



SUNNINGDALE PARISH COUNCIL

Finance Committee Meeting 1 April 2025 – 4:00pm

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

Agenda

Invited to Attend: Cllr Evans (Chairman); Cllr Coxon; Cllr Morgan; Cllr Newman and 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 52 / 24 Attendance and apologies.

Declarations of interest for items on the agenda.

FC 53 / 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 54 / 24 CIL applications

DISCUSSION: To review the grant applications as listed below and make a recommendation to Full Council.

FC / 24 / a Application for £200,000 CIL funding for the Novello Theatre

FC / 24 / b Application for £30,000 CIL funding for Sunningdale Bowls Club

FC / 24 / c Application for £84,697 CIL funding for Holy Trinity Church

Natalie Hayes, Clerk

21 March 2025

Appendix 2B - Fundraising Cash Flow

	2024	2025	6 months to 30.6.26
Donations			
Received/Committed to date	232000		
September - December 2024	<u>15000</u>	<u>55000</u>	<u>20000</u>
Total Donations	247000	55000	20000
Gift Aid	8813	10313	3750
Fundraising events	3000	2000	500
Grants		150000	
Total Fundraising activity	<u>258813</u>	<u>217313</u>	<u>24250</u>

Total

500376

Appendix 3 - Income and Expenditure

		Projected Novello Income & Costs Income & Costs			
	2026/7	2027/8	2028/9	2029/30	2030/31
	£	£			
Hire of Hall					
Rehearsals - Monday to Thursday evening	7000	7000	7000	7000	7000
Shows	5600	5600	5600	5600	5600
Weekend Events	2000	2200	2420	2662	2928
Conferences and Meetings	13200	14520	15972	17569	19326
		27800	29320	30992	32831
					34854
Other Revenue					
Cinema/Comedy/Band	30200	30200	30200	30200	30200
Café	12000	12000	12000	12000	12000
Grants	3000	3000	3000	3000	3000
Donations/Fundraising	2000	2000	2000	2000	2000
		47,200	47200	47200	47200
Total Revenue		75,000	76,520	78,192	80,031
Contingency		-7500	-7652	-7819	-8003
Net Revenue		67500	68868	70373	72028
					73849
Deposit Account Interest		1758	1256	1522	1823
					2163
Total Income		69,258	70,124	71,895	73,851
					76,012
Expenditure					
Rates & Water	550				
Light & Heat	8548				
Fire & Safety	992				
Insurance	1384				
Telephone	0				
Licences	276				
Repairs	4099				
Cleaning & Waste Disposal	9446				
Hall Manager	15000				
Sundry Expenses	0				
Cinema/Comedy/Band	16300				
Website costs	159				
Accountancy	83				
		56837	56837	56837	56837
					56837
Net Surplus		12,421	13,287	15,058	17,014
					19,175

Appendix 4 - Balance Sheet

	31.12.24	31.12.25	30.06.26	30.06.27	30.06.28	30.06.29	30.06.30	30.06.31
Cash at Bank	258813	226126	125376	62797	76084	91142	108156	127331
Represented by:								
Renovation Reserve	258813	226126	125376	30000	30000	30000	30000	30000
General reserve				32797	46084	61142	78156	97331
Total Reserves	258813	226126	125376	62797	76084	91142	108156	127331

Appendix 5 - Cash Flow

	2024	2025	2026 (Jan-June)	2026/7	2027/8	2028/9	2029/30	2030/31
Opening Cash Balance	0	258813	226126	125376	62797	76084	91142	108156
Appeal income	258813	217313	24250					
Expenditure on renovation:		-250000	-125000	-75000				
Sub total	258813	226126	125376	50376	62797	76084	91142	108156
Surplus for the year	0	0	0	12,421	13,287	15,058	17,014	19,175
Closing Cash Balance	258813	226126	125376	62797	76084	91142	108156	127331

Phasing of Renovation expenditure

Pre-contingency total	375000	250000	125000					
Contingency	75000			75000				
Sub total	450000							
Maintenance Reserve	25000							
Appeal Requirement	475000							

Deposit account interest

Opening balance			125376	62797	76084	91142	108156	
Closing balance			50376	62797	76084	91142	108156	
Average balance			87876	62797	76084	91142	108156	
Interest @ 2% annualised			1758	1256	1522	1823	2163	

Save the Novello Theatre Appeal

Purchase and restoration of the Novello Theatre, Sunninghill

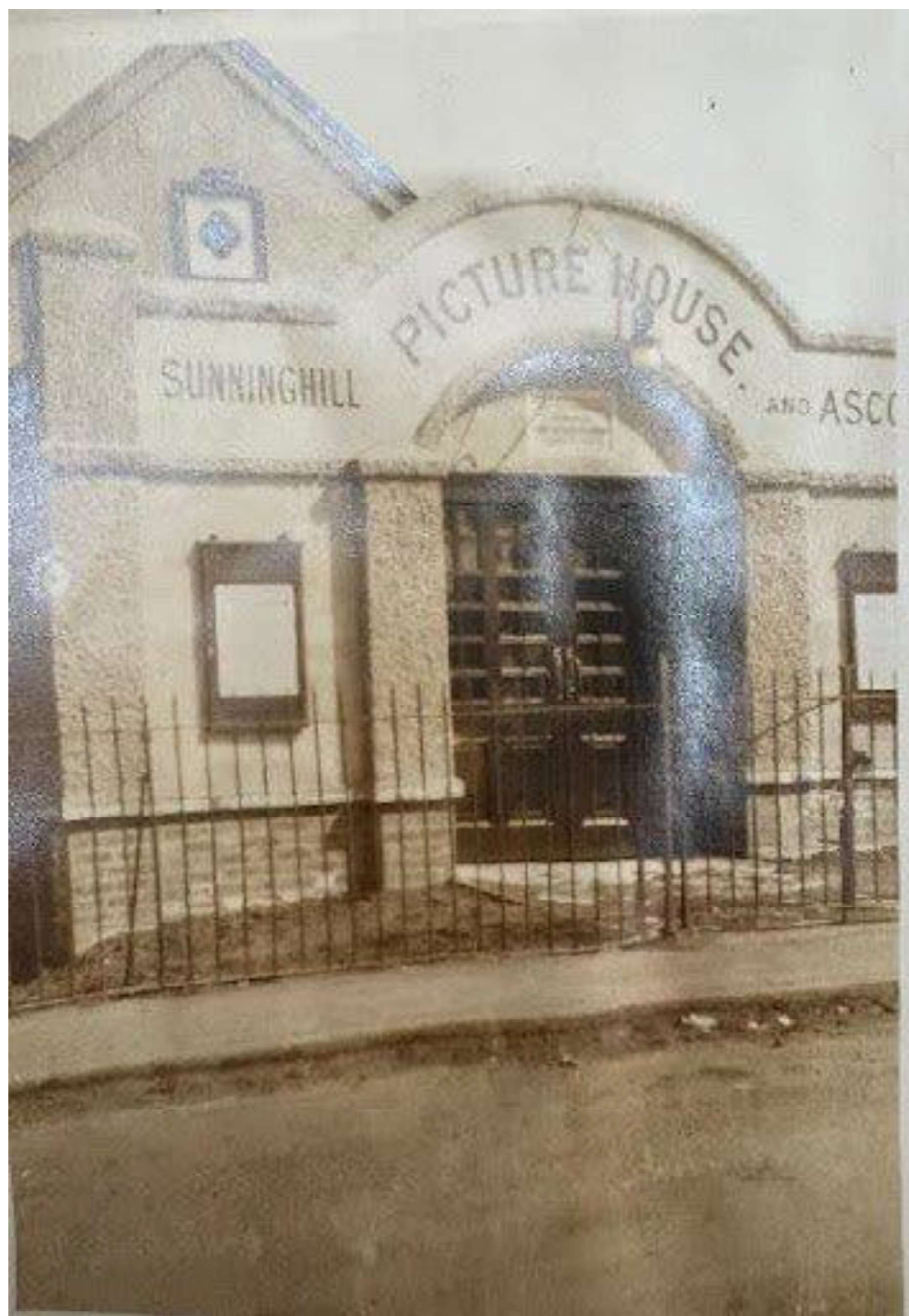
Business Plan

History

The Novello Theatre has been a landmark on Sunninghill High Street for over a century.

Originally built by local resident Captain Harry Brooke, brother of the last White Rajah of Sarawak, the foundation stone of the theatre was laid by his mother, the Ranees of Sarawak, in March 1920, and the building opened its doors to the public for the first time in 1921.

Known as the Picture House, it was continually busy and very popular, with films playing to packed houses. Initially all the films were silent and were accompanied by a pianist – who for many years was the Ranees!



*£50 was handed over to the
Red Cross*

RED CROSS DAY

A Special Matinee

WILL BE GIVEN AT THE

**SUNNINGHILL & ASCOT
PICTURE HOUSE**

ON TUESDAY, JULY 26th, 1921,

At 2 pm.

IN AID OF THE RED CROSS SOCIETY.

ROBERT LOUIS STEVENSON'S Famous Tale of Adventure

"TREASURE ISLAND"

WILL BE PRESENTED ON THE SCREEN.

With Piano Accompaniment by HER HIGHNESS RANEE MARGARET OF SARAWAK

Miss DORA LABBETE, the famous Soprano, has kindly consented to Sing.

TICKETS, 5s, 2s, 1s, may be obtained from H.H. RANEE MARGARET OF SARAWAK, Ascot Hill, Ascot; Hon. Mrs. CRUTCHLEY, Sunninghill Lodge, Ascot; or from the PAY BOX at the Hall any Evening between 7.30 and 9 (Sundays excepted).

DURING THE HOT WEATHER THE HALL IS COOLED BY ELECTRIC FANS.

THE ENTIRE PROCEEDS without any deduction whatever will be handed over to THE RED CROSS SOCIETY, and any Donations will be gratefully received if sent to The Hon. Mrs. CRUTCHLEY, Sunninghill Lodge, Ascot.

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The Hall remained in the Brooke family for many years until after the second world war and was then acquired by Charles Searle who, followed by his son, Stafford Searle, continued to run the cinema , now with sound and the latest films.



In 1966, the theatre was in danger of closing and the building being lost to redevelopment, and the local community raised a petition to the then Windsor Rural District Council to save the cinema. The petition was successful and the Council bought the cinema for £5,500. They did not have the money, so they had to borrow this amount along with a further £3,400 for urgent renovations; however, the place was up and running again.

The next significant event occurred in 1986 when the new Windsor & Maidenhead Council, finding that the economics of running the venue as a cinema had become unaffordable, let the building on a long lease to the Redroofs theatre company of Maidenhead to use for dancing and theatre productions. The venue reopened in 1988 as a 160 seat theatre.



The theatre operated successfully until the advent of the Covid pandemic in 2020, which disrupted operations to such an extent that the theatre Redroofs surrendered the lease back to the Council and the theatre, which was once again in need of substantial renovation, and the theatre was once again in danger of closure and demolition. **The**

Present

With a strong sense of déjà vu, the local community, led by local resident and AmDram enthusiast Alan Everett, again petitioned the Council – but this time in reverse, requesting that the theatre be sold back to the Community to be redeveloped not just as a theatre but, working alongside its thriving neighbour, the Cordes Hall, to become a multi-purpose community hub for Sunninghill and surrounding parishes.

The overwhelming response to the Public Petition and Public Meetings led to the theatre being classified as an Asset of Community Value and being offered to the Community at a market value of £300,000, allowing the Appeal to save the landmark building from demolition and to progress their plans for the Community Hub.

The Vision

The Cordes Hall Trustees and the Appeal Committee see the purchase and restoration of the Novello theatre as a once in a lifetime opportunity to meet currently unfulfilled local demand for an enhanced community hub, offering better and more flexible theatre facilities alongside the capability to host a wide range of other community activities.

The Challenge

Of course, the sense of déjà vu is not just limited to the petition – once again there is a need for essential repairs and renovation to make the building fit for 21st century construction and ESH standards, to replace theatre equipment (such as the seats, stage lighting, curtains etc) that was removed at the end of the lease and to carry out necessary internal modifications to create the multi-purpose environment required for the theatre and the Cordes Hall to jointly provide a suitable environment for the Community Hub. This time, there is no intention to borrow money for the purchase and renovation – the Appeal is intending to raise the circa £1.225m required through public donations, fund raising events, grants from bodies such as local Parish Councils and support from local charitable organisations.

We have had a wonderful response to our early fundraising outreach. The Sunninghill Trust has committed to buy and structurally renovate the building, which accounts for around £0.75m of the required sum. Members of our local community have already given £232k, leaving the fundraising appeal programme to raise a further £243k, which we plan to achieve through private donations, fundraising events and grants from our local Parish Councils.

The Restoration Programme

The building will, to capture and preserve its history and, to herald its future, be re-named as the Picture House Theatre.

The renovation of the building will seek, while meeting modern standards of construction and delivering a high quality user experience, including disabled access, to reflect the heritage of the building as well as introducing a new level of operational flexibility for both the theatre as a standalone venture and for the operation of the theatre alongside the Cordes Hall as a vibrant community hub.

This is illustrated by the following artist's impressions drawn up by the architect to the Appeal:



View of the theatre from the High Street, recapturing in a clean, modern way important, heritage design elements of the original Picture house.



Nordon Farm



Cecil Hepworth Playhouse

View of the auditorium, with modern seating and clean surfaces, but retaining heritage design elements such as wall columns and roof trusses



Visual of the foyer incorporating a theatre bar and a welcoming and attractive community cafe

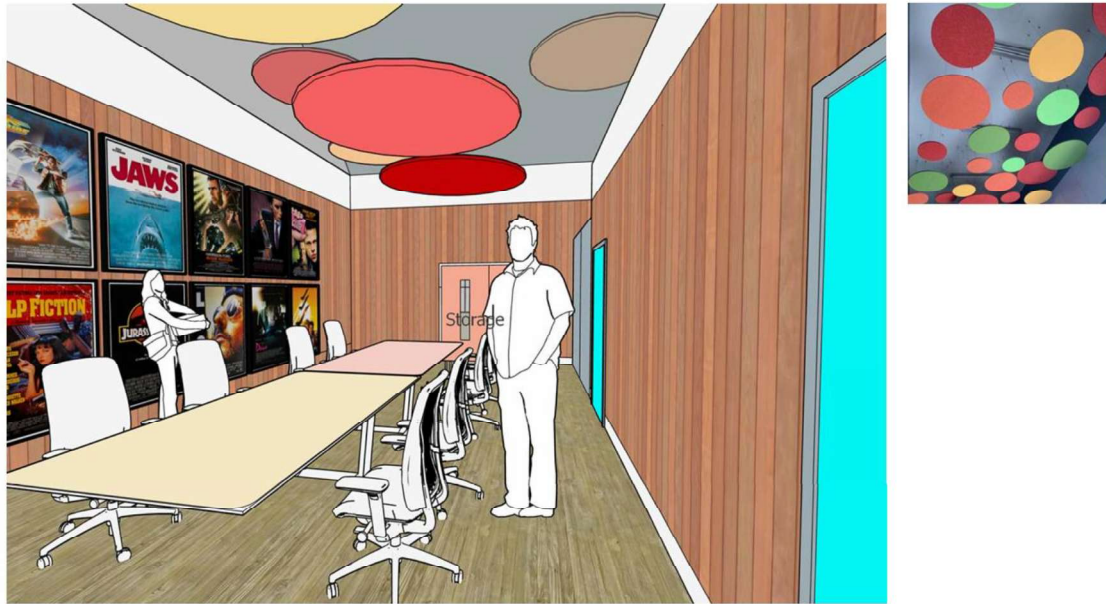
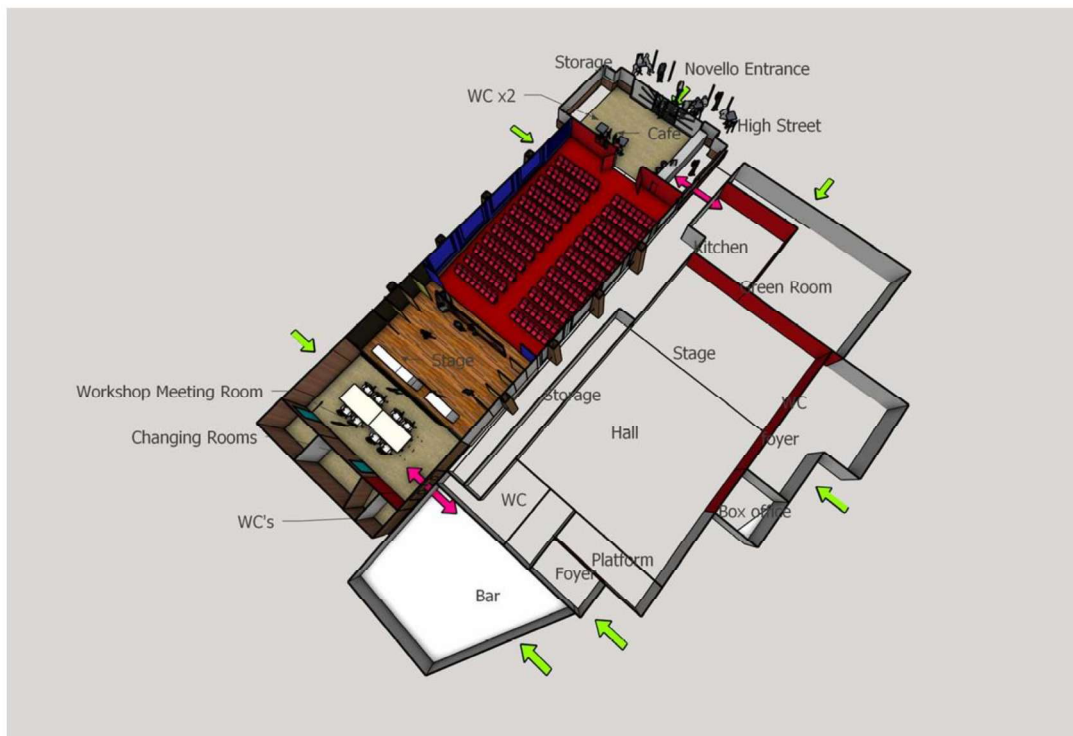


Illustration of the main backstage room in use as a meeting room. The rear wall (left hand side of illustration) will be partitioned so that the two changing rooms behind the wall can be incorporated into a single larger space if required.



Site plan showing the flexible flow into, around and between the buildings and allowing the kitchen of the Cordes Hall to serve both venues.

The Business Plan

The Business Plan presented here for the fundraising, the internal renovation and the ongoing operation of the theatre envisages the Picture House Theatre being operated in partnership with the Cordes Hall to maximise use of both buildings and to create an outstanding arts and community hub for Sunninghill and its surrounding parishes. The Cordes Hall and Novello Appeal teams have a wealth of experience in managing public halls, working with the community, the world of amateur theatre, fundraising, financial management, marketing and publicity, making us well placed to take on this exciting project.

The Cordes Hall management committee have worked hard over the past 12 years, investing in the hall to bring it up to date and have created an excellent multi-functional hall. Activities include live performance, cinema, artisan fairs, private parties and events, fitness classes, public meetings and business training events. We are very lucky to have three drama groups currently based at the hall, who between them put on eight productions a year.

However, because of the structure of the hall, which has manually assembled raised seating, the hall has to be closed to other users during productions, leaving other hirers without a space for their activities. The changing room space at the hall is also limited to one room behind the stage proving a challenge for groups needing to separate changing space, particularly for children. This room is also used for hire and is unavailable during productions.

Evening space during the week is already fully utilised leaving no capacity for additional one off or regular activities - the hall has recently had to turn down a Rock Choir, Youth group for young people with special needs, two local schools, ballet tuition, puppy training classes, fitness groups, a charity Christmas shop and an NHS group, all of whom were looking for regular hire space. The Hall has also struggled to find the capacity to accommodate local business training days, private parties and school/community events.

There is very much an appetite for live performance and public events held locally. We know that, as all of the productions at the hall are well attended as is the monthly cinema run by Cordes volunteers and day time events such as the quarterly Artisan Gift Fair. We have also started to partner with bands and a comedy club, and all have sold out. In fact, the comedy event for October has already sold over 75% of the tickets. We would like to put on more events like this but are restricted by hall availability and set up times.

The introduction of the Picture House Theatre will enable us to overcome these challenges, adding performance and event capacity and providing three changing rooms behind the stage, which will be configured for multi-purpose use, including conferences, meetings and consultations.

The ready to go performance configuration of the theatre, with permanently installed seating on the raked floor, excellent changing facilities, a large stage, an orchestra pit and a welcoming foyer/bar has already attracted serious interest from two more local theatre groups.

The Novello Theatre would make running more events possible, and together the venues will produce a varied programme of activities for all parts of the community to enjoy. As well as expanding the existing programmes of comedy nights, bands and concerts, drama and musical productions and cinema, the introduction of professional standard sound and image projection will enable new activities, such as live theatre streaming. At the Cordes Hall we will see more sporting activities and space for a youth group is one of many ideas given to us by members of the community.

Local schools would be given the opportunity to use the theatre for school productions and concerts. The Headmaster of St Michael's primary school, which is located opposite the theatre, has spoken of his excitement at the prospect of being able to give his pupils the opportunity to perform in a proper theatre, and other local schools, including the Marist, are also very interested in using the venue. It would be wonderful for the venue to be used to help the young people in our community to build their confidence for the future.

The foyer will be redeveloped into a vibrant day time café, much needed at this end of the High Street, well positioned opposite the school and the increased level of activity in both buildings will have a positive ripple effect impact on other local businesses.

Though parking has not historically been a serious problem, we are in discussions about partnering with a local school to provide additional parking spaces on performance nights, which would further positively benefit our buzzing village.

The Cordes Hall is currently entirely run by volunteers and the Business Plan recognises that the increased workload to operate the two buildings will require some paid support. The costs of a part time Hall Manager and staff support for events have been built into the financial projections.

Governance

Careful thought has also been given to the Governance and Succession requirements of a project of this scale and longevity. Alan Everett, Appeal Coordinator, and Peter Harris, Appeal Treasurer, both of whom have extensive experience in community enterprises

and charity management, have both been invited to serve as Trustees of the Cordes Hall, which is the registered charity through which the Appeal is being managed. A number of volunteers have come forward at the Public Meetings and through other Appeal activities to offer their services and they will not only be the first wave of an expanded pool of volunteers, but also a pool of potential members of the Board of Trustees of the Charity and the Management Committee that will direct the day to day operations of the venues. Finally, in recognition of the expanded scale of the charity's operations, an Independent Examiner will be appointed to provide the required financial oversight.

The Financial Plan

The Business Plan, which is predicated upon the premise that the building will be purchased and structurally renovated by the Sunninghill Trust and then let by the Trust to the Cordes Hall on a long term, peppercorn lease, has been developed into a set of financial plans covering the periods i) from the offer being tabled to the Borough to purchase the theatre in July 2024, through an estimated go-live date for the theatre of July 2026 and then ii) for the first five years of operation of the theatre until June 2031.

The financial plans include:

- 1) preliminary estimates of the costs of structural renovation and the first phase of the internal refit, which are supported by surveys carried out by the Borough Surveyor and the Surveyor and Architect advising the Appeal (Appendix) ;
- 2) A fund raising plan identifying the anticipated sources of income to enable the Appeal to fund the purchase and restoration of the theatre (Appendix)
- 3) An Income and Expenditure Account, supported by detailed parameters and assumptions, showing the additional income that is planned to be generated by the venue together with forecasts of operating costs (Appendix)
- 4) A Balance Sheet (Appendix)
- 5) A Cash flow (Appendix).

The renovation cost estimates include generous contingencies to cover the inevitable uncertainties of a project of this nature. A second phase of redevelopment, to further enhance the interoperability of the Novello with the neighbouring Cordes Hall, further develop the flexible changing/community space at the rear of the theatre, expand the café/bar at the front of the theatre and increase available storage space, will be separately costed and funded once the first phase is underway.

The fund-raising plan is seen as realistic and is substantially underpinned by the generous commitment of the Sunninghill Trust to fund the acquisition and structural renovation of the theatre, leaving the Appeal to focus on raising the funding for the internal refit. Reflecting the commitment and generosity of the local community, some

fifty percent of the Appeal funding requirement is already in place before the formal launch date of the fundraising programme, which is set for September 18th 2024. Parish Council grants are a material component of the Appeal Fundraising Plan and applications for CIL funding have been submitted to and discussed with both Sunninghill and Ascot and Sunningdale Parish Councils. The initial response to these has been positive and we have been promised a decision by both Councils in October 2024 on the amount and timing of grants that they may award. A programme of fundraising events is already underway, with the next event being an outdoor movie screening on 14th September. An allowance has been built into the fundraising plan to create a £25k contingency fund for unanticipated costs or revenue shortfalls.

The income projections in the I&E account bring together all the known sources of additional revenue and use the tariffs currently in place at the Cordes Hall – though there is upside potential here given the attractiveness of the new venue. For additional prudence, a 10% contingency has been allowed against the projected income. Cost projections have been based upon the financial records of the Cordes Hall, which is a similar sized building with a comparable nature of use, together with allowances for increased utilisation. The I & E account projects an annual operating surplus growing for £12 k to £18kpa over the five year period of operation to June 2031, allowing the contingency fund to grow to £30k and generating cumulative general reserves of £69k.

The Balance Sheet and Cash Flow project a retained cash balance of £99k at 30th June 2031, though in practice it is likely that part of this will be reinvested over the life of the Plan in further development of the venue as new community needs and opportunities emerge.

Conclusion

This is a once in a lifetime opportunity. If we do not seize the moment, the Novello will be bulldozed. If we do rise to the challenge, we will create a wonderful community asset that will benefit the people of Sunninghill and its neighbouring parishes for generations to come.

We have the vision, we have the will, we have the expertise and we have the support of our local community. The Appeal Committee commend this Business Plan to all stakeholders in and supporters of this wonderful project.

Business Plan Appendix 1A - Purchase Costs and Structural Renovations	
DESCRIPTION	COST
Capital cost	£ 300,000
Provision for legal fees and associated costs	£ 15,000
Stamp Duty	£ 7,500
Initial design fees	£ 7,500
Ongoing project management	£ 45,000
Full structural survey	£ 5,000
Remove asbestos and replace	£ 70,000
Roof inspection retile and insulation	£ 45,000
Rewiring	£ 20,000
Heating system	£ 15,000
Fire and security alarm	£ 25,000
Insulation	£ 30,000
Install ventilation system	£ 30,000
DDA adaptations	£ 50,000
Chlorination of water system	£ 2,000
Emergency lighting	£ 15,000
Sub-Total	£ 682,000
Contingency at 10%	£ 68,200
TOTAL	£ 750,200

Business Plan Appendix 2A

Fundraising

Requirement	Amount	Status
Purchase of Novello and Structural repairs	£750k	Conditionally pledged
Refitting theatre and creation of Community Hub	£500k	£203k received £47k pledged

Appeal target (First Phase) £250k

To be achieved through fundraising events, grants and donations between 1.10 24 to 30.6.26

Appendix 1

Request for CIL Funding Form for Projects

Name of Proposer: [REDACTED]	Date: 24 th February 2025
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Project Description

Project Title:	Save the Novello Picture House
Project Location:	Sunninghill High Street
Description of the project:	To acquire the theatre/picture house from RBWM through a partnership with the Sunninghill Trust and to restore/renovate the building as both a theatre and Community hub. The purchase of the building from the Borough is progressing with an expected Completion around the end of March 2025. Plans for the renovation are also progressing well and it is hoped that the works can commence in Q3 2025 with a target for the theatre being back in use by the end of 2026.

Project Justification:

Does the project support the delivery of infrastructure as listed in the Business Plan?	Yes	X	No	
Which category does it fall under?	Community			
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>	The Novello will be purchased by the Sunninghill Trust with full title and leased on a long term lease at a nominal rent by the Trust to the Cordes Hall, a registered charity which will manage the renovation and ongoing operation of the facility.			
Explain the problem, issue or need that the project addresses.	The theatre has been underused and poorly maintained for many years with restricted access to the local Community. This has put intense pressure on the Cordes Hall to satisfy the community needs in Sunninghill and Sunningdale for theatrical and other group activities which it has been unable to fully satisfy. The ongoing growth of the local community means that this problem will become even more acute in the future.			
In what way does the project resolve these issues?	The theatre will be returned to the Community, enabling the charity to meet currently unfulfilled demand for a purpose-built performance space for amateur theatricals, while freeing up the Cordes hall and providing ancillary spaces withing the Novello to meet unfulfilled demand for space for activity and meeting other community groups.			
Who are the likely beneficiaries of the project?	Local amateur dramatic societies, local community groups and activities, local schools, local small businesses, individual residents of local parishes.			

<p>What evidence do you have of consultation with the community or stakeholders for this project?</p>	<p>Significant feedback has been received by the project team from the series of public meetings and events, from direct interactions with local performance groups, activity leaders and schools and from ongoing requests to the Cordes Hall Management Committee for the provision of performance and activity space which it is currently unable to meet.</p>
<p>Would the project lead to any income generation? Provide forecasts of this.</p>	<p>Please see the attached financial plan, which has been based on the anticipated level of demand evidenced by community consultation. The plan has been modelled using the same hire rates as charged by the Cordes Hall and operating costs have been modelled based on the established cost base of the Cordes Hall, and shows an annual operating surplus of 10%, which will be reinvested in the ongoing development of the building.</p>

Current Status of the Project

Aside from funding, is the project ready to commence?	Yes	Yes	No
If the project is not ready to commence, please list briefly the main constraints.	<p>The project will commence as soon as the legal formalities have been concluded between RBWM and the Sunninghill Trust and between the Trust and the Cordes Hall. Funding for the acquisition and structural renovation of the building are in place and funding has been received/committed for 50% of the first phase of the internal renovation and we are now seeking support to raise the final 50% for the first phase and further support for a second phase which, subject to funding, would further enhance the interoperability of the Novello with the neighbouring Cordes Hall, further develop the flexible changing/community space at the rear of the theatre, expand the café/bar at the front of the theatre and increase available storage space.</p>		

Funding for the Project

Please indicate the total cost of the project	£1,250,000 for the first phase, being £750,000 for the purchase and structural renovation and £500,000 for the internal renovation (see Appendix 2A). The second phase has not yet been costed but is likely to require funding of around £250,000.		
Please provide a detailed breakdown of the costs for the project	See Appendix 1A (Purchase and Structural renovation) and Appendix 1B (internal renovation).		
How much funding does the project currently have?	In total, funding of £1,000,000 has been secured by way of the commitment of £750,000 from the Sunninghill Trust and pledges and donations of £250,000 from the community.		
Please provide a detailed summary of the total CIL funding required?	We are seeking to secure £200,000 over the next 18 months, with at least £100,000 of this during 2025 to ensure that we have certainty that we will reach our £500,000 requirement for the internal renovation programme, and thereafter a further £100,000 towards the second phase of development.		
Would the scheme be fully funded if the CIL contribution is agreed?	Yes	Yes	No

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?*
Sunninghill Trust	£750,000	Completion of purchase	N/A	Yes
Private community donations	£250,000	N/A	N/A	Yes
Private Community	£50,000	N/A	N/A	No – fundraising programme underway

donations				with expected end date 30.06.25
Sunningdale PC	£200,000	N/A	N/A	Application herewith
Sunninghill & Ascot PC	£200,000	N/A	N/A	Application submitted

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

Delivery Timescale

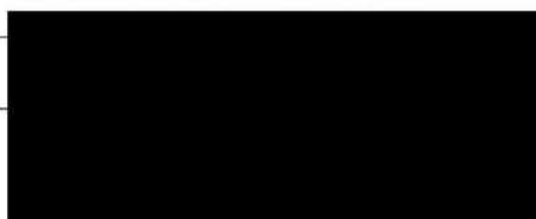
What is the current delivery timescale for the project?	Immediate	
	Within current year	Completion of purchase expected end Q1 early Q2 2025
	Up to 2 years	Completion of renovation targeted Q4 2026
	Up to 5 years	
	5-10 years	
Please provide further details on the programme for delivering the project, including start and completion dates?	A full measured survey of the Cordes Hall has already been completed and a full survey of the Novello is underway which will enable final design details, including interconnectivity between the buildings, to be finalized. Tenders for the work will be sought in Q2 2025 in parallel with applications for any planning consent or building regulations approval. Renovation work is expected to start in Q3 2025 with a targeted project completion date at the end of Q3 2026.	

Constraints and Risks

Please explain the risks involved in the project (e.g. delivery risks, financial risks, reputational risks etc) and identify how these can be overcome	
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The level of funding risk has been substantially mitigated by the commitment of the Sunninghill Trust to fund the purchase and structural renovation of the building – the principal funding risk now relates to the level of support that can be provided by the local councils. This risk can, if necessary, be mitigated by reducing the scope of the first phase of the internal renovation and extending the time frame for the community fundraising programme. The inevitable risk of project cost overruns has been mitigated by allowing prudent contingencies within the cost estimates and the provision of a dedicated project manager for the renovation programme. The level of operational risk once the Novello is fully restored is mitigated by the well evidenced strong demand for community facilities which cannot be met by the Cordes Hall on its own, by the experience of the Cordes Hall Operations team and the Appeal Committee in running community buildings and again by allowing prudent contingencies within the financial projections. All of this gives a high level of confidence of a successful outcome.

Signed:




Appendix 1

Request for CIL Funding Form for Projects

Name of Proposer: SUNNINGDALE BOWLING CLUB	Date: 16 July 2024.
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Project Description

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

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?	SF1 ≠ SF5			
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>	The site is owned by the club and we are advised that only building regulation approval would be required			
Explain the problem, issue or need that the project addresses.	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.			
In what way does the project resolve these issues?	The project will provide proper access and suitable facilities to allow the club to confidently provide bowls to the disabled community			
Who are the likely beneficiaries of the project?	1. Disabled residents interested in taking part in the sport 2. Disabled residents interested in any social events that the club holds			
What evidence do you have of consultation with the community or stakeholders for this project?	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.			
Would the project lead to any income generation? Provide forecasts of this.	All members of the club pay playing and membership fees which is designed to cover the operating costs.			

Current Status of the Project

Aside from funding, is the project ready to commence?	Yes	<input checked="" type="checkbox"/>	No
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

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 SUNNINGDALE BOWLING CLUB /SUNNINGDALE P.C.	Date: 16 . July 2024
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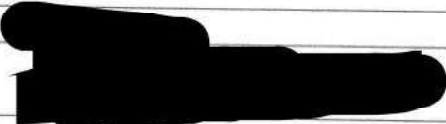
Grant Description

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

Justification:

Does the grant support the delivery of SPC strategic objectives?	Yes	<input checked="" type="checkbox"/>	No	
Which category does it fall under?	SFI → SF5			
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>	Local Government (Misc Provisions) Act 1976 Section 19.			
What are the tangible benefits of this grant?	Facilities available to the whole population			
Who are the likely beneficiaries?	1. Disabled residents 2. The Club through increased membership			

Funding Request

Total Projected Cost	£ 30,000
Amount Sought	£ 30,000
When is the funding required? Please explain any phasing for this funding request.	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.
Signed: 	Date: 16 July 2024

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 250 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.

[REDACTED]
Sunningdale Bowling Club, Whitmore Lane
Sunningdale, Ascot
SL5 0NA

18 December 2024

[REDACTED]

We are pleased to submit the following estimate as requested for works to be carried out at Sunningdale Bowling Club, Whitmore Lane, Sunningdale, Ascot, SL5 0NA.

As you may already be aware, we have many years of experience in the building trade and we also keep up to date with the latest techniques and materials, so we are able to provide the best possible job satisfaction for our customers.

We have based the estimate on the plans provided.

Our emphasis is on consistent quality, whether the job is large or small, and if you decide to change your instructions, or have any amendments to these plans, we can swiftly provide you with alternative costs.

We ensure our works are accurately priced; we include detailed reports and a full written estimate so you can see exactly what has been allowed and have clear concise information to further assist with the smooth running of your building project.

When the job is underway, we will aim to keep you informed throughout the build and provide careful project management so you will always be kept up to date on the progress of your project.

Yours sincerely,
[REDACTED]

We have based the estimate on the following works:

Site Setup

Site clearance and disposal.

Within our site set up we have allowed for a WC to be installed on site and any site preparation works required to start the project.

Foundations

We have allowed for trench foundations 1m deep and 600mm wide, leaving the top of the concrete approximately 300mm below ground level.

We've allowed for the removal and disposal of all soils from the site, for the above excavations.

Please note building control officers will inspect foundations and may require changes in foundation depths. If changes need to be made, this would be an additional cost to this quotation.

We have assumed that ground conditions are satisfactory and have therefore not allowed for shoring of the foundations.

Ground Floor

Walls up to DPC

External walls (walls up from foundations to DPC level)

Build outer and inner external walls with Celcon hi-7 aerated 7.3n concrete block 440 x 215 x 100mm buildingmaterials.co.uk blocks and allowance per thousand bricks £600.00, bricks up to DPC level, leaving the outer leaf down below face work.

Vegetation soils (topsoil)

Remove all vegetation soil from oversite area. We have allowed up to 300mm of topsoil to be removed from the oversite area.

DPC (damp proof course)

We have allowed for the installation of a DPC to the base of all ground floor walls to the minimum of 150mm above ground level.

Block and beam

We have allowed for beam and block floors where required, beams set at 0.45 m centres. builder should ensure that this meets building control approval. if local authority building control require a design change, there will be a change to material and install costs. all ventilation requirements have been catered for with telescopic ventilation products.

Walls

External leaf

All external wall construction has been based on information provided within the specification and drawings provided including cavity insulation. if any brickwork is required, the cost used will be an allowance for the brick per 1000.

Masonry partition walls

All internal walls that are required to be blockwork construction will be medium dense block or 7n if load bearing (unless otherwise stated).

Lintels / steelwork

To be fitted to all new openings with minimum required bearings and to suit cavity width. Structural steelwork costed is an allowance due to steel market fluctuations and we have no liability for the design and its structural implications.

Scaffolding

Above Ground Floor: (All floors above the ground floor)

Windows / Doors**External windows and doors**

The costs provided are based on a price per M2 for windows and doors, unless these costs have been obtained and supplied for inclusion within this estimate, this is due to client's design requirements and may be different to those shown on the drawings.

Roof Structure**Roof:****Trusses / rafters (roof structure)**

Whether a trussed or a cut roof has been specified these costs are all included.

Guttering & down pipes

Half round guttering and downpipes, colour to client's choice.

Flat Roof Covering

The covering is an allowance per M2 due to different construction methods and designs.

First Fix Carpentry: (All Internal Carpentry works required before plastering)**Plasterboard**

All plaster boarding to ceilings and stud walling.

Window boards (board fitted to the internal ledge of window)

MDF is generally used unless otherwise stated, this is fitted to all rooms except for kitchen, bathroom, utility, en-suites and WC as these are classed as wet areas and would normally be tiled.

Stud partition walls (internal timber framed walls)

All timber or metal stud partitions are generally non load bearing with acoustic roll between studs.

Plumbing

We have allowed a provisional sum of £7,000.00 for plumbing.

Your current heating/water system will need to comply with current regulations. This will need to be checked before work commences.

Electrics

We have allowed a provisional sum of £2,000.00 for electrics.

All electrics will need to comply with current regulations - existing fuse board and earth will need to be checked before work commences.

Plastering:

Masonry walls

Dot and dab to external masonry perimeter walls and internal masonry walls with a plaster finish.

All external corners to walls and opening reveals we have appropriate corner beads. We have also allowed for the fitting of scrim reinforcement tape to all plasterboard joints and fixings.

Second Fix Carpentry: (All Internal Finished Carpentry required after plaster works)

Internal doors

These will be an allowance for both fire rated, and standard doors installed to manufacturers recommendations, unless style stated in specification, including all door furniture and door closers where required.

Skirting boards and architraves

Will be fitted to both sides of all new walls and door openings, generally in mdf unless otherwise stated.

Drainage

All drainage shown on the drawings that is within the boundary of the property is included with in the estimate, any drainage that is off site will not be included due to obtaining permissions and licences for the works required.

Pathways and Driveways

All driveways and pathways are to the specification supplied, including all sub-base material and plant hire for carrying out the works.

Decorating

All new walls, ceiling and woodwork that require decoration have been accounted for in the decorating. This will be emulsion for the walls and ceilings with undercoat and gloss to the woodwork. No windows have been costed for painting as the price included for these items is a pre-finished product and no decoration is required.

If external roof items are uPVC, then the decoration will not be included as not required.

Finishes

All wall and floor tiling products are an allowance due to the vast range of tiles available to the market and the total cost will be adjusted when chosen.

Other Provisional Sums

Upon completion of works, all building materials and debris will be removed from site and disposed of. Any items that were deemed a provisional sum or allowance should be agreed before the commencement of those works as there will be cost differences for these items for plant, labour and materials.

Alterations:

All internal demolition works, forming opening etc. supporting necessary walls and making good to disturbed walls and ceilings.
please be aware that these works can be a dusty process, all possible precautions will be taken to keep the work and surrounding area debris-free but this cannot be guaranteed.

Total Estimate Price £27,266.30 + VAT £5,453.26

Total price £32,719.56

All building work will be carried out in accordance with building regulations.

Please note, the above estimate costs are based on that stated above and if you have any queries, please do not hesitate to contact us.

The price of the goods shall be that prevailing at the date of delivery of the goods. The price is exclusive of vat which shall be due at the rate ruling on the date of a vat invoice. We cannot accept liability for damage caused by supplier's delivery vehicles, or for compaction damage caused by plant.

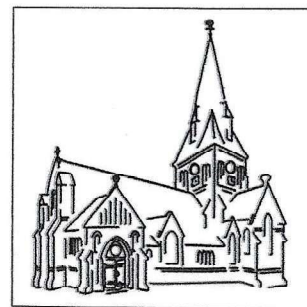
Client's responsibilities:

We will need access to water and electricity, it would be useful if you could inform us where the stop valve is for the water, and if you know where the electric, phone line and any other service lines are located.

FAO the Parish Councillors with respect to CIL funding.

The Transforming Trinity project is a wide-ranging re-ordering and re-furbishing of Holy Trinity with many separate aspects to it although our aim is quite simple.

We want to move away from Holy Trinity being just a church building for church use, to a community hub, allowing the whole community to access and enjoy this breathtaking building.



At the moment the design and layout is Victorian and although we intend to cherish and protect our heritage the project reimagines the building and creates new facilities for all to enjoy.

If you have time, please watch the short video; visit our website holytrinitysunningdale.co.uk – scroll down to Transforming Trinity – click on “read more” and select the short video clip link

Or click on this link here <https://www.youtube.com/watch?v=W2Ar89kXscc>

In our fund-raising we have been able to secure grants from various trusts who are happy to support the whole project, therefore their grant can be used for any aspect. We have though applied for specific amounts from particular organisations relevant to what they prefer to fund, so for example the Heritage Lottery fund for the external stonework repairs.

We have applied to another grant maker who we know likes to assist with disabled access and AWC. They wish their funding to be used specifically for these items that we can guarantee will be included in the build.

Our request to the Parish Council is in a similar vein.

Our invitation is to consider funding specific aspects of the build that will specifically be advantageous to the community and towards their use of the building. For our part we will make known that these were provided by Sunningdale Parish Council for the community to enjoy.

By opening up the ground floor we will create a very large space for community events and the new servery will make catering so much easier. The new room on the upper floor will be a glorious space suitable for a wide range of activities and again the availability for refreshments makes hosting events all the better.

Our expectation is that a wide range of community groups will recognise that the facilities we create will serve their purpose; be it a small meeting room with kitchen and toilet, or a larger space for a lecture, or the whole ground floor for a social event.

In considering the build and with CIL funding in mind our attention was drawn to the following aspects. (I've included VAT on these figures)

The new servery.	£32,400
The furniture for the café space (ten tables and sixty chairs).	£22,297
A bespoke storage facility for the foodbank.	£ 4,800
The renewal of the drive & pathway to improve parking and accessibility.	£25,200
Total	£84,697

We are mindful of the demands on funds and the wide responsibilities the Parish Council has.

In bringing these specific items to your attention we felt they would match the aspirations and development of Sunningdale for the community and release far more than the cost of the items themselves. What I mean is this.

Our investment currently stands at £1,108,648 towards being a community hub but a key element is the servery that creates a place to host a wide range of activities. The café area (i.e. tables and chairs) at the rear of the building will be the most frequently used place.

Because we have to meet high standards for joinery and appearance, we cannot quickly build a new cupboard to keep the foodbank supplies; a foodbank we began during the pandemic that revealed a layer of need across our community and that isn't decreasing¹.

As for the drive and pathways, we know that parking is a frequent topic for Parish Councillors! Making the most of the space (with EV charging) will be advantageous.

Value for money.

In 1974 we installed sliding doors around an area to create a Parish room. For 51 years the church has used that "investment" far beyond the original cost and to great benefit. The church community are responsible for the maintenance and upkeep of the whole complex, so whether it's loose tiles and a gutter, or something that needs repairing, or maintenance on the sliding doors the church community covers the cost.

CIL money invested in Holy Trinity by the Council will yield a benefit for a very long time in the knowledge that the church community will be maintaining the new facilities at their own expense, not returning to the Parish Council for a further grant.

It would give us tremendous encouragement and an opportunity to publicise the use the Parish Council are making of CIL funds if we are able to partner together concerning the specific items mentioned.

To date we have raised £1,108,648 towards our target of £1,568,000 (exc vat). We have identified the essentials to this project that will be done in a first phase should we not reach the full target, and this includes the four items mentioned above that we are seeking funding for.

Our funds have come from the sale of a small church property, two small trust funds we manage, church member contributions (£470,000) and grants from various bodies. We have other grant bids pending. Our request to the Parish Council is 4.6% of the total cost (allowing for VAT on everything).

We publish a magazine 3 times a year and this is delivered to 2,500 homes across Sunningdale. This gives us the opportunity to signpost what will be available and how the community hub can be accessed and used. We know how important it is that CIL money is used for the benefit of everyone and believe that re-fashioning Holy Trinity to be available for all is the right thing to do in partnership.

Yours sincerely

A large, solid black rectangular redaction box covering the signature area.

¹ Our monthly foodbank compliments the one run at the Hope Centre, theirs dealing with surplus fresh foods and ours the basic monthly items (dried, tinned, pet food, cosmetics)

1. Applicant organisation	Holy Trinity
2. Name & position of main contact	Mr Paul Cartwright - Warden
3. Applicant contact details (phone no, email & address)	[REDACTED]
4. Type of organisation If a charity, please provide registration number	Parish church Charity number 1129882
5. Is the organisation able to reclaim VAT?	Up to £25,000 in any calendar year
6. Location of project	Holy Trinity, Church Road.
7. Summary of the project proposal	<p>Transforming Trinity will achieve three things.</p> <p>A new suite of rooms and facilities that will transform a large Victorian church into an effective community hub making available various rooms and a very large open space for the whole community to use.</p> <p>Attention to heating, lighting, furniture and flooring will make it a building fit for purpose.</p> <p>The servery, toilet facilities and renewed access will place hospitality at the heart of all that can be hosted in the building.</p> <p>A short 3.5 minute video explains the full project – visit https://www.youtube.com/watch?v=W2Ar89kXsec</p>
8. Estimated project cost	£1,568,000 plus VAT on applicable aspects of the build (certain aspects are exempt, for example AWCs and access)

CIL STAKEHOLDER GRANT - APPLICATION FORM

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

	Amount	Detail
CIL funding sought	£84,697	Covering four specific aspects of the project
Any other Local Authority Contribution	none	
Third party contribution	Nil	Towards these aspects of the build
Total Cost	£1,568,000 + applicable VAT	Please see additional notes

10. Details of additional sources of funding available	Applications are pending with a number of grant makers towards other aspects of the build (see notes)
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>We believe an investment by the parish council will yield a result for the community for a very considerable time and hope the council will be able to contribute to the project.</p> <p>Creating the servery, providing the tables and chairs, the foodbank storage and parking; all these will enhance the facilities for all whether or not someone is a churchgoer.</p> <p>We are seeking funding for these specific aspects of the build as I've explained in the notes.</p>
12. Please indicate whether the organisation has previously received CIL or other funding sources from RBWM or Sunningdale Parish Council. If yes please, provide amounts and timings	No, we have not received any CIL funding or any other form of funding from RBWM or Sunningdale PC.

<p>13. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>“The parish council works to improve the quality of life for all Sunningdale residents.” Community lies at the heart of the strategic plan.</p> <p>Transforming Holy Trinity into a community hub (warm, welcoming, accessible) places a facility in the heart of Sunningdale that all can enjoy and use. We have experience of achieving this previously (see CMI below)</p> <p>We are a location residents can walk to and by having both an outdoor and indoor café area an opportunity is created to engage with the community as a permanent drop-in centre. We have long experience of signposting residents to the help and resources that are available, but more than just signposting we welcome all who come, wherever they’ve come.</p> <p>In particular we know how vulnerable residents can become through bereavement, ill health, isolation and need. The community hub will create rooms and spaces for groups to book, but the volunteer run café will offer open hospitality through the week for folk to simply come and chat.</p>
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<p>14. What evidence is there of support from the community?</p>	<p>The church used to lease the CMI building and during that time ran a very full programme throughout the week.</p> <p>The community hub at Holy rTrinity is to replicate that experience. Café, clubs, organizations, rooms to hire; the CMI was a very busy place. Mum’s with pre-school children knew they could drop in any time to meet another adult! Parents dropping children off and waiting to collect could meet and chat.</p> <p>Without making any demands on anyone the CMI fostered community spirit and cohesion and so the street parties, attended by a 1000 or more people bore out how valuable that facility could be.</p> <p>The community hub at Holy Trinity doesn’t seek to replicate facilities elsewhere or to run commercially, but opens up a building for the community to use and enjoy. Whether it’s a pre-school ballet class, or an NCT class, or a choir rehearsal space, or the quiz night, this building belongs to all.</p> <p>We have support of the school and the scouts, encouragement and support of the Diocese, of 5 grant making bodies (with 3 pending) and the active and generous funding of 62 people (accumulating £470,000) from across the community who believe in this project.</p>
<p>15. Proposed timelines for the project</p>	<p>Beginning in June 2025 and ending before Easter 2026.</p>

16. Is there a related operating cost associated with the project? How will this be addressed?	<p>No...the church will continue to pay for the running and maintenance of the building and the church administrator will oversee bookings. Much of the other activity is conducted by volunteers, for example the current café.</p> <p>NB the Café in the CMI was open five days a week with one employed person and the rest as volunteers – the income covering the expenditure. We are not looking for funding to employ anyone.</p>
17. If the organisation is not in the public sector please provide details of the organisation's finances. Please include a copy of the most recently audited accounts, including unrestricted reserves.	<p>The church accounts can be viewed on line at the charity commission.</p> <p>https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5003076/financial-history</p> <p>The 2024 accounts are being audited in preparation for the annual meeting. 2023 accounts attached.</p>
18. Do you need planning permission to carry out the works?	<p>For exterior only – from RBWM. An application has been made, 24/02620/FULL – 29th Oct 24. Decision pending.</p> <p>For exterior and interior – from the Diocese of Oxford. Permission has been given to develop the project, and we have worked with the Diocesan Advisory Council for 3 years towards the faculty.</p>
19. If planning permission is required is it in place to carry out the works? If so please provide the application number.	<p>RBWM – application 24/02620 pending.</p> <p>Diocese – we are heading through the notification of advice stage after which the Chancellor issues the faculty and conditions. All the relevant issues on drawings, design and implementation have been agreed. We began working jointly with the Diocese in 2022 and the On-line faculty application (2023-081959) was uploaded in 2023</p>

Declaration

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

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

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

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

Privacy Policy

Signed: _____

Organisation: _____

HOLY TRINITY, SUNNINGDALE

Date: _____

05/03/25

HOLY TRINITY CHURCH SUNNINGDALE

Statement of Financial Activities Year Ended 31 December 2023

	Notes	Unrestricted £	Restricted £	2023 Total funds £	2022 Total funds £
Income and endowments from:					
Donations and legacies	2	118,634	34,770	153,404	144,957
Other trading activities (church activities)	3	11,320	16,692	28,012	12,274
Investments		3,867	11,727	15,594	6,990
Total		<u>133,821</u>	<u>63,189</u>	<u>197,010</u>	<u>164,221</u>
Expenditure on:					
Charitable activities (church activities)	4	133,764	20,331	154,095	130,447
Total		<u>133,764</u>	<u>20,331</u>	<u>154,095</u>	<u>130,447</u>
Net income/(expenditure)		57	42,858	42,915	33,774
Realised gain on sale of fixed assets		-	-	-	-
Net movement in funds		57	42,858	42,915	33,774
Reconciliation of funds:					
Total funds brought forward (restated)		455,952	175,529	631,481	597,707
Total funds carried forward		<u>£456,009</u>	<u>£218,387</u>	<u>£674,396</u>	<u>£631,481</u>

The Statement of Financial Activities reflects the results of continuing activities for the year.

There are no recognised gains and losses other than those shown in the Statement of Financial Activities.

HOLY TRINITY CHURCH SUNNINGDALE

Balance Sheet at 31 December 2023

	Notes	Unrestricted £	Restricted £	2023 Total funds £	2022 Total funds £
Current assets:					
Debtors		280	-	280	135
Cash at bank and in hand		455,829	218,387	674,216	631,411
Total current assets		456,109	218,387	674,496	631,546
Liabilities:					
Creditors falling due within one year		(100)	-	(100)	(65)
Net current assets		456,009	218,387	674,396	631,481
Total assets less current liabilities / Net assets		<u>£456,009</u>	<u>£218,387</u>	<u>£674,396</u>	<u>£631,481</u>
The funds of the charity:					
Restricted income funds	7	-	218,387	218,387	175,529
Unrestricted income funds		456,009	-	455,952	455,952
		<u>£456,009</u>	<u>£218,387</u>	<u>£674,396</u>	<u>£631,481</u>

Approved by the members of the PCC and signed on their behalf by

Signed: Date: 22nd April 24

Revd Jon Hutchinson (Chair)

HOLY TRINITY CHURCH SUNNINGDALE

Notes to the Financial Statements For the Year Ended 31 December 2023

1 ACCOUNTING POLICIES

(a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)). The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted income funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose (there are currently no designated funds). Further details of each fund are disclosed in note 8.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donations, are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio.

(d) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

HOLY TRINITY CHURCH SUNNINGDALE

Notes to the Financial Statements For the Year Ended 31 December 2023

1 ACCOUNTING POLICIES (continued)

(e) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

(f) Tangible fixed assets and depreciation

Depreciation is calculated to write off the cost less estimated residual value of all fixed assets on a straight line basis over their estimated useful lives. The following annual rates are used:

Freehold property	Not depreciated
Fixtures and fittings	20% straight line
Computer equipment	33% straight line

2 DONATIONS AND LEGACIES

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£
Donations received	100,437	2,275	102,712	89,241
Donations for Transforming Trinity	-	27,199	27,199	30,672
Gift aid tax reclaimed	18,197	5,296	23,493	25,044
	<u>£118,634</u>	<u>£34,770</u>	<u>£153,404</u>	<u>£144,957</u>

3 OTHER TRADING ACTIVITIES (CHURCH ACTIVITIES)

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£
Wedding and funeral fees	6,165	-	6,165	4,665
Parish magazine	1,643	-	1,643	1,122
Café	2,477	-	2,477	1,948
Hire of church facilities	-	-	-	250
Hardship donations	-	16,692	16,692	2,405
Events / Other	1,035	-	1,035	1,884
	<u>£11,320</u>	<u>£16,692</u>	<u>£28,012</u>	<u>£12,274</u>

HOLY TRINITY CHURCH SUNNINGDALE

Notes to the Financial Statements For the Year Ended 31 December 2023

4 CHARITABLE ACTIVITIES (CHURCH ACTIVITIES)

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£
Parish share	77,474	-	77,474	78,333
Parish insurance	5,051	-	5,051	4,612
Electricity and water	14,958	-	14,958	7,985
Clergy expenses	1,129	-	1,129	1,031
Printing, stationery, telephone, internet	5,010	-	5,010	4,433
IT hardware, software and maintenance	291	-	291	278
Church and vicarage maintenance	2,621	12,140	14,761	3,047
Training costs	-	-	-	450
Ministry costs inc donations	4,335	6,475	10,810	9,850
Refreshments	925	-	925	751
Wages and salaries	13,797	-	13,797	12,984
Legal and professional fees	20	1,716	1,736	55
Fees – diocese wedding and funeral	3,584	-	3,584	2,993
Governance costs	1,081	-	1,081	1,056
Other costs	2,409	-	2,409	1,903
Sound and vision equipment	1,079	-	1,079	710
	<u>£133,764</u>	<u>£20,331</u>	<u>£154,095</u>	<u>£130,471</u>

5 ANALYSIS OF STAFF COSTS

	2023 £	2022 £
Salaries and wages	13,614	12,817
Other pension costs	183	167
Total cost	<u>£13,797</u>	<u>£12,984</u>

The average number of employees during the year was 2 (2022: 2) with all employee time involved in providing either support to the governance of the charity or support services to charitable activities.

No employees had employee benefits in excess of £60,000 (2022: none).

HOLY TRINITY CHURCH SUNNINGDALE

Notes to the Financial Statements For the Year Ended 31 December 2023

6 INDEPENDENT EXAMINER'S REMUNERATION

The independent examiner's remuneration constituted a fee of £450 (2022: £440) for the independent examination and £275 (2022: £255) for accounts preparation assistance.

7 RESTRICTED FUNDS

	Balance 1 Jan 2023 £	Income £	Expenditure £	Transfers £	Balance 31 Dec 2023 £
Organ	6,753	2,275	(2,200)	-	6,828
Barrington Beare	75,460	3,960	-	-	79,420
Transforming Trinity	69,793	40,262	(1,716)	-	108,339
Hardship Fund	6,653	16,692	(6,475)	-	16,870
Maintenance Fund	16,870	-	(9,940)	-	6,930
	<u>£175,529</u>	<u>£63,189</u>	<u>£(20,331)</u>	<u>£nil</u>	<u>£218,387</u>