



# SUNNINGDALE PARISH COUNCIL

## Annual Meeting of the Parish Council

Tuesday 20 May 2025 at 7:30 pm

This meeting will be held at  
The Community Room, Broomhall Recreation Ground.

### Agenda

#### Summoned to Attend:

Cllr Buxton; Cllr Coxon; Cllr. Curtis; Cllr Evans; Cllr Grover; Cllr Hilton; Cllr Morgan (Chairman); Cllr Newman; Cllr Penney; and Cllr Pike

Members of the Public are welcome to attend the meeting.

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##### 1 / 25 Election of the Chair of the Council

To elect the Chair for the forthcoming year and the elected Chair to sign their acceptance of office.

##### 2 / 25 Attendance and Apologies for absence

To receive for approval any apologies for absence.

##### 3 / 25 Declaration of interest for items on the agenda.

To receive from members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Sunningdale members' Code of Conduct.

##### 4 / 25 Election of the Vice-Chair of the Council

To elect the Vice-Chair of Council for the forthcoming year.

##### 5 / 25 Appointment of Committee Members to committees and focus areas as per the approved structure

To receive nominations and subsequently appoint members to the Council committees and focus areas.

##### 6 / 25 Appointment of Chairs of Standing Committees

To appoint a Chair to each of the Finance Committee, Planning Committee, Human Resources Committee and Facilities and Services Committee.

##### 7 / 25 To review representatives to external organisations

To review the list of external organisations and appoint Councillors or officers to the roles.

**8 / 25            To accept the Governing Documents of Council**

To resolve to approve the [governing documents](#) in the annual review being the statutory policies of Standing Orders, Code of Conduct and Financial Regulations.

**9 / 25            To approve the Council Meetings and Committee dates for 2025 - 2026**

**10 / 25           Appointment of Internal Auditor 2025-26**

To confirm the appointment of the Council's internal auditor for the financial year 2025-26

**11 / 25           Approval of bank reconciliation (Financial Regulations November 2024 2.6)**

**12 / 25           Events working Group update**

**DECISION:**        To receive a proposal for the Summer Event in the Recreation Ground for Summer 2025.

**DECISION:**        To receive a proposal for Bouncy Fun days in the Recreation Ground for Summer 2025.

**Part 2 – Confidential**

**13 / 25           To resolve to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following item by reason of the confidential nature (detail of the Council's banking arrangements) of the business to be transacted.**

**14 / 25           Bank Mandate**

**DECISION:**        To consider the RFO's recommendation concerning the Council's bank mandate.



Natalie Hayes, Clerk

13 May 2025

## **Appendix**

### **5 / 25 Appointment of Committees and focus areas as per approved structure**

#### **Finance Committee**

Membership – up to 6 councillors

#### **Facilities & Services Committee**

Membership – up to 6 councillors

#### **Human Resources (HR) Committee**

Membership – up to 5 councillors

#### **Planning Committee**

Membership – up to 9 councillors

### **Current Working Groups**

Membership to include interested councillors, a nominated officer and may also include members of the public.

#### **Cemetery Working Group**

Reporting to Facilities and Services Committee

#### **Business Plan and Engagement Strategy Working Group**

Reporting to Full Council

#### **Cycling and Walking Working Group**

Reporting to Facilities and Services Committee

#### **Recreation Ground Working Group**

Reporting to Full Council

#### **Tennis Working Group**

Reporting to Facilities and Services Committee

#### **Events Working Group**

Reporting to Full Council

## **Current Focus Areas**

Assigned to an individual (Lead member) who may be a member or an officer of the council

### **Allotments**

Reporting to Facilities and Services Committee

### **Cemeteries**

Reporting to Facilities and Services Committee

### **Property**

Reporting to Facilities and Services Committee

## **Focus area for 2024/25**

Cemeteries – Cllr Hilton

Allotments – Cllr Newman

Property and facilities – Cllr Coxon, Cllr Grover and Cllr Pike

## **7 / 25 To review representatives to external organisations**

To act as a point of contact for each organisation with the council

## **Representatives for 2024/25**

DALC – Cllr Pike

Traders – Cllr Pike

Village Hall Charity – Cllr Pike

NAG – Facilities Officer



## Schedule of Full Council Meetings and Committees 2025 – 2026

	May 2025	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2026	Feb	March	April	May
<b>Full Council Meeting</b>	*20 <sup>th</sup> May	17 <sup>th</sup> June			16 <sup>th</sup> Sept		18 <sup>th</sup> Nov		20 <sup>th</sup> Jan		17 <sup>th</sup> March	21 <sup>st</sup> April	**14 <sup>th</sup> May *26 <sup>th</sup> May
<b>Finance Committee</b>			15 <sup>th</sup> July			14 <sup>th</sup> Oct		9 <sup>th</sup> Dec		10 <sup>th</sup> Feb		14 <sup>th</sup> April	
<b>Planning Committee</b>	6 <sup>th</sup> May	3 <sup>rd</sup> June	8 <sup>th</sup> July	5 <sup>th</sup> Aug	2 <sup>nd</sup> Sept	7 <sup>th</sup> Oct	4 <sup>th</sup> Nov	2 <sup>nd</sup> Dec	6 <sup>th</sup> Jan	3 <sup>rd</sup> Feb	3 <sup>rd</sup> Mar	7 <sup>th</sup> April	5 <sup>th</sup> May
<b>Human Resources Committee</b>		13 <sup>th</sup> June			11 <sup>th</sup> Sept		13 <sup>th</sup> Nov		15 <sup>th</sup> Jan		12 <sup>th</sup> Mar		
<b>Facilities and Services Committee</b>			24 <sup>th</sup> July			16 <sup>th</sup> Oct		4 <sup>th</sup> Dec		12 <sup>th</sup> Feb		16 <sup>th</sup> April	

**Key:** \*Annual Meeting of the Council (Tuesday 20<sup>th</sup> May 2025 and Tuesday 26<sup>th</sup> May 2026) \*\*Annual Parish Meeting Thursday 14<sup>th</sup> May- 2026

# **PROPOSAL: to approve the allocation of funds from the Events Budget towards**

## **The Summer Festival**

### **Background**

The Summer Event (as it was previously referred to) has been held in the Broomhall Field 2 years running, as a collaboration between Jay Ranavaya (of Naan & Sizzle) and the SPC, with SPC providing the field free of charge, and Jay managing/organising the event. This has become an annual event and is growing in popularity and size. Between 600 – 800 people have visited throughout the day, and the community wants more.

This year we turned again to Jay - an active local trader with extensive contacts with other local traders and, importantly, his experience with small, medium and large community festivals, to stage this event on a larger scale.

The local residents have requested a Community Fair, Community Party & a Food Festival and, if staged individually, these would be costly – in time, staff hours and budget. However, to mitigate these challenges, if they were combined into a single event (possibly over 2 days at some point), then we would easily meet the demands of the residents.

However, as a fledgling event with great aspirations to rival more established festivals, sourcing good bands acts, attractions, quality stalls and diverse food traders is costly. Jay's contacts and experience within the festivals world means he has access to some better quality entertainers, food stallholders etc.

While the SPC Events WG could source these “essential festival ingredients” and run this event, at greater cost than our allocated budget, there is no time this year to do this and no benefit to staging this event in-house. Rather, the SPC could simply fund certain aspects of the Summer Festival from its allocated budget to ensure that the festival is a success and that we are able to meet the needs of our community.

### **Proposal**

Jay has asked to run this event again and has generously offered to fund it to a point. If he has to fund it completely, the event would be smaller than last year and frankly wouldn't be worth doing. We propose the following:

- The SPC collaborate with Jay to stage this Summer Festival.
- The SPCs collaboration will extend only to funding some of the costs of the events as detailed below and to provide certain SPC facilities to enable the event.
- All organisation, management, operations, insurances, liability etc. will rest with Jay.

- All other costs relating to staging this event are Jay's responsibility, as will be the gate takings & pitch fees – an indication of these is detailed below
- The day will run from 10am until 9pm on 2 August 2025.
- 15-20 stands/stalls/vendors (charities are free)
- There will be a gate fee of £10.00 per adult and children go free.
- Access to and free use of an electricity supply for DJ & announcements, bouncy castle etc.

This year the intention is to exceed the past two years' events. The area will be sectioned off using a combination of festival fencing and grey barriers controlling access to and security for the site.

## **Budget – Allocation £4,400.00**

The following costs have been identified as ones that the SPC could fund from its budget.

Women's Institute Hut	FREE thanks to Lynn's contact (1 <sup>st</sup> Aid point, Lost & Found, "Site Office" & Briefing room, Elderly persons' Café with free tea & coffee provided by Curly Wurley Café)
SPC Library attendance)	FREE – Lynn to read children's stories in dress-up (free attendance)
Broomhall Field Hire	FREE – SPC need not charge for this
Car Park	£200
Balloon Modeller (3 hours)	£300 (the best you've ever seen)
Face Painting	£200
Punch & Judy	£250
St John's Ambulance	£250
Fire Brigade donation	£250
Costume Characters	£200 (includes costume hire & "actors" or less if volunteers)
Stage hire	£1,000 (the SPC stage is cumbersome and doesn't meet lighting requirements)
Stage lighting	£1,000
DJ for the whole event	£750

## **Jay's Funded Costs around £10,000.00**

The following costs, and any not listed here, to be funded by Jay

Fencing	£1,000
Generator	£1,000
Insurance	£ TBC
Staff	£1,500
Marketing	£ 4,000
Security	£ TBC
Robbie Williams tribute band	£500 (2 x 45-minute evening sets)
Oasis tribute band	£2,000 (2 x 45-minute evening sets)
2 x other bands	£ TBC (for during the day)

## **Conclusion**

In light of the above, the Events WG recommend that the SPC approve the budget allocation of £4,400 towards this Summer Festival. Without it the festival would likely not proceed or be as successful as we envisage it could.

Our hope is that this festival grows in popularity and size, increasing to a 2-day event, thereby attracting bigger crowds, better performers, higher pitch fees and becomes largely self-funding with minimal financial support from SPC in future.



## **DRAFT – 8<sup>th</sup> April 2025 – Suzie Parker**

### **Bouncy Fun Days**

Three successful free Bouncy Fun Days were held during the summer school holidays in 2023 and 2024. There was a giant slide and/or a fun run or bouncy castle which catered to the age group of 3-14 and a soft play area was created for the under 5s supplied by Surrey Bouncy Castles. Two additional event staff were brought in to assist the Admin and Event Officer. Attendance across the three days was approximately 1,000 children. Each day ran from 10am to 5.30pm with 13 half hour slots across the day. The event was free.

The response from parents/carers was very positive and certainly raised the profile of SPC and was an excellent way to engage with residents.

This year the intention is to mirror the past two years' events, and the suggested dates are Friday 25<sup>th</sup> July, Monday 11<sup>th</sup> and Friday 20<sup>th</sup> August. The area will be sectioned off using a combination of festival fencing and grey barriers. The bouncy equipment will require an electricity supply.

### **Budget – Allocation £2,000.00**

We have received quotations from Surrey Bouncy Castles who will supply equipment like last year.

The cost per day is £400.00 (a small increase of £30.00 per day) = £1,200.00

Additional event staff cost will be approximately £650, if aged over 21 plus (this will reduce if younger staff are hired).

Additional officer hours x 15.

The cost of wristbands £50.00.

A 20% deposit is required to secure the bookings. If the event does not go ahead, this deposit will be forfeited. Possible cost is £100.00 per day cancelled.