer from EMR	0	2,309	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	110,398	187,009	179,281	65,909	0		(168,890)		
<b>102</b>	<b><u>Democratic Process</u></b>									
4008	Training	0	0	0	455	0	0	1,000	0	0
4020	Miscellaneous Expenses	0	18	0	0	0	0	0	0	0
4022	Postage	0	50	0	75	0	0	0	0	0
4023	Printing, Stationery & Ref Bks	0	0	0	1,279	0	0	0	0	0
4024	IT Costs & Support	0	1,707	0	1,947	0	0	2,500	0	0
4033	Parish Newsletter	1,300	1,510	1,750	574	0	0	1,750	0	0
4034	Parish Website	500	720	850	636	0	0	850	0	0
4043	Equipment Maintenance	0	0	0	110	0	0	0	0	0
4045	Equipment & Small Tools	0	5,981	0	0	0	0	0	0	0
4064	Legal and Professional Fees	1,000	0	0	0	0	0	0	0	0
4201	Chairmans Activities	500	500	500	0	0	0	500	0	0
4202	Annual Parish Meeting	250	0	250	97	0	0	250	0	0
4211	Election Expenses	2,200	15,183	4,000	0	0	0	4,000	0	0
4231	Community Action	1,200	42	1,200	100	0	0	1,200	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2025-26 Budget - First Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		6,950	25,710	8,550	5,271	0	0	12,050	0	0
6000	plus Transfer from EMR	0	7,502	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(6,950)</u>	<u>(18,208)</u>	<u>(8,550)</u>	<u>(5,271)</u>	<u>0</u>		<u>(12,050)</u>		
<b>202</b>	<b><u>Recreation Ground</u></b>									
1011	Rent Received Field	1,500	1,276	0	0	0	0	0	0	0
1020	Letting Income	0	0	1,500	521	0	0	1,000	0	0
<b>Total Income</b>		<u>1,500</u>	<u>1,276</u>	<u>1,500</u>	<u>521</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
4001	Salaries and Wages	18,953	18,270	10,766	10,006	0	0	0	0	0
4007	Health & Safety	1,040	906	1,123	138	0	0	1,120	0	0
4012	Water Rates	3,000	892	3,500	928	0	0	3,500	0	0
4014	Electricity & Gas	0	411	0	0	0	0	0	0	0
4038	Tree maintenance	1,000	0	1,080	0	0	0	1,080	0	0
4040	Dog Bin Emptying	3,239	3,276	3,498	2,637	0	0	4,280	0	0
4042	Grounds Maintenance	3,360	2,600	3,629	501	0	0	3,630	0	0
4043	Equipment Maintenance	6,160	13,250	6,653	1,571	0	0	6,650	0	0
4044	Equipment Hire	560	245	605	248	0	0	610	0	0
4045	Equipment & Small Tools	672	864	756	670	0	0	760	0	0
4046	Vehicle Repairs/Mtce	336	1,142	500	0	0	0	500	0	0
4047	Vehicle Tax/Insurance	800	773	864	176	0	0	860	0	0
4048	Vehicle Fuel & Oil	900	1,227	750	225	0	0	750	0	0
4049	Other Fuel & Oil	0	9	960	304	0	0	960	0	0
<b>Overhead Expenditure</b>		<u>40,020</u>	<u>43,864</u>	<u>34,684</u>	<u>17,403</u>	<u>0</u>	<u>0</u>	<u>24,700</u>	<u>0</u>	<u>0</u>

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2025-26 Budget - First Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>202 Net Income over Expenditure</b>		-38,520	-42,588	-33,184	-16,882	0	0	-23,700	0	0
6000	plus Transfer from EMR	0	35,716	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	21,056	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(38,520)</u>	<u>(27,928)</u>	<u>(33,184)</u>	<u>(16,882)</u>	<u>0</u>		<u>(23,700)</u>		
<b>203</b>	<b><u>Cemetery</u></b>									
1031	Cemetery Income	12,000	22,225	18,000	9,560	0	0	18,000	0	0
1032	Headstones	1,200	1,520	2,500	2,145	0	0	2,500	0	0
1033	Grant of Rights	12,000	17,000	18,000	11,800	0	0	18,000	0	0
<b>Total Income</b>		<u>25,200</u>	<u>40,745</u>	<u>38,500</u>	<u>23,505</u>	<u>0</u>	<u>0</u>	<u>38,500</u>	<u>0</u>	<u>0</u>
4001	Salaries and Wages	11,058	11,016	10,015	6,871	0	0	0	0	0
4012	Water Rates	200	127	216	0	0	0	220	0	0
4022	Postage	0	0	0	6	0	0	0	0	0
4037	Grave Services	4,480	7,485	8,257	3,660	0	0	8,260	0	0
4038	Tree maintenance	336	1,680	363	0	0	0	360	0	0
4042	Grounds Maintenance	7,840	6,643	0	812	0	0	1,000	0	0
4064	Legal and Professional Fees	250	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<u>24,164</u>	<u>26,951</u>	<u>18,851</u>	<u>11,350</u>	<u>0</u>	<u>0</u>	<u>9,840</u>	<u>0</u>	<u>0</u>
<b>203 Net Income over Expenditure</b>		1,036	13,794	19,649	12,155	0	0	28,660	0	0
6000	plus Transfer from EMR	0	2,170	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	12,000	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>1,036</u>	<u>3,964</u>	<u>19,649</u>	<u>12,155</u>	<u>0</u>		<u>28,660</u>		

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2025-26 Budget - First Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>204</b>	<b>Allotments</b>									
1010	Rent Received	2,000	1,787	2,000	178	0	0	2,000	0	0
	<b>Total Income</b>	2,000	1,787	2,000	178	0	0	2,000	0	0
4001	Salaries and Wages	5,524	5,463	7,023	2,991	0	0	0	0	0
4012	Water Rates	600	97	648	408	0	0	650	0	0
4020	Miscellaneous Expenses	150	261	179	0	0	0	180	0	0
4038	Tree maintenance	336	880	1,500	0	0	0	1,500	0	0
4042	Grounds Maintenance	0	414	1,000	386	0	0	1,000	0	0
4043	Equipment Maintenance	0	0	0	216	0	0	0	0	0
4302	Other Events	0	0	0	150	0	0	0	0	0
	<b>Overhead Expenditure</b>	6,610	7,115	10,350	4,150	0	0	3,330	0	0
	<b>Movement to/(from) Gen Reserve</b>	(4,610)	(5,328)	(8,350)	(3,973)	0		(1,330)		
<b>205</b>	<b>Tennis</b>									
1012	Electricity income	600	419	1,500	79	0	0	500	0	0
1021	Tennis Court Season Ticket	13,000	7,956	14,560	9,777	0	0	14,560	0	0
1022	Tennis Court P&P	3,000	2,625	2,850	3,505	0	0	2,850	0	0
1023	Tennis Court Coaching	12,000	11,448	12,000	9,057	0	0	12,000	0	0
1024	Tennis Box League	120	0	90	43	0	0	90	0	0
	<b>Total Income</b>	28,720	22,449	31,000	22,462	0	0	30,000	0	0
4001	Salaries and Wages	11,058	11,273	9,161	5,919	0	0	0	0	0
4014	Electricity & Gas	800	664	864	426	0	0	870	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2025-26 Budget - First Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4022	Postage	100	161	189	85	0	0	190	0	0
4023	Printing, Stationery & Ref Bks	400	169	432	590	0	0	600	0	0
4026	Subscriptions	350	405	437	0	0	0	440	0	0
4043	Equipment Maintenance	1,160	242	3,000	1,801	0	0	3,000	0	0
4045	Equipment & Small Tools	0	0	0	90	0	0	0	0	0
4064	Legal and Professional Fees	0	110	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		13,868	13,023	14,083	8,910	0	0	5,100	0	0
<b>205 Net Income over Expenditure</b>		14,852	9,426	16,917	13,551	0	0	24,900	0	0
6001	less Transfer to EMR	0	5,483	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		14,852	3,943	16,917	13,551	0		24,900		
<b>206</b>	<b><u>Pavilion Toilets</u></b>									
4001	Salaries and Wages	4,513	4,350	4,715	2,382	0	0	0	0	0
4016	Cleaning Costs	1,344	360	1,451	158	0	0	1,450	0	0
4017	Cleaning Supplies	1,200	1,345	1,296	708	0	0	1,300	0	0
4043	Equipment Maintenance	0	0	0	744	0	0	0	0	0
<b>Overhead Expenditure</b>		7,057	6,055	7,462	3,992	0	0	2,750	0	0
<b>Movement to/(from) Gen Reserve</b>		(7,057)	(6,055)	(7,462)	(3,992)	0		(2,750)		
<b>207</b>	<b><u>Facilities</u></b>									
1010	Rent Received	11,000	9,846	0	0	0	0	0	0	0
1012	Electricity income	1,800	2,711	2,500	1,988	0	0	2,500	0	0
1013	Rent Received Chalet	2,400	2,098	2,400	1,200	0	0	2,400	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2025-26 Budget - First Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1014	Rent Received Flat	15,300	15,300	15,500	7,650	0	0	15,500	0	0
1016	Waste Income	400	554	750	328	0	0	750	0	0
1017	Pitch Hire (car park)	0	1,200	2,400	1,200	0	0	2,400	0	0
1020	Letting Income	0	0	11,500	6,257	0	0	11,500	0	0
<b>Total Income</b>		30,900	31,708	35,050	18,623	0	0	35,050	0	0
4001	Salaries and Wages	16,588	17,913	14,435	7,550	0	0	0	0	0
4007	Health & Safety	448	645	484	0	0	0	480	0	0
4012	Water Rates	0	153	0	0	0	0	0	0	0
4014	Electricity & Gas	4,000	7,836	7,864	2,304	0	0	7,870	0	0
4015	Waste Services	349	521	756	576	0	0	760	0	0
4020	Miscellaneous Expenses	0	0	0	58	0	0	0	0	0
4041	Property Maintenance	1,360	5,246	4,000	2,334	0	0	4,000	0	0
4043	Equipment Maintenance	0	281	0	16	0	0	0	0	0
4045	Equipment & Small Tools	0	30	0	13	0	0	0	0	0
4048	Vehicle Fuel & Oil	0	0	0	72	0	0	0	0	0
<b>Overhead Expenditure</b>		22,745	32,625	27,539	12,923	0	0	13,110	0	0
<b>207 Net Income over Expenditure</b>		8,155	-917	7,511	5,700	0	0	21,940	0	0
6000	plus Transfer from EMR	0	804	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	15,000	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		8,155	(15,113)	7,511	5,700	0		21,940		
<b>208</b>	<b><u>Heritage Assets</u></b>									
4001	Salaries and Wages	451	1,523	3,476	714	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2025-26 Budget - First Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4042	Grounds Maintenance	9,520	6,744	10,282	4,765	0	0	10,280	0	0
4043	Equipment Maintenance	336	109	0	11	0	0	0	0	0
4221	Village Clocks	291	231	300	0	0	0	300	0	0
<b>Overhead Expenditure</b>		10,598	8,607	14,058	5,490	0	0	10,580	0	0
<b>Movement to/(from) Gen Reserve</b>		(10,598)	(8,607)	(14,058)	(5,490)	0		(10,580)		
<b>301</b>	<b><u>Village Hall</u></b>									
1005	Service Income from Village Ha	21,138	21,138	0	0	0	0	0	0	0
<b>Total Income</b>		21,138	21,138	0	0	0	0	0	0	0
4001	Salaries and Wages	21,139	25,365	0	222	0	0	0	0	0
4064	Legal and Professional Fees	0	400	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		21,139	25,765	0	222	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(1)	(4,627)	0	(222)	0		0		
<b>302</b>	<b><u>Library</u></b>									
4070	Service Charge RBWM Library	11,500	11,500	12,000	11,500	0	0	12,000	0	0
<b>Overhead Expenditure</b>		11,500	11,500	12,000	11,500	0	0	12,000	0	0
<b>Movement to/(from) Gen Reserve</b>		(11,500)	(11,500)	(12,000)	(11,500)	0		(12,000)		
<b>303</b>	<b><u>Borough in Bloom</u></b>									
1040	Sponsorship Income	3,558	4,684	7,262	3,197	0	0	7,260	0	0
<b>Total Income</b>		3,558	4,684	7,262	3,197	0	0	7,260	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2025-26 Budget - First Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4001	Salaries and Wages	0	0	972	0	0	0	0	0	0
4039	In Bloom Expenses	9,994	10,648	11,500	7,136	0	0	11,500	0	0
	<b>Overhead Expenditure</b>	9,994	10,648	12,472	7,136	0	0	11,500	0	0
	<b>303 Net Income over Expenditure</b>	-6,436	-5,964	-5,210	-3,939	0	0	-4,240	0	0
6001	less Transfer to EMR	0	800	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(6,436)	(6,764)	(5,210)	(3,939)	0		(4,240)		
<b>304</b>	<b><u>Christmas</u></b>									
4001	Salaries and Wages	0	0	10,604	0	0	0	0	0	0
4003	Casual Labour	1,680	0	0	0	0	0	0	0	0
4023	Printing, Stationery & Ref Bks	560	0	0	0	0	0	0	0	0
4301	Christmas Event	7,280	7,490	10,000	4,677	0	0	10,000	0	0
	<b>Overhead Expenditure</b>	9,520	7,490	20,604	4,677	0	0	10,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(9,520)	(7,490)	(20,604)	(4,677)	0		(10,000)		
<b>305</b>	<b><u>S137</u></b>									
4301	Christmas Event	0	0	0	600	0	0	0	0	0
4302	Other Events	0	0	10,000	2,333	0	0	10,000	0	0
	<b>Overhead Expenditure</b>	0	0	10,000	2,933	0	0	10,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0	(10,000)	(2,933)	0		(10,000)		
<b>307</b>	<b><u>MUGA</u></b>									
1012	Electricity income	800	0	0	0	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2025-26 Budget - First Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1015	MUGA Rental Income	18,000	0	0	0	0	0	0	0	0
	<b>Total Income</b>	18,800	0	0	0	0	0	0	0	0
4001	Salaries and Wages	8,529	0	0	0	0	0	0	0	0
4014	Electricity & Gas	800	0	0	0	0	0	0	0	0
4043	Equipment Maintenance	2,100	0	0	0	0	0	0	0	0
4064	Legal and Professional Fees	0	124	0	300	0	0	0	0	0
	<b>Overhead Expenditure</b>	11,429	124	0	300	0	0	0	0	0
	<b>307 Net Income over Expenditure</b>	7,371	-124	0	-300	0	0	0	0	0
6000	plus Transfer from EMR	0	3,458	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	7,371	3,334	0	(300)	0		0		
<b>308</b>	<b>CA Outreach Project</b>									
4001	Salaries and Wages	0	0	1,119	0	0	0	0	0	0
4071	Service Charge CA Outreach	8,000	9,881	8,469	5,615	0	0	8,470	0	0
	<b>Overhead Expenditure</b>	8,000	9,881	9,588	5,615	0	0	8,470	0	0
	<b>Movement to/(from) Gen Reserve</b>	(8,000)	(9,880)	(9,588)	(5,615)	0		(8,470)		
<b>309</b>	<b>Woodland</b>									
4001	Salaries and Wages	9,025	0	6,657	0	0	0	0	0	0
4015	Waste Services	600	0	600	0	0	0	600	0	0
4042	Grounds Maintenance	2,000	0	2,000	285	0	0	2,000	0	0
4043	Equipment Maintenance	2,000	0	2,000	0	0	0	2,000	0	0
4064	Legal and Professional Fees	0	527	0	-439	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2025-26 Budget - First Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		13,625	527	11,257	-154	0	0	4,600	0	0
6000	plus Transfer from EMR	0	538	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(13,625)	11	(11,257)	154	0		(4,600)		
<b>901</b>	<b>Parish Projects</b>									
1174	CIL Grant	500,000	288,670	288,670	167,595	0	0	91,000	0	0
<b>Total Income</b>		500,000	288,670	288,670	167,595	0	0	91,000	0	0
4001	Salaries and Wages	49,255	21,170	7,097	4,445	0	0	0	0	0
4024	IT Costs & Support	0	0	0	82	0	0	0	0	0
4701	Grants	0	0	0	4,158	0	0	0	0	0
4901	TPO Project	0	0	0	0	0	0	0	0	0
4903	LCWIP Project	12,000	255	80,000	49,467	0	0	80,000	0	0
4904	Capital Works Recreation G	40,000	35,716	0	124,762	0	0	0	0	0
4905	CP	5,000	594	5,000	0	0	0	5,000	0	0
4908	Revenue Projects	5,076	750	5,000	0	0	0	5,000	0	0
4909	Royal Celebrations	12,000	9,749	0	0	0	0	0	0	0
4911	Woodland Walk Project	100,000	3,209	0	15,515	0	0	0	0	0
4912	Tennis Capital Works	109,650	111,090	0	0	0	0	0	0	0
4918	Childrens Book Exchange	0	0	0	1,800	0	0	0	0	0
<b>Overhead Expenditure</b>		332,981	182,533	97,097	200,229	0	0	90,000	0	0
<b>901 Net Income over Expenditure</b>		167,019	106,137	191,573	-32,635	0	0	1,000	0	0
6000	plus Transfer from EMR	0	135,527	0	168,086	0	0	0	0	0
6001	less Transfer to EMR	0	288,670	0	167,595	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2025-26 Budget - First Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>167,019</u>	<u>(47,007)</u>	<u>191,573</u>	<u>(32,143)</u>	<u>0</u>		<u>1,000</u>		
<b>902</b>	<b><u>More Parish Projects</u></b>									
4001	Salaries and Wages	0	0	14,193	0	0	0	0	0	0
4919	Traders	0	0	1,000	0	0	0	1,000	0	0
<b>Overhead Expenditure</b>		<u>0</u>	<u>0</u>	<u>15,193</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>0</u>	<u>0</u>	<u>(15,193)</u>	<u>0</u>	<u>0</u>		<u>(1,000)</u>		
<b>Total Budget Income</b>		888,778	699,265	688,024	383,892	0	0	254,810	0	0
<b>Expenditure</b>		696,764	514,526	428,549	383,851	0	0	447,920	0	0
<b>Net Income over Expenditure</b>		<u>192,014</u>	<u>184,739</u>	<u>259,475</u>	<u>41</u>	<u>0</u>	<u>0</u>	<u>-193,110</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR		0	188,024	0	168,086	0	0	0	0	0
less Transfer to EMR		0	343,009	0	167,595	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>192,014</u>	<u>29,754</u>	<u>259,475</u>	<u>532</u>	<u>0</u>		<u>(193,110)</u>		