



SUNNINGDALE PARISH COUNCIL

Finance Committee Meeting

4 March 2025 – 3:00pm

The Community Room, Sunningdale Parish Council, Broomhall Lane. SL5 0QS

Agenda

Invited to Attend: Cllr Evans (Chairman); Cllr Coxon; Cllr Newman; Cllr Pike

Copied to: Cllr Curtis – Substitute Member

Anyone wishing to address the committee are requested to register this by 10am on the day prior to the meeting. Members of the public are welcome to attend.

FC 41 / 24 Attendance and apologies.

Declarations of interest for items on the agenda.

FC 42 / 24 To review minutes of the meeting of 13 January 2025

DECISION: The minutes are to be signed by the Chairman as an accurate record of the meeting.

FC 43 / 24 Public Adjournment.

The meeting will be adjourned for a maximum of 15 minutes, 5 minutes per speaker, to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Anyone wishing to address the council or ask questions is requested to inform the Clerk prior to attending the meeting, no later than 10am on the Monday proceeding the meeting.

FC 44 / 24 Council Budget 2025/26

DISCUSSION: To note that Full Council deferred back to the Finance Committee for further discussion. (Minute reference 125/24 refers)

FC 45 / 24 To receive and approve the Council Risk Register

DISCUSSION: To discuss the amendments to the Risk register and make recommendations to full council.

FC 46 / 24 Tennis maintenance costs

DECISION: To consider the costs of purchasing a Hunter tractor mower and a triangular drag brush at the cost of £4,500.26.

DECISION: To consider the costs to provide sand infills - £455 plus VAT for 40 x 25kg of bags of sand

DECISION: To consider the costs to service the machinery at £400 plus any materials and parts

To confirm the availability of funding.

FC 47 / 24 Payment by Direct Debit for E-On and HMRC

DECISION: To approve setting up of a direct debit for E-On and HMRC (Gas supplier to Broomhall and to HMRC for PAYE and NI contributions)

FC 49 / 24 Receipts and payments

DECISION: To receive for approval the receipts and payments to 31 January 2025.

FC 50 / 24 Bank reconciliation

TO NOTE: To receive the bank reconciliation as at 31 January 2025

FC 51 / 24 To receive questions from committee members.

To receive questions to the Chairman for matters relating to the Finance Committee in line with the members' questions policy.



Louise Steele, Locum Clerk

27 February 2025



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27 February 2025



Finance Committee Meeting Minutes for Monday 13 January 2025

The meeting started at 15:09

FC 32 / 24 Attendance and apologies.

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

Apologies: Cllr Pike

In Attendance: Cllr R Morgan (Council Chairman), L Steele (Locum Clerk and RFO) & N Hayes (Clerk Designate)

There were no members of the public present.

FC 33 / 24 To review minutes of the meeting of 10 December 2024

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

FC 34 / 24 Public Adjournment.

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

FC 35 / 24 To receive questions from committee members

There were no questions from Committee members.

FC 36 / 24 Internal Audit results

There were no questions raised by councillors regarding the audit report.

FC 37 / 24 November outturn results

Request for management information to be reported on a quarterly basis.

Comment: Asked if officers could keep timesheets going forwards to help with management information and that this information is broken down by service such as cemeteries, tennis and toilets.

FC 38 / 24 November bank reconciliation

Received: The councillors had no comments regarding the bank reconciliation

FC 39 / 24 Council Budget 2025/26

The councillors discussed the budget for 2025/26, using all the documentation provided to them in advance of the meeting and any updates provided by the Locum Clerk.

To note: The reserves for the playground equipment will be reviewed in the 2025/26 budget, alongside the ear marked reserves for the van replacement budget line. Both are to allow the precept to be kept to a minimum.

The staffing costs are now reported on collated costs and not at an individual level due to confidentiality. This is the reason for the large variances on the budget sheet.

Action: The finance committee were asked to look at a strategy for the next financial year for accounting for a reduction in interest earned and interest rates from CIL funds.

Action: The finance committee will present to full council the proposals for increases to services so that it can be approved.

FC 40 / 24 Date and times of upcoming meetings

The date of the next 2 meetings were confirmed as follows:

Tuesday 4th March at 2pm

Tuesday 8th April at 2pm

The meeting closed at 16.40

Signed as a true record of the meeting:

Signed: _____

Dated: _____

DRAFT

Annual Budget - By Centre (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	Administration									
1099	Sundry Income	0	0	0	4	0	0	0	0	0
1176	Precept	228,962	228,962	234,042	234,042	0	0	260,811	0	0
1190	Interest Received	28,000	57,845	50,000	49,932	0	0	50,000	0	0
	Total Income	256,962	286,807	284,042	283,978	0	0	310,811	0	0
4001	Salaries and Wages	70,848	70,350	175,245	106,536	0	0	185,530	0	0
4002	Contingency for Cost of Living	0	0	0	0	0	0	5,680	0	0
4006	Agency Staff	0	7,926	0	45,024	0	0	0	0	0
4008	Training	1,200	1,581	3,000	2,224	0	0	3,000	0	0
4009	Travel	200	245	250	50	0	0	250	0	0
4010	Misc Staff Costs	100	30	100	90	0	0	100	0	0
4020	Miscellaneous Expenses	300	277	300	417	0	0	300	0	0
4021	Telephone VOIP and Broadband	3,200	2,698	3,780	4,018	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	1,477	0	0	1,300	0	0
4024	IT Costs & Support	8,000	6,143	6,000	4,419	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	2,561	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	358	0	0	0	0	0
4050	Bank Charges	700	498	756	349	0	0	700	0	0
4061	Audit Fees (External)	1,680	1,680	2,000	1,365	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4062	Audit Fees (Internal)	750	670	850	1,145	0	0	850	0	0
4063	Accountancy Support	600	25	3,000	3,281	0	0	4,000	0	0
4064	Legal and Professional Fees	2,086	2,818	2,250	4,454	0	0	2,250	0	0
4065	Other Professional Fees	0	0	0	120	0	0	0	0	0
4701	Grants	50,000	200	0	0	0	0	5,000	0	0
	Overhead Expenditure	146,564	102,108	204,994	180,677	0	0	224,940	0	0
	101 Net Income over Expenditure	110,398	184,700	79,048	103,301	0	0	85,871	0	0
6000	plus Transfer from EMR	0	2,309	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>110,398</u>	<u>187,009</u>	<u>79,048</u>	<u>103,301</u>	<u>0</u>		<u>85,871</u>		
102	<u>Democratic Process</u>									
4008	Training	0	0	0	455	0	0	1,000	0	0
4010	Misc Staff Costs	0	0	0	32	0	0	0	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	2,555	0	0	2,500	0	0
4033	Parish Newsletter	1,300	1,510	1,750	1,564	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	122	0	0	250	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4211	Election Expenses	2,200	15,183	4,000	9,827	0	0	4,000	0	0
4231	Community Action	1,200	42	1,200	100	0	0	1,200	0	0
4701	Grants	0	0	0	200	0	0	0	0	0
	Overhead Expenditure	6,950	25,710	8,550	16,954	0	0	12,050	0	0
6000	plus Transfer from EMR	0	7,502	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(6,950)	(18,208)	(8,550)	(16,954)	0		(12,050)		
202	<u>Recreation Ground</u>									
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
	Total Income	1,500	1,276	1,500	521	0	0	1,000	0	0
4001	Salaries and Wages	18,953	18,270	0	0	0	0	0	0	0
4003	Casual Labour	0	0	0	90	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	1,308	0	0	3,500	0	0
4014	Electricity & Gas	0	411	0	1,183	0	0	0	0	0
4015	Waste Services	0	0	0	386	0	0	0	0	0
4025	Insurance	0	0	0	480	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	3,958	0	0	4,280	0	0
4041	Property Maintenance	0	0	0	6	0	0	0	0	0
4042	Grounds Maintenance	3,360	2,600	3,629	626	0	0	3,630	0	0
4043	Equipment Maintenance	6,160	13,250	6,653	2,484	0	0	6,650	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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	19	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	326	0	0	750	0	0
4049	Other Fuel & Oil	0	9	960	337	0	0	960	0	0
	Overhead Expenditure	40,020	43,864	23,918	12,436	0	0	24,700	0	0
	202 Net Income over Expenditure	-38,520	-42,588	-22,418	-11,915	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	35,145	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(38,520)</u>	<u>(27,928)</u>	<u>(22,418)</u>	<u>(47,060)</u>	<u>0</u>		<u>(23,700)</u>		
203	<u>Cemetery</u>									
1031	Cemetery Income	12,000	22,225	18,000	20,035	0	0	21,700	0	0
1032	Headstones	1,200	1,520	2,500	2,425	0	0	2,500	0	0
1033	Grant of Rights	12,000	17,000	18,000	18,300	0	0	21,800	0	0
	Total Income	25,200	40,745	38,500	40,760	0	0	46,000	0	0
4001	Salaries and Wages	11,058	11,016	0	0	0	0	0	0	0
4012	Water Rates	200	127	216	13	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	6,720	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	1,073	0	0	1,000	0	0

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Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4064	Legal and Professional Fees	250	0	0	0	0	0	0	0	0
	Overhead Expenditure	24,164	26,951	8,836	7,812	0	0	9,840	0	0
	203 Net Income over Expenditure	1,036	13,794	29,664	32,948	0	0	36,160	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	18,000	0	0	0	0	0
	Movement to/(from) Gen Reserve	1,036	3,964	29,664	14,948	0		36,160		
204	Allotments									
1010	Rent Received	2,000	1,787	2,000	178	0	0	2,070	0	0
	Total Income	2,000	1,787	2,000	178	0	0	2,070	0	0
4001	Salaries and Wages	5,524	5,463	0	0	0	0	0	0	0
4009	Travel	0	0	0	3	0	0	0	0	0
4012	Water Rates	600	97	648	365	0	0	650	0	0
4020	Miscellaneous Expenses	150	261	179	140	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
	Overhead Expenditure	6,610	7,115	3,327	1,261	0	0	3,330	0	0
	Movement to/(from) Gen Reserve	(4,610)	(5,328)	(1,327)	(1,083)	0		(1,260)		
205	Tennis									
1012	Electricity income	600	419	1,500	164	0	0	500	0	0

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Note: 2025-26 Budget - Second Draft

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1021	Tennis Court Season Ticket	13,000	7,956	14,560	11,238	0	0	14,560	0	0
1022	Tennis Court P&P	3,000	2,625	2,850	4,164	0	0	2,850	0	0
1023	Tennis Court Coaching	12,000	11,448	12,000	14,492	0	0	12,000	0	0
1024	Tennis Box League	120	0	90	62	0	0	90	0	0
Total Income		28,720	22,449	31,000	30,121	0	0	30,000	0	0
4001	Salaries and Wages	11,058	11,273	0	0	0	0	0	0	0
4014	Electricity & Gas	800	664	864	739	0	0	870	0	0
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	210	0	0	440	0	0
4043	Equipment Maintenance	1,160	242	3,000	2,596	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
Overhead Expenditure		13,868	13,023	4,922	4,311	0	0	5,100	0	0
205 Net Income over Expenditure		14,852	9,426	26,078	25,810	0	0	24,900	0	0
6001	less Transfer to EMR	0	5,483	0	11,045	0	0	0	0	0
Movement to/(from) Gen Reserve		14,852	3,943	26,078	14,765	0		24,900		
206	Pavilion Toilets									
4001	Salaries and Wages	4,513	4,350	0	0	0	0	0	0	0
4003	Casual Labour	0	0	0	90	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	1,155	0	0	1,300	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4041	Property Maintenance	0	0	0	40	0	0	0	0	0
4043	Equipment Maintenance	0	0	0	744	0	0	0	0	0
Overhead Expenditure		7,057	6,055	2,747	2,186	0	0	2,750	0	0
Movement to/(from) Gen Reserve		(7,057)	(6,055)	(2,747)	(2,186)	0		(2,750)		
207	Facilities									
1010	Rent Received	11,000	9,846	0	0	0	0	0	0	0
1012	Electricity income	1,800	2,711	2,500	2,584	0	0	2,500	0	0
1013	Rent Received Chalet	2,400	2,098	2,400	1,600	0	0	2,400	0	0
1014	Rent Received Flat	15,300	15,300	15,500	12,750	0	0	15,500	0	0
1016	Waste Income	400	554	750	496	0	0	750	0	0
1017	Trading pitch (car park)	0	1,200	2,400	1,520	0	0	2,400	0	0
1020	Letting Income	0	0	11,500	9,168	0	0	11,500	0	0
Total Income		30,900	31,708	35,050	28,117	0	0	35,050	0	0
4001	Salaries and Wages	16,588	17,913	0	0	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	2,718	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	2,636	0	0	4,000	0	0
4043	Equipment Maintenance	0	281	0	229	0	0	0	0	0
4045	Equipment & Small Tools	0	30	0	13	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4048	Vehicle Fuel & Oil	0	0	0	72	0	0	0	0	0
	Overhead Expenditure	22,745	32,625	13,104	6,302	0	0	13,110	0	0
	207 Net Income over Expenditure	8,155	-917	21,946	21,815	0	0	21,940	0	0
6000	plus Transfer from EMR	0	804	0	4,000	0	0	0	0	0
6001	less Transfer to EMR	0	15,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	8,155	(15,113)	21,946	25,815	0		21,940		
208	<u>Heritage Assets</u>									
4001	Salaries and Wages	451	1,523	0	0	0	0	0	0	0
4041	Property Maintenance	0	0	0	90	0	0	0	0	0
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	254	0	0	300	0	0
	Overhead Expenditure	10,598	8,607	10,582	5,120	0	0	10,580	0	0
	Movement to/(from) Gen Reserve	(10,598)	(8,607)	(10,582)	(5,120)	0		(10,580)		
301	<u>Village Hall</u>									
1005	Service Income from Village Ha	21,138	21,138	0	0	0	0	0	0	0
	Total Income	21,138	21,138	0	0	0	0	0	0	0
4001	Salaries and Wages	21,139	25,365	0	0	0	0	0	0	0
4041	Property Maintenance	0	0	0	1,036	0	0	0	0	0
4064	Legal and Professional Fees	0	400	0	0	0	0	0	0	0
4065	Other Professional Fees	0	0	0	975	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

	<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	21,139	25,765	0	2,011	0	0	0	0	0
301 Net Income over Expenditure	-1	-4,627	0	-2,011	0	0	0	0	0
6000 plus Transfer from EMR	0	0	0	1,036	0	0	0	0	0
6001 less Transfer to EMR	0	0	0	7,500	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(1)</u>	<u>(4,627)</u>	<u>0</u>	<u>(8,475)</u>	<u>0</u>		<u>0</u>		
302 Library									
4070 Service Charge RBWM Library	11,500	11,500	12,000	11,500	0	0	12,000	0	0
Overhead Expenditure	11,500	11,500	12,000	11,500	0	0	12,000	0	0
Movement to/(from) Gen Reserve	<u>(11,500)</u>	<u>(11,500)</u>	<u>(12,000)</u>	<u>(11,500)</u>	<u>0</u>		<u>(12,000)</u>		
303 Borough in Bloom									
1040 Sponsorship Income	3,558	4,684	7,262	4,565	0	0	7,260	0	0
Total Income	<u>3,558</u>	<u>4,684</u>	<u>7,262</u>	<u>4,565</u>	<u>0</u>	<u>0</u>	<u>7,260</u>	<u>0</u>	<u>0</u>
4001 Salaries and Wages	0	0	0	0	0	0	0	0	0
4039 In Bloom Expenses	9,994	10,648	11,500	10,888	0	0	11,500	0	0
Overhead Expenditure	9,994	10,648	11,500	10,888	0	0	11,500	0	0
303 Net Income over Expenditure	-6,436	-5,964	-4,238	-6,323	0	0	-4,240	0	0
6001 less Transfer to EMR	0	800	0	800	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(6,436)</u>	<u>(6,764)</u>	<u>(4,238)</u>	<u>(7,123)</u>	<u>0</u>		<u>(4,240)</u>		
304 Christmas									

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1040	Sponsorship Income	0	0	0	50	0	0	0	0	0
1099	Sundry Income	0	0	0	105	0	0	0	0	0
Total Income		0	0	0	155	0	0	0	0	0
4001	Salaries and Wages	0	0	0	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
4045	Equipment & Small Tools	0	0	0	45	0	0	0	0	0
4301	Christmas Event	7,280	7,490	10,000	8,530	0	0	10,000	0	0
Overhead Expenditure		9,520	7,490	10,000	8,574	0	0	10,000	0	0
Movement to/(from) Gen Reserve		(9,520)	(7,490)	(10,000)	(8,419)	0		(10,000)		
305	<u>S137</u>									
4301	Christmas Event	0	0	0	600	0	0	0	0	0
4302	Other Events	0	0	10,000	3,183	0	0	10,000	0	0
Overhead Expenditure		0	0	10,000	3,783	0	0	10,000	0	0
Movement to/(from) Gen Reserve		0	0	(10,000)	(3,783)	0		(10,000)		
307	<u>MUGA</u>									
1012	Electricity income	800	0	0	0	0	0	0	0	0
1015	MUGA Rental Income	18,000	0	0	0	0	0	0	0	0
Total Income		18,800	0	0	0	0	0	0	0	0
4001	Salaries and Wages	8,529	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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
	Overhead Expenditure	11,429	124	0	300	0	0	0	0	0
	307 Net Income over Expenditure	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
	Movement to/(from) Gen Reserve	7,371	3,334	0	(300)	0		0		
308	<u>CA Outreach Project</u>									
4001	Salaries and Wages	0	0	0	0	0	0	0	0	0
4071	Service Charge CA Outreach	8,000	9,881	8,469	7,733	0	0	8,470	0	0
	Overhead Expenditure	8,000	9,881	8,469	7,733	0	0	8,470	0	0
6000	plus Transfer from EMR	0	0	0	2,117	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,000)	(9,880)	(8,469)	(5,615)	0		(8,470)		
309	<u>Woodland</u>									
4001	Salaries and Wages	9,025	0	0	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
	Overhead Expenditure	13,625	527	4,600	-154	0	0	4,600	0	0
6000	plus Transfer from EMR	0	538	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(13,625)</u>	<u>11</u>	<u>(4,600)</u>	<u>154</u>	<u>0</u>		<u>(4,600)</u>		
901	<u>Parish Projects</u>									
1174	CIL Grant	500,000	288,670	288,670	312,170	0	0	0	0	0
Total Income		<u>500,000</u>	<u>288,670</u>	<u>288,670</u>	<u>312,170</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4001	Salaries and Wages	49,255	21,170	0	0	0	0	0	0	0
4020	Miscellaneous Expenses	0	0	0	356	0	0	0	0	0
4024	IT Costs & Support	0	0	0	82	0	0	0	0	0
4043	Equipment Maintenance	0	0	0	417	0	0	0	0	0
4701	Grants	0	0	0	4,158	0	0	0	0	0
4901	TPO Project	0	0	0	1,774	0	0	0	0	0
4903	LCWIP Project	12,000	255	80,000	50,387	0	0	0	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	250	0	0	5,000	0	0
4908	Revenue Projects	5,076	750	5,000	500	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	17,245	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	6,097	0	0	0	0	0
Overhead Expenditure		<u>332,981</u>	<u>182,533</u>	<u>90,000</u>	<u>206,028</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>0</u>
901 Net Income over Expenditure		<u>167,019</u>	<u>106,137</u>	<u>198,670</u>	<u>106,142</u>	<u>0</u>	<u>0</u>	<u>-10,000</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	135,527	0	180,283	0	0	0	0	0
6001	less Transfer to EMR	0	288,670	0	312,170	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>167,019</u>	<u>(47,007)</u>	<u>198,670</u>	<u>(25,746)</u>	<u>0</u>		<u>(10,000)</u>		
902	<u>More Parish Projects</u>									
4001	Salaries and Wages	0	0	0	0	0	0	0	0	0
4919	Traders	0	0	1,000	0	0	0	1,000	0	0
Overhead Expenditure		<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>0</u>	<u>0</u>		<u>(1,000)</u>		
Total Budget Income		888,778	699,265	688,024	700,565	0	0	432,191	0	0
Expenditure		696,764	514,526	428,549	487,722	0	0	373,970	0	0
Net Income over Expenditure		<u>192,014</u>	<u>184,739</u>	<u>259,475</u>	<u>212,843</u>	<u>0</u>	<u>0</u>	<u>58,221</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR		0	188,024	0	187,436	0	0	0	0	0
less Transfer to EMR		0	343,009	0	384,660	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>192,014</u>	<u>29,754</u>	<u>259,475</u>	<u>15,619</u>	<u>0</u>		<u>58,221</u>		

Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Budget Income</u>										
1005	Service Income from Village Ha	21,138	21,138	0	0	0	0	0	0	0
1010	Rent Received	13,000	11,633	2,000	178	0	0	2,070	0	0
1011	Rent Received Field	1,500	1,276	0	0	0	0	0	0	0
1012	Electricity income	3,200	3,130	4,000	2,748	0	0	3,000	0	0
1013	Rent Received Chalet	2,400	2,098	2,400	1,600	0	0	2,400	0	0
1014	Rent Received Flat	15,300	15,300	15,500	12,750	0	0	15,500	0	0
1015	MUGA Rental Income	18,000	0	0	0	0	0	0	0	0
1016	Waste Income	400	554	750	496	0	0	750	0	0
1017	Trading pitch (car park)	0	1,200	2,400	1,520	0	0	2,400	0	0
1020	Letting Income	0	0	13,000	9,688	0	0	12,500	0	0
1021	Tennis Court Season Ticket	13,000	7,956	14,560	11,238	0	0	14,560	0	0
1022	Tennis Court P&P	3,000	2,625	2,850	4,164	0	0	2,850	0	0
1023	Tennis Court Coaching	12,000	11,448	12,000	14,492	0	0	12,000	0	0
1024	Tennis Box League	120	0	90	62	0	0	90	0	0
1031	Cemetery Income	12,000	22,225	18,000	20,035	0	0	21,700	0	0
1032	Headstones	1,200	1,520	2,500	2,425	0	0	2,500	0	0
1033	Grant of Rights	12,000	17,000	18,000	18,300	0	0	21,800	0	0
1040	Sponsorship Income	3,558	4,684	7,262	4,615	0	0	7,260	0	0
1099	Sundry Income	0	0	0	109	0	0	0	0	0
1174	CIL Grant	500,000	288,670	288,670	312,170	0	0	0	0	0
1176	Precept	228,962	228,962	234,042	234,042	0	0	260,811	0	0
1190	Interest Received	28,000	57,845	50,000	49,932	0	0	50,000	0	0
Total Income		888,778	699,265	688,024	700,565	0	0	432,191	0	0

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Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure										
4001	Salaries and Wages	226,941	186,692	175,245	106,536	0	0	185,530	0	0
4002	Contingency for Cost of Living	0	0	0	0	0	0	5,680	0	0
4003	Casual Labour	1,680	0	0	180	0	0	0	0	0
4006	Agency Staff	0	7,926	0	45,024	0	0	0	0	0
4007	Health & Safety	1,488	1,552	1,607	138	0	0	1,600	0	0
4008	Training	1,200	1,581	3,000	2,679	0	0	4,000	0	0
4009	Travel	200	245	250	53	0	0	250	0	0
4010	Misc Staff Costs	100	30	100	122	0	0	100	0	0
4012	Water Rates	3,800	1,269	4,364	1,686	0	0	4,370	0	0
4014	Electricity & Gas	5,600	8,910	8,728	4,641	0	0	8,740	0	0
4015	Waste Services	949	521	1,356	962	0	0	1,360	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	1,155	0	0	1,300	0	0
4020	Miscellaneous Expenses	450	556	479	971	0	0	480	0	0
4021	Telephone VOIP and Broadband	3,200	2,698	3,780	4,018	0	0	3,780	0	0
4022	Postage	200	231	297	167	0	0	290	0	0
4023	Printing, Stationery & Ref Bks	2,160	1,439	1,728	3,346	0	0	1,900	0	0
4024	IT Costs & Support	8,000	7,850	6,000	7,056	0	0	8,500	0	0
4025	Insurance	2,000	2,435	2,500	2,848	0	0	2,500	0	0
4026	Subscriptions	3,850	3,645	3,888	2,771	0	0	3,940	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
4033	Parish Newsletter	1,300	1,510	1,750	1,564	0	0	1,750	0	0

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Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4034	Parish Website	500	720	850	636	0	0	850	0	0
4037	Grave Services	4,480	7,485	8,257	6,720	0	0	8,260	0	0
4038	Tree maintenance	1,672	2,560	2,943	0	0	0	2,940	0	0
4039	In Bloom Expenses	9,994	10,648	11,500	10,888	0	0	11,500	0	0
4040	Dog Bin Emptying	3,239	3,276	3,498	3,958	0	0	4,280	0	0
4041	Property Maintenance	1,360	5,246	4,000	3,808	0	0	4,000	0	0
4042	Grounds Maintenance	22,720	16,401	16,911	7,136	0	0	17,910	0	0
4043	Equipment Maintenance	11,756	13,882	11,653	6,807	0	0	11,650	0	0
4044	Equipment Hire	560	245	605	248	0	0	610	0	0
4045	Equipment & Small Tools	672	6,876	756	1,176	0	0	760	0	0
4046	Vehicle Repairs/Mtce	336	1,142	500	19	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	398	0	0	750	0	0
4049	Other Fuel & Oil	0	9	960	337	0	0	960	0	0
4050	Bank Charges	700	498	756	349	0	0	700	0	0
4061	Audit Fees (External)	1,680	1,680	2,000	1,365	0	0	0	0	0
4062	Audit Fees (Internal)	750	670	850	1,145	0	0	850	0	0
4063	Accountancy Support	600	25	3,000	3,281	0	0	4,000	0	0
4064	Legal and Professional Fees	3,336	3,979	2,250	4,315	0	0	2,250	0	0
4065	Other Professional Fees	0	0	0	1,095	0	0	0	0	0
4070	Service Charge RBWM Library	11,500	11,500	12,000	11,500	0	0	12,000	0	0
4071	Service Charge CA Outreach	8,000	9,881	8,469	7,733	0	0	8,470	0	0
4201	Chairmans Activities	500	500	500	0	0	0	500	0	0
4202	Annual Parish Meeting	250	0	250	122	0	0	250	0	0

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Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4211	Election Expenses	2,200	15,183	4,000	9,827	0	0	4,000	0	0
4221	Village Clocks	291	231	300	254	0	0	300	0	0
4231	Community Action	1,200	42	1,200	100	0	0	1,200	0	0
4301	Christmas Event	7,280	7,490	10,000	9,130	0	0	10,000	0	0
4302	Other Events	0	0	10,000	3,333	0	0	10,000	0	0
4701	Grants	50,000	200	0	4,358	0	0	5,000	0	0
4901	TPO Project	0	0	0	1,774	0	0	0	0	0
4903	LCWIP Project	12,000	255	80,000	50,387	0	0	0	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	250	0	0	5,000	0	0
4908	Revenue Projects	5,076	750	5,000	500	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	17,245	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	6,097	0	0	0	0	0
4919	Traders	0	0	1,000	0	0	0	1,000	0	0
	Overhead Expenditure	696,764	514,526	428,549	487,722	0	0	373,970	0	0
	Total Budget Income	888,778	699,265	688,024	700,565	0	0	432,191	0	0
	Expenditure	696,764	514,526	428,549	487,722	0	0	373,970	0	0
	Net Income over Expenditure	192,014	184,739	259,475	212,843	0	0	58,221	0	0
	plus Transfer from EMR	0	188,024	0	187,436	0	0	0	0	0
	less Transfer to EMR	0	343,009	0	384,660	0	0	0	0	0

Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: 2025-26 Budget - Second Draft

	<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	192,014	29,754	259,475	15,619	0		58,221		

Budget Assumptions 2025 / 2026

The following assumptions are drafted by the Locum Clerk in her role as RFO for the Finance Committee to consider and prepare recommendations to Full Council

1. This is an incremental budget – that is, it is based upon the budget set for 2024/25 with small variations where known (and set out in the Statement of Variation circulated with this paper). The assumptions used in bringing together the 2024/25 budget are appended to this paper for information.
2. Inflation is lower than previous years. The Consumer Prices Index (CPI) rose by 2.3% in the 12 months to October 2024, up from 1.7% in September.
3. Previous budgets have made generous provision for inflation and therefore it is not proposed to make any provision for inflation for 2025/26 save for a provision of 3% for the 2025/26 pay award (at a cost of £5,680 to be included in the budget as a separate contingency to be allocated when the pay award is settled).
4. The Government's changes to Employers' National Insurance Contributions (ERNIC) are inflationary and a further £4,677 is provided for these additional costs
5. That the contributions to and from earmarked reserves included in the budget will be (mostly) the same as in previous years and are summarised in the following table:

Contributions to Reserves	2024/25	2025/26
Playground Equipment	£27,645	£17,376
New Van	£7,500	£7,500
Cemetery	£18,000	£18,000
Tennis	£11,045	£11,045
Village Hall	£7,500	£7,500
In Bloom	£800	£800
Contributions from Reserves		
Property Maintenance	£4,000	£4,000
NET CONTRIBUTIONS	£68,490	£58,221

6. The draft budget figures do not include any projects to be funded from CIL or other earmarked reserves on the grounds that the Council's future plans are still being formed – this budget is sufficient to set the precept.

Budget Assumptions 2024 2025

The following assumptions were resolved at the finance committee meeting 14 November under minutes item FC 38 / 23.

These are therefore proposed to the council for resolution.

In setting the budget for 2024 2025, the council would be wise to view the next 3 years and set a range of budget assumptions which cover this period.

The base upon which any and all assumptions are made must reference the current economic climate.

- Inflation - Current Rate as notified by Bank of England on 6.10.2023 is 6.7% (<https://www.bankofengland.co.uk/monetary-policy-report/2023/august-2023>) with a target of 5% end of 2023 and 2% by the beginning of 2025. This committee therefore recommends an inflation rate for the budget period of 4%.
 - Cost impacts to residents are significant with utilities, food, and fuel prices still highly unstable and notes the inflation rate for the Retail Price Index (RPI) in the United Kingdom was 9.1 percent in August 2023, a slight increase on the previous month when it was nine percent. (28 Sept 2023)
1. To mitigate the effects of inflation on residents, the council should endeavour to limit precept increases for 'business as usual' to 5% year on year in 20 24 2025, 2025 2026 and 2026 2027 OR until inflation returns to the Bank of England target level of 2%.
 2. The council should only look to levy additional service costs on the precept after consultation with residents which clearly detail the cost implications of any decision the residents take.
 3. The council will work to increase the income generated from council assets, however keeping the community use as the top priority when setting charging schedules.
 4. The council will review all income generating opportunities, and where possible bring these forwards in the timeline.
 5. The council will continually review the spending on non-essential / non-statutory activities to ensure residents' benefit is the best use of council funds, e.g., Bloom, Christmas, Library.
 6. The council will review the previous policies set for reserving income generated by Council assets incomes to Ear Marked Reserves and other asset reserves.
 7. The council will continue to support the maintenance and where appropriate the replacement of the recreation equipment at the park.
 8. The council will start a reserve the council van and grounds equipment replacement.
 9. The council will apply a year-on-year uplift for the following:
 - a. External Contracts - 8% (Exceptions may be for Gas, Electricity and Fuel)
 - b. Remuneration – 5%
 10. The council will apply only necessary increases to the charging schedule for council services.
 11. Events: The council will host a programme of events in the park which are put on by 3rd parties at minimal cost to the council. The council will also organise a Christmas Event with an increase in budget of 8% to £10,000. The council will make a further provision of £10,000 for other events.
 12. The council will continue to support the Bloom Project and will increase the budget in line with assumption 9.
 13. The council projects for 2024 2025 as defined in the Business Plan are included and allocation of budget has included project management charge where appropriate.
 14. The council will fund the pop-up library staffing provision to £12,500 per annum
 15. Village Hall.

- a. New trustees will be managing the Village Hall Charity, and the council will not provide any service to the charity post 1 April 2024.
 - b. The lease will be renegotiated in 2024. Assuming the provisions of the lease remain the same (full repairing and insuring) the council will build the existing EMR for the hall commensurate with the forecasted landlord liabilities for the building. (A full property survey will be undertaken during the lease negotiation period to determine the building status and requirements).
16. The council will always aim to present a balanced budget unless external budget pressures in these 3 years occur.
 17. The CIL income included in the budget is based upon the CIL instalments due from Sunningdale Park and does not include any other CIL contributions which have not yet been notified to the council.
 18. The budget based upon these assumptions does not include any provision for reduction in service delivery from RBWM during 2024 2025.
 19. The budget based upon these budget assumptions does not include any provision for changes in Government Legislation during 2023 24.

Sunningdale Parish Council
Statement of Variation - 2024/25 Precept to 2025/26 Precept

		Code	Notes			
Precept 2024/25	£234,042					
Add increase in Salaries						
Adjustment late decisions 24/25	£1,235		Decisions re Administrator Post after budget set			
Provision for Increments	£4,373		Assume all staff not at the top of scale will get an increment			
Cost of Living increase @ 3%	£5,680		Keep as separate contingency			
Changes to ERNIC	£4,677		Government imposed changes			
	£15,965	4000 101				
Other Variations to Expenditure						
Add back salaries charged to CIL in previous budget	£8,216	N/A	Charging salaries to CIL is unreliable			
Increase budget for Accounting Support	£1,000	4063 101	Charges for Omega higher than budgeted for			
Add budget for Members' training	£1,000	4008 102	Separate staff & member's training			
Add budget for Members' IT	£2,500	4024 102	No current provision in the base budget			
Increase budget Printing/Stationery etc. Tennis	£168	4023 205	Current budget not sufficient to cover costs			
Add budget for Cemeteries Grounds Mtce	£1,000	4042 203	No current provision for hire of machinery, purchase of grass seed etc.			
Add Additional dog bins (June FC)	£780	4040 202	Effect of decision already made			
Add budget for Community Grants	£5,000	4701 101	No current provision in the base budget			
Reduced contribution to Playground Reserve	-£2,800					
Add rounding (net)	£10		Rounding to make budgets to nearest £10			
	£16,874					
Variations to Income						
Decrease budget for Letting income Recreation Ground	£500	1020 202	Current budget not achievable			
Decrease budget for Tennis Electricity Income	£1,000	1012 205	Current budget not achievable			
Increase Allotment Income	-£70	1010 204	Increase cost per pole to £7.50 i.e. 3.4%			
Increase Cemetery income	-£7,500	1031/33 203	Triple fees for non-residents - assume 4 EROB & interments a year			
	-£6,070					
Precept 2025/26 implied by variations above	£260,811					
		2024/25	2025/26	Increase		
		£	£	£	%	
		Precept	£234,042.25	£260,811.00	£26,768.75	11.44
		Tax base:	3528.40	3744.79	216.39	6.13
		Band D tax:	£66.33	£69.65	£3.32	5.00

Tennis Working Group Report- March 25

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2. Resolution for council
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 - Appendix 7 - Technical services maintenance plan quotes and details
 - Appendix 8 – Chilton visit feedback
 - Appendix 9 – Terms and Conditions of 3-year maintenance contract
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1 Introduction

Broomhall Park Tennis Courts

In December 2022 Council approved the upgrade & refurbishment of the tennis courts at the Recreation Ground. A budget of £109,650 was allocated to provide a new, synthetic, surface (Tiger Turf) as well as new perimeter fencing, lighting and nets. The work were completed in November 2023 and the courts have recently had their first annual inspection by the specialist maintenance contractor used by the Council.

Following a motion to council on 16 July 2024 a Tennis Working Group was formed to:

- Investigate why income from tennis courts has not reached budget since refurbishment
- Consult with users and coaches to recommend changes which can increase court utilisation
- Ensure the tennis courts are a safe place to play, ensuring our current maintenance schedule is meeting the health and safety requirements.

This paper proposes changes to the maintenance programme for the courts and identifies additional equipment and resources required.

Recommendations concerning increasing income, court utilisation and the user experience will be presented after the results of the survey of tennis subscribers are available.

2 The Resolution before Council

- To approve the purchase of a tractor and a triangular drag brush at a cost of £4,500.26. This will enable the courts to be mechanically power brushed on a weekly basis, as recommended by Tiger Turf. The work will be undertaken by the Council's Facilities Manager, and is expected to take approx. 30 minutes each time.
- To approve to provide Sand - £455.00 plus VAT for 40x 25kg bags of sand infill. (sand infill by the tonne on pallets)
- Agree the service cost for machinery

- To ask council to amend the current maintenance bio monthly contract until we can end the contract January 2026 without any penalty. *(Then to explore REVITE treatment plan 1-2 years basis to be explored after 2026 and other maintenance contracts and providers).*

Throughout the paper there may be terminology that is not familiar - a glossary is supplied in **Appendix 1**.

3 Methodology

The working group has met on three occasions in 2024, 12 Sep, 25 Oct and 11 Nov 2023.

To address the motion that was agreed at council, we explored the following issues to identify the gaps and areas of improvements. **The paper being here presented will only concentrate on Objective 3 as below.**

Objective 3

- **To ensure the tennis courts are a safe place to play, ensuring our current maintenance schedule is meeting the health and safety requirements.**

Action taken by the group:

1. Took feedback from players on the condition and playability of the courts.
2. Established the current maintenance arrangements and budget
3. Established the maintenance required by Tiger Turf subject to their warranty conditions (**see Appendix 4 and 5**).
4. Established the maintenance routine recommended by the installers, Chiltern Sport Contractors LTD. (site visit 7 Jan 2025).
5. Visited a neighbouring parish Farnham Common, who have 6 courts, 2 Tiger Turf (floodlit) and 4 tarmac (not floodlit). The Tiger Turf courts were laid 6 years ago. **Please see feedback on Appendix 2**
6. Asked an independent maintenance company to visit Sunningdale Recreation Ground Tennis Courts. Site visit 13th December 2023.
7. Had a conversations with Technical Surfaces, the existing maintenance contractors.

4 Working Group Findings

The working group has established that there are concerns about the condition of the courts, specifically the surface is slippery (several people have fallen over) and the bounce of the ball is uneven. The Condition Report from Technical Services appendix 3 confirms the infill distribution is uneven.

4.1 Current

4.1.1 Maintenance Schedule

Maintenance Schedule approved by resolution of Council – December 2022.

All the maintenance schedules, the cost and information can be found in appendix 7.

Tiger Turf	Description	Per Year
Weekly	Clear Leaves & Rubbish - Deal with any new weeds, Moss or Algae (based on 52 weeks)	£520.00

Quarterly	Deep clean the infill and carpet. Includes Moss Killer and Algaecide - £125 Per Visit x 3 = £375	£1,500.00
Once every 1 or 2 years	Sand - a special sports sand is required to infill. £400 per Ton - Circa 1.5 Ton for 3 Courts.	£600.00
Gate Maintenance	ClubSpark - Maintenance on Gates	£601.40
		Total £3,221.00

The weekly tasks are currently undertaken by the Facilities Manager and the remainder by a specialist contactor.

In fact a 3-year agreement to attend on a MatchFit Plus (bi-monthly) frequency, instead of quarterly maintenance programme was signed. We have now learnt that we can withdraw from this plan in January 2026 without a penalty.

(3-year contract signed)- Terms and Conditions (see Appendix 9)

Bi-Monthly	Annually
Power Sweep & Vegetation Treatments to 1m perimeter	Inspection with Condition Report
	15m Restick Repair

4.1.1 Budget 24/25

The current budget makes provision for £3,000 of equipment maintenance and a transfer to Earmarked Reserve (EMR), to replace all the equipment (surface, nets, fencing, lights) after 15 years (based on 2023 prices uplifted by 2% per annum).

New Budget forecast **see Appendix 10**

All financial impact presented at the finance meeting In March 25.

4.2 Analysis

The courts are generally in good condition with no noticeable wear to the pile. However, the current maintenance schedule does not conform to the recommendations of Tiger Turf (see below) or the LTA (see below). The courts are not being drag brushed on a regular (weekly) basis and this is reflected both in the Condition Report shown below and the experience of users who report uneven bounces and slippery conditions. The current equipment available to power brush the courts (a small battery-operated push sweeper), means that it will take more than the initial £520 manpower (£10 per week) of officer time.

There have not been sand infills distribution in the last year and during the October '24 maintenance visit, the courts had to have weeds, algae and moss were removed.

Whilst we cannot quantify the risk, the continuation of the current practice appears to increase the risk of injury to the public and may shorten the life of the courts and discourage their use.

4.2.1 Findings in detail

Looking at maintenance requirements of courts, it is clear that the arrangements are not satisfactory; the evidence is twofold.

1) Maintenance / Schedule is not working

The annual condition report that was undertaken by specialist maintenance contractor, identified problems such as distribution of infill across the court is patchy therefore causing uneven bounce and slippery courts, which confirms what the players had already identified and reported. The condition report stated below made a recommendation for 1–2-year Revite treatment.

1a) Condition Report

The summary report from the specialist contractor is shown below.

It has been suggested by the specialist supplier Technical Surfaces at a cost of £2,250 per annum, for REVITE treatment plan.

Full Report please see Appendix 3

ASSESSMENT SUMMARY

Broomhall Recreation Ground - Sand Dressed Pitch

OBSERVATION	STATUS	COMMENTS
Surface Construction	Good ●	There were no failures noted at the time of my inspection, with the surface appearing to be in good condition in terms of construction. Recommendations: N/A
Carpet / Pile Wear	Good ●	The carpet pile height is currently good, and the wear rate is as we would expect from a surface of this age and specification. Recommendations: Regular Drag Brushing and Power Sweeping
Infill Levels	Good ●	At present, the infill levels are generally within tolerance, with sufficient infill to support the fibres. Recommendations: High-use areas should be monitored and redressed as required
Infill Distribution	Action ●	The distribution of infill across the surface is patchy and could be improved. The maintenance frequency should be reviewed to ascertain if this is appropriate for usage levels. Recommendations: Regular Drag Brushing and Power Sweeping
Surface Debris	Good ●	The surface appeared to be relatively free from debris and surface contamination. Recommendations: Litter / leaf collection, regular Drag Brushing and Power Sweeping
Surface Contamination	Action ●	Deeper-seated contamination levels do not appear to be impacting on the draining and playing characteristics at present. It would however be advisable to carry out a Revite® to complement the regular maintenance regime. Recommendations: Regular Drag Brushing and Power Sweeping; Revite®
Vegetation	Good ●	The perimeter of the surface is generally clear of vegetation. Recommendations: Perimeter Vegetation Treatments

1b) Maintenance

Manufacturers -Tiger Turf's Recommended Maintenance

The Operations and Maintenance Manual supplied by the contractor contains the following schedule which is recommended by the product manufacturer as a condition of their warranty:

Type of activity	Daily	Weekly	Monthly	Annual	Occasional
Visual Inspection	**				
General Housekeeping	**				
Surface cleaning		**			
Localised topping of the infill		**			
Inspecting the seams			**		
Removing weeds, algae and moss					**
Removing Stains					**
Removing Snow Repairs					**
Annual Maintenance Summary				**	

NB. Further detail is contained in the O&M Manual (See Appendix 5). It should be noted that weekly drag brushing is recommended using the correct machinery

PLEASE NOTE PREFERRED EQUIPMENT FOR SURFACE BRUSHING IS A TRACTOR

Time to allocated to address the maintenance schedule effectively and efficiently by the right professional.

- **Daily**
- **Weekly**
- **Monthly**

Current arrangements

The current allocated budget of £10 per week, does not cover the time for fulfilling the requirement of the **in-house** maintenance schedule, the time is generally allocated to occasional leaf blowing, general inspection, but not topping up of sand infill or drag brushing. As sweeping and leaf blowing needs to be done on dry days it appears there has been a lack of flexibility to carry out the task in the current arrangement.

Presently we have a battery push sweeper that is not adequate or fit for purpose and a small tractor has been suggested as necessary with an attached drag brush.

Based on our finding and conversations with expertise and site visits we had found improvement need to be made in our maintenance schedule

Information supplied by other sources

Information can be found in appendix 6 and 8. This included quote for future maintenance plan from another local company. Please see appendix 8.

4.2.2 Proposal and recommendations

To address the shortfalls and adhere to the manufacturer's requirements as conditions of warranty and to maximise life expectancy, Council is asked to approve the **following motions**:

- 1) Purchase the equipment 1 Drag Brush and a Hunter Tractor mower
- 2) Agree Weekly brushing with tractor by facilities officer
- 3) Agree the service cost for machinery
- 4) Continue with bio monthly maintenance until we can give notice to end Jan 2026 **without a penalty**. *(Then to explore REVITE treatment plan 1-2 years basis to be explored after 2026 and other maintenance contracts and providers).*
- 5) Agree cost of sand for infills

Pros and Cons for each of the above:

1) Purchase the equipment 1 Drag Brush and Hunter Tractor mower

<https://www.schsupplies.co.uk/product-page/hunter>

<https://www.schsupplies.co.uk/product-page/triangular-brush-tmb2>

Pros : It will save less labour time, better quality finish. Cost can be taken from the EMR.

Cons: Initial high cost of buying equipment. Storage issues. Ongoing maintenance cost for machinery. Electric Sweeper takes a lot of time and the current equipment is not fit for purpose due to the conditions of the court. *We could purchase both a drag brush and Aussie Mat which is over £1,000 for one of each but we still need to consider who will complete the daily / weekly maintenance and consider extra time to complete the task.*

2) Potential Weekly brushing, time allocation increase from 30minutes to 60 mins per week.

Pros: There is 30 mins of facility manager time already in the budget to complete the task. Condition of the court will be high quality.

Cons: More brushing is required in the summer months or when there is high usage, although tractor will be quicker. The court will become slippery if not brushed often enough.

3) Service of tractor

Pros: to ensure it is fit for purpose and in good working order

Cons: equipment may not last as long

4) Amend Bimonthly contract to end Jan 26 a year earlier. To consider new maintenance schedule and providers going forward. This may include exploring REVITE treatment plan. Complete court inspection and report – outcomes – areas of recommendation, to have Revite to be done 1-2 years in the months April – Sept this is a deep clean. **At a cost of £2686.00 plus VAT.**

Not to implement until the maintenance Bi-monthly contract ends in 2026

Pros: Improves drainage, separates any compacted sand and improve the surface. To end in January a year earlier gives us an opportunity to understand what maintenance is required, going forward if the tractor is purchase, It also gives us an opportunity to explore different contractors and possible reduction in cost.

Cons: If this is not carried out the sand can be compacted and problems with drainage may occur leaving surface water which in turn it may become unplayable. Surface will deteriorate quicker over time. Potential uneven surface and can become a trip hazard. If this is not agree then we may be incurring cost unnecessary.

5) Sand for infills

Pros: Sand is needed to infill sand levels on court to ensure safe play.

Cons: Could cause uneven surface and a hazard – slip trip and falls. This is not included in the bi-monthly package but they will distribute if needed but will need a supply.

What is needed – in detail

	Task / Activity	Outcome	Equipment and Cost
1.	Weekly Brushing	To distribute the sand Remove debris	Hunter tractor mower is £2625 +vat and £65 delivery
	Weekly Dry Mat		Aussie Drag Sweep Brush is £1285.26 including VAT Total ex VAT =£5526,05
*Storage space to house the equipment see item 4			
2.	Localised topping up of the sand infill	To ensure sand distribution is even	Sand for infills £455.00 plus VAT This is to be a budget consideration for the future, but this is not eminent. The maintenance contract does not supply sand to make any infills if required.
Storage will need to be sourced in order for easy accessibility and to keep dry. Source this in tonne pallets (25kg bags).			
3.	A deep clean and infill cleaning	Break down carpet fibres, improve drainage and lift infills, carpet pile	Bi -monthly contract until 2026 then to re-evaluate our maintenance contract and to consider providers and explore maintenance schedules such as REVITE treatment current cost is £2686.00 plus VAT however this could change
4.	Servicing Storage for tractor and sand etc <i>(Provider can only source this in tonne pallets (25kg bags), hence storage capabilities for this).</i>	To be stored the garage	Annual service charge for tractor is £400 plus any materials and parts required p/a

	Please see attached metal shed we would require for storing the mower, deck and drag brush. https://www.asgardsss.co.uk/extra-large-metal-sheds-gladiator-plus1 Overall length 1726mm Overall Width 1315mm		
5.	Labour Time	30 mins per week however may be more in summer months where there is high usage	30mins – 60mins

4.2.3 Risk and Impact

- 1) **Not supplying the Equipment** – Tractor and Drag brush, the courts will deteriorate quicker, potential health and safety risk with uneven surface, trip hazard. Loss of players due to the condition of the courts. Life Expectancy will decrease. Invalidate the warranty.
- 2) **Tractor** – Equipment cost will be higher however labour will be quicker and give a better finish than any sweep brush.
- 3) **Not commissioning Revite treatment plan** – conditions of the courts will become a problem including uneven surface and poor drainage. potential health and safety risk with uneven surface, trip hazard. Loss of players due to the condition of the courts. Life expectancy will decrease.
- 4) **Agreeing contractor to complete inhouse maintenance** – if this is not agreed we run the risk of weekly maintenance not being carried out to the right standard which in turn will impact on life expectancy and poor-quality courts.

4.2.4 Life expectancy and findings

We know that our current warranty from the manufacturers is 10 Years, on the Tiger Turf.

We can see from the bi-monthly report from Technical Service that their surface assessment explains the life expectancy is 9 years however this assumes the same level of usage and recommended maintenance programme. For comparison the industry standard life expectancy range for 3g surfaces is 8-10 years.

Speaking with the manufacturer they inspect most surfaces at 9 years and those playing within the fair usage requirements and have good standard of maintenance have been seen to last for 12 years.

Our current EMR fund has £50,000 to date in November 2024. When Tiger Turf was replaced in 2023 the replacement cost was £43,135, this would be expected to increase year on year.

Appendix 1 - Glossary

REVITE	is to complement the regular Drag Brushing and Power Sweeping regimes, it is recommended that an annual Revite is completed on any infilled surface. This process works deeper into the infill and carpet pile compared with regular Power Sweeping.
A Deep Clean	Technical Surfaces uses SMG, Sport Champ machines to carry out the, deep-cleaning Revite . The machinery is designed to penetrate deeper into the carpet to help decompact and lift the top 6-20mm of infill. The lifted infill is cleaned, redressed and redistributed evenly across the surface.
Infill Cleaning	The infill acts as a filter, collecting broken-down carpet fibres, decomposed leaves, vegetation, dirt, debris etc. An infill clogged with contaminants can leave the surface feeling hard underfoot, affecting playing characteristics such as ball roll and bounce.
Drag Mat	The brush gives the artificial play areas that vital 'scratch' in between major services. The wheels on the upper side of the brush make it an easy task to transport it to the storage area. Simply turn the brush onto the wheels. https://www.schsupplies.co.uk/product-page/triangular-brush-tmb2
Sweep Brush	heavy-duty nylon bristles to brush the courts
Tractor	Hunter Tractor is a powerful, versatile and highly manoeuvrable mulching tractor. It also has the equivalent of a car's automatic transmission -hydrostatic transmission, so is smooth and slick. With a 98cm cutting width, it makes light work of any lawn up to 2 acres. https://www.schsupplies.co.uk/product-page/hunter
Chilton	They are the installer of the courts
Tiger Tuff	Supplier of eth tennis court surface
1st Surface	Independent Tennis Court Specialist who can carry out maintenance
Technical Surfaces	Current Tennis Court who can carry out the maintenance schedule

Appendix 2 - Feedback from Farnham Hill

Q1. Please can you tell us what maintenance plan you follow and please can you tell us how long it takes.

Daily

Weekly

Monthly

We ask all players to change their shoes before going on court to minimise the amount of mud which is brought onto the courts. We think this is important to stop mud being compacted into the sand.

Roughly twice a year we treat the courts with a moss killer (Algoclear Pro sprayed over the entire court area) and a weedkiller (a glyphosate-based product used around the edges and as necessary elsewhere). I have never seen a weed on the playing surface, but we sometimes get them around edges where there is less footfall.

Annually we have the courts power brushed by First Surface. They add the sand as required. One of the moss treatments is carried out 2-3 weeks before the power brushing so any dead moss can be removed by the brushing. We only add sand once/year

Q2. Is this cost paid to an individual or is it voluntary

We do the moss and weed treatment (voluntary). One 10l drum of the Algoclear does about 6 courts and costs about £170, so £340pa if we were to treat all 6 courts twice. The weed killer is cheap because the quantities needed are small

We have just entered another 3-year deal at a fixed price with 1st Surface. The cost is now £748+vat/year

Q3. Who completes localised topping up of infills?

The sand is only topped up once per year at the power brushing visit

Q4. Who carries out weed removal and chemical treatment if and when required?

We carry out the weed removal and chemical treatment

Q5. Do you have an outside contractor for any maintenance and if not, who completes power sweep and test infill?

1st Surface [1st-Surface | Specialists in Tennis Court and Putting Green Construction](#)

Q6. Do you have an annual inspection and who by? do you have revite treatment (Deep clean and surface scarification of the existing surface infill. It is designed to augment any ongoing maintenance

programme and should ideally be carried out annually in suitable warm and dry weather. The process removes the top 6-10mm of infill, cleans this through a series of filters and vacuums before redistributing it back into the surface. The process dramatically slows down the ageing process of a surface, whilst reducing the levels of contamination which naturally accrue over time and impact on the surface performance and porosity levels.

They do not inspect the surface before power brushing, we ensure it has been moss treated before they arrive. Finding a dry day in a dry week has been challenging in the past as the sand must be dry for the brushing machine.

Q7. Who supply's your sand ? how long does it last and cost

1st Surface. For our two courts, I would say they can't be using more than around 6-10 bags on each visit (per year) as there's not much outside the court during the visit.

Q8. What is the usage per court per week

I don't know exactly. Perhaps on average 4 hours/day. More in the summer/weekends less in winter and when it's raining. So possibly 1500-2000 hours/year. This is a bit of a guess, but probably not too bad.

Q9. How much do you forecast for refurb and timescale (life expectancy)

The guarantee was 10 years. Ours have been down 6 years and still look good. In our maintenance budget we are hoping for a 15 year lifespan. Tarmac lifespan is about 20 years

Appendix 3 – Condition report



241009R (004).pdf

Appendix 4 – Warranty



Broomhall Recreation
Ground - Operation

Appendix 5 -

Operation Manual

Appendix 6 – Independent provider quote 1st Surface

Power Brush

Using our power brush machine, or manual brush in tight areas clean out the surface as necessary of moss and debris. This also helps tease the fibres of the synthetic grass surface so that the playing characteristics are improved, and the surface remains porous. We will even out sand levels by brushing the surface as necessary.

Site Clearance

On completion, the site will be cleared of all surplus materials, tools, rubbish and left tidy

Price for the Above Work

£1,395.00

Appendix 7 - Technical services maintenance plan quotes and details



MG_Revite.pdf



240116Q
GreenSweep.pdf



231012Q MatchFit
maintenance.pdf

Appendix 8 – Chilton visit feedback

Outcome from the visit:

- 1) Weekly sweeping of court
- 2) Tractor would save time and give a better surface finish

Appendix 9 – Terms and Conditions of 3 year maintenance contract



TS_Terms &
Conditions.pdf