

Agenda for Finance Committee

Tuesday 15 July 2025 – 7:30pm

This meeting will be held in
The Community Room, Sunningdale Parish Council, Broomhall Lane SL5 0QS

Summoned to Attend: Cllr Pike, (Chair) Cllr Morgan and Cllr Newman

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 1 / 25 Attendance and apologies.
Declarations of interest for items on the agenda.

FC 2 / 25 To review minutes of the meeting of 1 April 2025.
DECISION: The minutes are to be signed by the Chair as an accurate record of the meeting.

FC 3 / 25 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 4 / 25 To receive an application from Charters School for CIL funding for a retractable seating unit for the school hall.
DISCUSSION: To consider and validate the application from Charters School for £98,587 of CIL funding and make recommendations to Full Council.

FC 5 / 25 To receive an application from Sunningdale Scouts for CIL funding for the significant refurbishment of the Scout Hut on Sandy Lane.
DISCUSSION: To consider and validate the application from Sunningdale Scouts for £150,000 CIL funding and make recommendations to Full Council.

FC 6 / 25 To review the additional information received from Sunningdale Bowling Club for their CIL application
DISCUSSION: To consider and validate the additional information received from Sunningdale Bowling Club in relation to their CIL application for £30,000 (FC/24/b)

FC 7 / 25	Receipts and payments
DECISION:	To receive for approval the receipts and payments February – March 2024/25 and April – June 2025/26.
FC 8 / 25	Bank reconciliation
TO NOTE:	To receive the bank reconciliation as of 30th June 2025
FC 9 / 25	Budget monitoring statement
TO NOTE:	To receive a budget monitoring statement as of 30th June 2025
FC 10 / 25	Variable direct debit to HMRC
DECISION:	To approve the setting up of a variable direct debit to facilitate the payment of National Insurance and PAYE to HMRC. (As per Financial Regulations 7.9)
FC 11 / 25	CCLA Investment strategy
DECISION:	To reapprove the not yet implemented investment strategy. As per the Finance Committee meeting held on the 9th April 2024 [FC 62/23].
	To Note: The decision of who will do this will be discussed and decided at the next Finance Committee meeting.
FC 12 / 25	To review the actions highlighted in the risk register
DISCUSSION:	To receive the financial risks highlighted in the risk register, as shared with the committee in advance of the meeting.
FC 13 / 25	Internal Audit report
TO NOTE:	To receive a report from the Internal Auditor with their recommendations for improvements.
FC 14 / 25	CIL Report
TO NOTE:	To receive a draft report from the RFO related to CIL.
FC 15 / 25	Office equipment for Clerk and Officers
DECISION:	To consider and validate the purchase of mobile phones and a pre-paid debit card to make recommendations to Full Council.
FC 16 / 25	Public Art funded project (Section 106 of Town and Country Planning Act 1990)
DISCUSSION:	To discuss how the funds for public art could be used.
FC 17 / 25	Review costs of utilities for Sunningdale Parish Council
DISCUSSION:	To receive a report from the Clerk on the review of utility costs for gas and electricity from Utility Aid, which will look to save the Parish Council up to £900 per year. Delegation to enter into a new contract with a new supplier without coming back to committee for approval, as the costs fluctuate. Seeking approval to set up a new variable direct debit immediately. The new contract is likely to exceed £5,000 so will require Full Council approval.

FC 18 / 25 Information sharing

TO NOTE: To receive relevant updates from members of the committee.

Part 2 – Confidential Session

FC 19 / 25 VAT and tennis coaches' update

TO NOTE: To receive an oral report on the situation regarding the charging of VAT to tennis coaches.



Natalie Hayes, Clerk

10 July 2025



Minutes of the Finance Committee Meeting Tuesday 1 April 2025

The meeting started at 16:05

FC 52 / 24 Attendance and apologies.

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

Present: N Hayes (Clerk) and L Steele (Locum RFO)
Cllr Morgan (Chair of the Parish Council)

FC 53 / 24 Public Adjournment.

There were 3 members of the public present at the meeting.

FC 54 / 24 CIL Applications

Representatives from Holy Trinity Church and The Picture House Theatre each presented to the council and answered questions from the councillors regarding their CIL applications.

To note: Having considered each of the three proposals it was agreed that RFO will produce a report for the Council summarising the findings regarding financial position of each application.

54 / 24 / a Application for £200,00 CIL funding for the Novello Theatre

Comment: a proposal from the Finance Committee for £100,000 in 2025/26 with the possibility of reapplying for up to £100,000 in 2026/27.

[The Novello Theatre will be renamed as The Picture House Theatre]

54 / 24 / b Application for £30,000 CIL funding for Sunningdale Bowls Club

Comment: The committee had some questions regarding the use of the Bowling club to residents of Sunningdale and the costs of the works required.

[Subsequent to the meeting the Clerk submitted a list of questions to the applicant]

54 / 24 / a Application for £84,697 CIL funding for Holy Trinity Church

Comment: The committee passed this to Full Council for approval.

The meeting closed at 16.58

Signed as a true record of the meeting:

Signed: _____

Dated: _____

17:17

Handelsbanken

Cash Received between 01/04/2025 and 30/06/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
07/04/2025	Argrave		Plot 36A	20.00
12/06/2025	Barker		Pay & Play	8.00
12/06/2025	Clive Asprey		Clive Aspery	684.75
12/06/2025	Clive Asprey		TENNIS	378.75
12/06/2025	Clive Asprey		Tennis	457.75
14/04/2025	Cockerham		Cockerham F F 3	1,875.00
12/06/2025	Couper		Plot 30a	38.00
15/05/2025	Dignity Funerals		Burial 11/6/24 Harrison FC6	3,325.00
06/05/2025	Funeral Partners		Fees paid in error	1,425.00
12/06/2025	GR Keat		Plot 15a & 21a	31.00
19/05/2025	Greenaway		Plot 25A	15.00
30/04/2025	Handelsbanken		Interest April 2025	4,109.40
30/05/2025	Handelsbanken		Bank Interest May	4,256.30
30/06/2025	Handelsbanken		Bank Interest June	3,956.68
02/05/2025	Harrington Plot 32		Rent & Deposit	20.00
08/05/2025	HMRC Vat		VAT Q4 2024/5	7,277.44
19/05/2025	Hook		Plot 13	27.00
01/04/2025	J Card		Thucydides Plot F AA 8	565.00
12/06/2025	John Jenkins Ltd		Summer Bloom	91.20
09/05/2025	John Rose		Flat Rent	1,275.00
30/05/2025	John Rose		Flat Rent	1,275.00
03/04/2025	KORYCKA		Plot 17	32.00
24/04/2025	Lodge Brothers		Eysenck F DD 10	180.00
15/05/2025	Lodge Brothers		Memorial Rodgers F E 1	360.00
23/05/2025	Lodge Brothers		Perry FCC1	475.00
03/06/2025	Lodge Brothers		Memorial Perry	120.00
25/06/2025	Lodge Brothers		Tablet - McDonald	60.00
25/06/2025	Lodge Brothers		Walker F F 4	4,575.00
27/05/2025	McDonald		McDonald D B 4 tfr ownership	50.00
02/05/2025	McElhaw		Interment Plot E I 5 McElhaw	2,775.00
30/05/2025	Myers		Plot 24A	15.00
17/06/2025	Pamela Rodger		EROB	950.00
01/04/2025	Patel		Plot 32	15.00
14/04/2025	Patel		Plot 34A	14.00

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17:17

Handelsbanken

Cash Received between 01/04/2025 and 30/06/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
27/06/2025	Patel		Plot 35	15.00
14/05/2025	Pearce-Ransome		Plot 6	45.00
03/04/2025	Pike		Pike F E 6	60.00
06/05/2025	RBWM		CIL u/p Oct 2024	220,879.30
12/06/2025	Roberts		Plot 38 & 39	64.00
12/06/2025	Robinson		Plot 32b	34.00
12/05/2025	S Bessell		Memorial FCC6 Lee	60.00
01/04/2025	Sales Recpts Page 40		Sales Recpts Page 40	497.89
08/04/2025	Sales Recpts Page 41		Sales Recpts Page 41	182.40
08/04/2025	Sales Recpts Page 42		Sales Recpts Page 42	91.20
09/04/2025	Sales Recpts Page 43		Sales Recpts Page 43	182.40
11/04/2025	Sales Recpts Page 44		Sales Recpts Page 44	91.20
14/04/2025	Sales Recpts Page 45		Sales Recpts Page 45	273.60
17/04/2025	Sales Recpts Page 46		Sales Recpts Page 46	854.10
08/05/2025	Sales Recpts Page 47		Sales Recpts Page 47	532.77
12/05/2025	Sales Recpts Page 48		Sales Recpts Page 48	769.50
12/05/2025	Sales Recpts Page 49		Sales Recpts Page 49	160.00
13/05/2025	Sales Recpts Page 50		Sales Recpts Page 50	91.20
13/05/2025	Sales Recpts Page 51		Sales Recpts Page 51	91.20
13/05/2025	Sales Recpts Page 52		Sales Recpts Page 52	122.40
13/05/2025	Sales Recpts Page 53		Sales Recpts Page 53	364.80
14/05/2025	Sales Recpts Page 54		Sales Recpts Page 54	364.80
15/05/2025	Sales Recpts Page 55		Sales Recpts Page 55	182.40
27/05/2025	Sales Recpts Page 56		Sales Recpts Page 56	1,232.00
30/05/2025	Sales Recpts Page 57		Sales Recpts Page 57	182.40
02/06/2025	Sales Recpts Page 58		Sales Recpts Page 58	91.20
16/06/2025	Sales Recpts Page 60		Sales Recpts Page 60	182.40
17/06/2025	Sales Recpts Page 61		Sales Recpts Page 61	200.00
20/06/2025	Sales Recpts Page 62		Sales Recpts Page 62	621.26
24/06/2025	Sales Recpts Page 63		Sales Recpts Page 63	1,314.00
17/04/2025	Saunders		Box League	3.00
11/04/2025	Set in Stone		BULL A H 9	60.00
01/05/2025	Stephen Nolan		Box League	3.00
28/04/2025	Stripe online for Clubspark		Tennis Income April 2025	1,210.11

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Handelsbanken

Cash Received between 01/04/2025 and 30/06/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
28/05/2025	Stripe online for Clubspark		Tennis Income May	637.23
30/06/2025	Stripe online for Clubspark		June Tennis Income	804.14
07/05/2025	Sunningdale Village DR		Unidentified Income	100.00
25/04/2025	Sunningdale Village Hall		Return MAD Academy Grant	1,476.00
12/06/2025	Swan		Plot 21b	15.00
11/04/2025	Various		Tennis Income	11.00
04/04/2025	Welch		Plot 17	30.00
Total Receipts				<u>274,914.17</u>



SUNNINGDALE PARISH COUNCIL

Community Infrastructure Levy (CIL) Policy & Procedures

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3. CIL Regulations
4. The Parish Council's Policy
5. Implementation
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7. Revision History

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Appendix 2 Request for CIL Funding for Business Plan/Neighbourhood Plan Projects

Appendix 3 Stakeholder Grant: Guidance Notes & Application Form

1. Introduction

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

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

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

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

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

2. Policy Aims

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

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

3. CIL Regulations¹

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

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

The neighbourhood portion of the levy can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area' (see regulation 59C inserted by the 2013 Regulations for details²). The wider definition means that the neighbourhood portion can be spent on things other than infrastructure provided it is concerned with addressing the demands that development places on the area. For example it could be used to support affordable housing.

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

4. The Parish Council's Policy

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

Business Plan Projects

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

Stakeholder CIL Grants

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

5. Implementation

Business Plan / Neighbourhood Plan Projects

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

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

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

Stakeholder Grants

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

6. Governance

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

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

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

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

7. Revision History

First Draft presented to CIL Working Group 10th September 2024

Amended version presented to Council 17 September 2024

Updated version presented to Council 15 October 2024: Approved with one amendment to confirm Finance Committees role is to validate & scrutinize.

Appendix 1

Neighbourhood Plan Objectives

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

Appendix 2

Request for CIL Funding for Business Plan/NP Projects

Name of Proposer: Charters School	Date: 18 th June 2025
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Project Description

Project Title:	Retractable Seating for the Charters School Main Hall
Project Location:	Charters School, Charters Road, Sunningdale, SL5 9QY
Description of Project:	This project proposes the installation of retractable seating in the Main Hall at Charters School to modernise the space and improve functionality. The upgrade will transform the hall into a versatile and inclusive venue suitable for school-wide assemblies, arts performances, community events, and external hires.

Project Justification

How does the project support business plan objectives?	The project enhances access to high-quality community infrastructure, encourages local arts and youth engagement, and improves educational outcomes — directly aligning with the Neighbourhood Plan goals around community, economy, and infrastructure.
How does the project comply with CIL Regulations?	The project represents a capital improvement to a facility that serves both the school and broader community. It addresses the increasing demand for flexible public spaces due to residential development and population growth.
What is the legal power under which we can implement this project?	Charters School, as a state educational institution, is eligible for CIL Stakeholder Grants as per the policy. The school's charity number is EW10993.
What are the main benefits of the project?	Wider Community Access to the Arts: Host inclusive performances for all age groups — from local nursery and primary school audiences to elderly residents from nearby care homes. Educational, Career Development & Enrichment Opportunities: Improve the delivery of professional-standard careers talks and employer presentations to whole year groups, enhancing student aspirations and pathways. This project will also create enrichment opportunities that foster personal growth, creativity, confidence, and collaboration through performances, assemblies, and extracurricular events in a welcoming, inclusive space. Sustainable Community Revenue & Value: Increase hire potential for community groups, theatre companies, youth clubs, and local organisations. Revenue generated will support maintenance and future programming.

Who will be the beneficiaries of the project?	<ul style="list-style-type: none"> • Charters students (1,700+) • Local primary schools students • Care Home residents • Community groups • The wider Sunningdale public, especially families and older residents
Are the benefits available to all?	Yes — events, performances, and hire opportunities will be open to a broad cross-section of the local community with accessible facilities for all ages and mobility needs.
Please provide evidence of community support for the project	<p>We have received enthusiastic letters of support from:</p> <ul style="list-style-type: none"> • Cranbourne Primary • Holy Trinity C of E Primary • St. Michael's C of E Primary • Dormy House Care Home • Ocean Theatre Company • Berks County FC • NVSDD Ltd • Parents and carers of Charters School

Project Status

Are there other preliminary tasks before the project can commence?	Quotes have been obtained, and preferred supplier identified.
Please identify any constraints or risks?	Minimal. Planning permission not required. Installation timeline depends on funding availability and school calendar coordination.

Project Funding

What is the total cost of the project?	The total projected cost of the retractable seating installation in the Main Hall is £98,587.00 + VAT . This includes the seating system itself and optional enhancements to ensure the system is fully functional, visually discreet, and flexible for multiple uses.
What is the spend to date on this project?	<p>To date, £6,000 has already been invested in the project through successful fundraising efforts. This funding has been used to upgrade the Main Hall lighting infrastructure to support enhanced visibility and production quality for school and community events, laying the groundwork for a fully modernised performance space.</p> <p>The investment already made in lighting demonstrates our commitment to improving the space and ensures the full benefit of the seating system can be realised immediately upon installation. The retractable seating is the final component in transforming the Main Hall into a multi-functional venue suitable for school, community, and local arts use.</p>

Please provide a breakdown of the costs.	<p>Item Description Cost (Excl. VAT)</p> <p>Base Seating System 244-seat retractable seating unit (Alternative 1, includes installation and power operation) £92,316.00</p> <p>Side Drapes Automatic drapes to conceal the understructure £1,955.00</p> <p>Rear Laminate Panels Laminate panels to provide a clean, projectable rear surface £3,675.00</p> <p>Partial Opening Feature Enables partial system extension for varied event formats £641.00</p> <p>TOTAL £98,587.00</p>
Please provide a forecast of any income and operating costs that derive from the project after completion.	<p>Annual Servicing Required to maintain 10-year extended warranty. Includes safety checks, lubrication, adjustment, inspection of electrical/mechanical systems. £1,000 – £1,500</p> <p>Contingency Recommended reserve for any unexpected issues or component replacements. £250</p> <p>Estimated Total Annual Cost: £1,000 – £1,750 to be covered by regular parental donations & lettings income</p> <p>While the new infrastructure will generate some revenue from external bookings, particularly from commercial or profit-making organisations, which will be charged a standard lettings fee, this project is not commercially driven. The Main Hall will continue to be made available free of charge to local community groups, such as youth organisations, senior clubs, and amateur performance groups, ensuring the space remains a valuable resource for the wider public.</p> <p>This balance of modest income generation with widespread free access reflects our commitment to both financial sustainability and community enrichment, enabling Charters School to serve as a cultural and educational hub for all.</p>

Delivery Timescale

Please show the key milestones for the project.	<p>1. Funding Secured & Order Placed Week 0 Formal acceptance of quotation, payment of 25% deposit, confirmation of seat fabric colours and specifications.</p>
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	2. Manufacturing Lead Time	Weeks 1–10	Hussey Seatway will manufacture the seating system in the UK to the agreed specifications.
	3. Pre-Installation Planning	Weeks 6–10 (overlapping)	Site preparations, layout confirmation, delivery coordination, and internal communication.
	4. Delivery to Site	Week 11	Delivery of equipment to Charters School, assuming access requirements are met.
	5. Installation	Week 11 or 12 (5 working days)	Installation of the full seating system by Hussey Seatway engineers during term time.
	6. Handover & Training	Immediately post-installation	On-site training and handover to designated staff to ensure correct and safe use of the system.
	7. Project Completion & Final Payment	Within 30 days of installation	Final 25% balance payment upon practical completion. Seating system fully operational for school and community use.

Appendix 3

CIL Stakeholder Grant: Guidance Notes & Application Form

CIL STAKEHOLDER: A GUIDE FOR APPLICANTS

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

WHO CAN APPLY?

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

WHAT IS NOT ELIGIBLE?

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

WHAT DOES A PROJECT NEED TO DEMONSTRATE?

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

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

COMPLETING THE FORM

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

Questions 1-3 - Applicant organisation details

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

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

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

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

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

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

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

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

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

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

DECLARATION

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

SUPPORTING INFORMATION

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

WHAT HAPPENS AFTER SUBMITTING AN APPLICATION?

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

PAYMENT OF CIL FUNDING

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

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

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

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

PUBLICITY

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

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

(Application form follows on next page)

CIL STAKEHOLDER GRANT - APPLICATION FORM

1. Applicant organisation	Charters School
2. Name & position of main contact	Rebecca Herbert – Marketing Manager
3. Applicant contact details (phone no, email & address)	Phone: 01344 624826 Email: R.Herbert@chartersschool.org.uk Address: Charters School, Charters Road, Sunningdale, SL5 9QY
4. Type of organisation If a charity, please provide registration number	Academy School Charity registration number: Academies are exempt charities – not registered with the Charity Commission however our exempt charity number is EW10993
5. Is the organisation able to reclaim VAT?	Yes
6. Location of project	Main Hall, Charters School, Charters Road, Sunningdale, SL5 9QY
7. Summary of the project proposal	The project involves the installation of a high-specification retractable and movable seating system in the Main Hall at Charters School. The seating will enhance the space's usability for school assemblies, performances, conferences, and local community events. With a capacity of 244 seats, the system will transform the hall into a multi-functional venue for cultural, educational, and social gatherings, including those hosted free of charge for community groups. This investment builds on recent upgrades to the hall's lighting, funded through school-led fundraising.
8. Estimated project cost	£98,587.00 (excluding VAT)

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	£98,587.00	Retractable seating system
Any other Local Authority Contribution	£0	
Third party contribution	£6,000.00	(Fundraising already completed by the school)
Total Cost	£104,587.00	

10. Details of additional sources of funding available	£6,000 has already been raised by the school community through targeted fundraising for improvements to the Main Hall, specifically the new lighting system. Additional regular parental donations will support minor ancillary costs.
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made	CIL funding is essential to deliver this transformative project in full. While the school has already invested in hall upgrades through fundraising, the cost of the seating system exceeds what can be raised independently within required timelines. No other local authority or national grant has been secured or is under application for this specific infrastructure.

for funding							
12. Please indicate whether the organisation has previously received CIL or other funding sources from RBWM or Sunningdale Parish Council. If yes please, provide amounts and timings	In November 2021, Charters School secured CIL funding of £12,600 from both Sunningdale Parish Council and Sunninghill & Ascot Parish Council to jointly fund the installation of a new canopy as part of a collaborative infrastructure improvement project.						
13. How does the project help address the demands of development in the area. What evidence is there to support this?	As Sunningdale and surrounding areas grow, there is increased demand for high-quality, flexible community spaces. This project meets that need by turning the school's Main Hall into a shared facility supporting educational, social, and cultural development. It aligns directly with community infrastructure needs created by housing growth and supports inclusivity by offering a large-capacity space for events that are accessible to all age groups.						
14. What evidence is there of support from the community?	<p>There is strong and widespread community support for this project, demonstrating its value well beyond the immediate school environment. Charters School has received formal letters of support from a diverse range of local organisations, schools, and groups who recognise the potential of this facility to enrich community life. Supporters include:</p> <ul style="list-style-type: none"> • Berkshire County Football Club – endorsing the hall's value as a space for community gatherings and presentations. • Ocean Theatre Company – a local youth theatre group that plans to stage performances in the upgraded venue. • Cranbourne Primary School, Holy Trinity Primary School, and St. Michael's Primary School – who see the space as a valuable resource for shared use and transition events. • Dormy House Care Home – supporting intergenerational programming and local access to cultural events. • Natalie Vinson School of Dance and Drama – identifying the hall as a vital local performance space for students. • Parents and Carers of Charters School – many of whom have already contributed financially to the first phase of Main Hall improvements and continue to back the project wholeheartedly. <p>This groundswell of support demonstrates that the proposed seating installation meets a genuine local need for flexible, high-capacity event space that can serve educational, cultural, and social purposes for a wide range of users.</p>						
15. Proposed timelines for the project	<table> <tr> <td>Milestone</td><td>Date</td></tr> <tr> <td>Funding Confirmed</td><td>Jul 2025</td></tr> <tr> <td>Order Placement & Specification Finalisation</td><td>Aug 2025</td></tr> </table>	Milestone	Date	Funding Confirmed	Jul 2025	Order Placement & Specification Finalisation	Aug 2025
Milestone	Date						
Funding Confirmed	Jul 2025						
Order Placement & Specification Finalisation	Aug 2025						

	Manufacturing Period Installation & Handover Seating Operational	Sep-Nov 2025 Dec 2025 Jan 2026
16. Is there a related operating cost associated with the project? How will this be addressed?	Yes. The seating system requires annual servicing (estimated £1,000 - £1750/year) to maintain its extended 10-year warranty. These costs will be covered through a mix of regular parental donations and lettings income. Profit-making organisations will be charged standard hire fees, while community groups will benefit from free access wherever possible.	
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.	As an academy school, Charters School publishes audited annual accounts which are publicly available via the Department for Education and Companies House. We operate a balanced budget with prudent reserves, though capital funds for infrastructure such as this are limited. <i>(Audited accounts available on request.)</i>	
18. Do you need planning permission to carry out the works?	No. The installation is internal and does not alter the building's structure or external appearance.	
19. If planning permission is required, is it in place to carry out the works? If so please provide the application number.	Not applicable.	

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: R. J. H. H. H.

Organisation: Charters School

Date: 18/6/25

Community Letter of Support – Charters School Retractable Seating Project

To: Sunningdale Council

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This project:

- Addresses growing demand from new and existing local developments by expanding infrastructure capacity.
- Increases access to high-quality indoor space for schools, youth groups (e.g. Scouts, Guides), sports teams, and arts organisations.
- Is consistent with the aims of the Ascot, Sunninghill & Sunningdale Neighbourhood Plan - particularly in fostering vibrant community life and ensuring facilities are inclusive, accessible, and flexible.

We believe this investment would deliver lasting, multi-generational value to the area, and we urge the Parish Council to approve this application.

Sincerely,

A handwritten signature in black ink, appearing to read 'S g Kay', with a horizontal line underneath the 'g'.

Name: Stephen Kay

Organisation: Berks County FC

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Sincerely,

Name:



Andrew Miller
Artistic Director

andrew@oceantheatre.com
07786 617891

Organisation:

Ocean Theatre Company
www.oceantheatre.com

Community Letter of Support – Charters School Retractable Seating Project

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Sincerely,

Name:

Paula Jenkins

Organisation:

Headteacher

Cranbourne Primary School



Community Letter of Support – Charters School Retractable Seating Project

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Sincerely,

Name: Liz Hockley – Community Relations Manager

Organisation:

Aria Care – Dormy House Care Home, Sunningdale

<https://www.ariacare.co.uk/find-a-home/dormy-house-in-sunningdale>

Community Letter of Support – Charters School Retractable Seating Project



To: Sunningdale Parish Council

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Sincerely,

Name: Mrs J Griffith

Organisation: Holy Trinity CE Primary School, Sunningdale



husseyseatway
PUBLIC SEATING SYSTEMS

P05888.1-25 Charters School

RETRACTABLE SEATING QUOTATION

HUSSEY SEATWAY
3 CENTURION WAY, CRUSADER PARK
WARMINSTER, WILTSHIRE BA12 8BT
+44 (0) 1985 847200
www.husseyseatway.com



Mr Rebecca Herbert
Marketing Manager
Charters School

By Email: R.Herbert@charterssschool.org.uk

14 May 2025

Re: Retractable Seating for Main Hall

Dear Rebecca

Following our recent correspondence please find enclosed our quotation for the provision of Retractable Seating within the main hall.

As discussed, we have changed the seat type from benches to chairs, after speaking with our designers we can use a lower tier height with the chairs which allows us to squeeze an extra row in giving an overall capacity of 244. This achieves a clear height of 2091mm on the rear row so very slightly below the 2100mm but allowing far greater clearance than our competitors proposal. The 244 includes a row bolted to the front of the unit, to reduce the closed depth further these could be omitted, see alternative 2 drawing taking capacity back to 222.

In the base price we have allowed for a travelling unit which will enable you to move the seating up and down the hall as required, see video link below. As discussed this would enable you to move the seating all the way down the hall as a closed block and store in front of the stage allowing the fire exit on the opposite end wall to remain clear. As discussed we could supply the rear panel as a white laminate panel to enable you to project onto it.

https://www.dropbox.com/scl/fi/zqaor6hoixn1zm4pi9ngo/DSC_0094.MOV?rlkey=w7mhrnu3rk2r1s8gujje6209k&st=xdwxi1jc&dl=0

The retractable structure is manufactured in the UK in accordance with EN1090 execution class 2. A 1-year warranty is provided as standard which we extend to 10 years on the basis it is serviced annually.

For more information or advice, please do not hesitate to contact me on 01985 847200 or email cblack@husseyseatway.com.

Yours sincerely,

Chris Black
Director

ALTERNATIVE 1 – 244 SEATS**MODEL – SEATWAY TP RETRACTABLE SEATING**

1 Bank	Type	TP-F (Travelling)
	Operation	Integral power C/W 'Soft Start'
	Width	11,920mm, Including rails
	Number of Seat Rows	11, Including row 0 chairs
	Number of Platforms	10
	Row Rise	245mm
	Row Depth	850mm

DETAILS

System Finish	Deck	Carpet, Standard Eurocord Range
	Metalwork	Powder Coated
Aisles	Number	1 No. 1100mm wide is included
	Intermediate steps	Included
	Contrasting trim	Included for all aisle nosing
	Row Letters	Included
	Aisle Lights	Not included
Rails	Side Rails	2 No. sets of self-storing rails are included
	Front Rails	Not required
	Rear Rails	Included
Seating	Model	Centura
	Backrest/Seat Pan	Upholstered
	Fabric	From the Xtreme Range by Camira
	Arms	Not included
	Quantity	244
	Seat Centre	460mm
	Seat Numbers	Included
Miscellaneous	Front Fascias	Not Included
	Side drapes	See options
	Rear drapes	See options

ALL FOR THE SUM OF**£92,316.00****OPTIONS**

1.	To provide 2 sets of side drapes to cover off the visible understructure when extended. Note these are automatic and don't have to be removed. For the additional sum of...	£1,955.00
2.	To provide laminate panels to close off the rear of the system. For the additional sum of...	£3,675.00
3.	To provide a partial opening feature to enable the system to be extended to any number of rows. For the additional sum of...	£641.00

ALTERNATIVE 2 – 222 SEATS**MODEL – SEATWAY TP RETRACTABLE SEATING**

1 Bank	Type	TP-F (Travelling)
	Operation	Integral power C/W 'Soft Start'
	Width	11,920mm, Including rails
	Number of Seat Rows	10
	Number of Platforms	10
	Row Rise	245mm
	Row Depth	850mm

DETAILS

System Finish	Deck	Carpet, Standard Eurocord Range
	Metalwork	Powder Coated
Aisles	Number	1 No. 1100mm wide is included
	Intermediate steps	Included
	Contrasting trim	Included for all aisle nosing
	Row Letters	Included
	Aisle Lights	Not included
Rails	Side Rails	2 No. sets of self-storing rails are included
	Front Rails	Not required
	Rear Rails	Included
Seating	Model	Centura
	Backrest/Seat Pan	Upholstered
	Fabric	From the Xtreme Range by Camira
	Arms	Not included
	Quantity	222
	Seat Centre	460mm
	Seat Numbers	Included
Miscellaneous	Front Fascias	Not Included
	Side drapes	See options
	Rear drapes	See options

ALL FOR THE SUM OF**£88,392.00****OPTIONS**

4.	To provide 2 sets of side drapes to cover off the visible understructure when extended. Note these are automatic and don't have to be removed. For the additional sum of...	£1,955.00
5.	To provide laminate panels to close off the rear of the system. For the additional sum of...	£3,675.00
6.	To provide a partial opening feature to enable the system to be extended to any number of rows. For the additional sum of...	£641.00

PRODUCT

1. We make every effort to ensure that our products and proposed layouts meet with the local regulatory requirements. However, we cannot be ultimately responsible for gaining approval, although we will assist where possible.
2. It is the responsibility of the owner/client to ensure that the floors are capable of withstanding the point loads imposed by the system. Hussey Seatway can provide information [including drawings] regarding the load levels and position of these loads, and will co-operate fully where needed. Various floor types are suitable, but a level, smooth and hard surface is required, i.e. deviation must not be greater than 5mm over 3m. Note – in the case of recessed unit installations, the floor type/finish must be the same in the recessed zone as the main floor and to be continuous, i.e. no thresholds.
3. It is essential that no underfloor heating or services are present in the fixing zone, as it will not be possible to fix and subsequently commission the product. Please contact us during the early stages of construction so we can produce drawings that indicate the fixing locations.
4. Please note, carpeted floors are not acceptable under any circumstances, unless running boards are also purchased – this to be discussed with our technical department.
5. Deckboards and wood panels can be supplied to fire retardant grades BS476 class 1 or class 0 if required. Please contact us for further information.
6. All upholstery complies with BS5852, 2006, Part 1 & Part 2 Ignition source 5 in respect of flame retardancy.
7. Unless specifically asked pull out tests on masonry fixings will not be completed. The quality of masonry must be of a standard to accept good fixings where required.
8. On health and safety grounds it is advised that the provision of front rails to row 1 is considered to discourage public access on and off the front of the telescopic unit, without accessing the aisles. Please contact us for further information

PRICES QUOTED

1. Are exclusive of VAT which will be charged at the ruling rates.
2. Are open for acceptance for a period of 30 days.
3. Assume the installation is carried out during term time, works to take 5 days.
4. Are based on delivery/installation by 31st December 2025 latest, with the installation period to be in one continuous period.
5. Our quoted price is based on raw material costs prevailing at the date of this quotation. Given the uncertainty of global economic conditions that we are experiencing at present, we reserve the right to pass on any significant and unforeseen cost rises that we experience between the date of this document and the start of the manufacturing period (which is typically 10 weeks prior to the despatch date) to you in full. If we do not contact you prior to commencing the manufacturing of the product, then the price detailed above remains valid.
6. Include for insurance of the material up to delivery to site. Once the goods are on site it is the client's responsibility to insure the goods.
7. Are based on delivery vehicles being: -
 - a. 40ft containers or trailers.
 - b. The delivery vehicle being able to park within 30m of the room where the seating is to be installed.

Note – if both of the above cannot be achieved, extra charges will apply.
8. Our price does not include for any storage of the goods should installation be delayed from a previously agreed installation commencement date extra charges may apply.

DELIVERY/INSTALLATION

1. At present 12-14 weeks from receipt of order, colour selections and agreement of product specification.
2. Once an installation date is agreed we need 4 weeks' notice to change the previously agreed dates. Note – any storage charges incurred due to a delay will be passed on.
3. On completion of the installation we ask for the relevant person(s) to be available for a detailed handover, to include product specific training. If this is not possible and a return visit to site is required, this will be chargeable at a rate of £300.00 per man day, plus mileage, subsistence and if applicable accommodation.

PAYMENT TERMS

25% Deposit to be paid within 14 days of order/instruction

50% Payable 2 weeks prior to delivery of goods to site

25% Balance payment within 30 days of practical completion of installation and handover

CONDITIONS OF SALE

1. The Title of any goods supplied does not pass from Hussey Seatway Ltd until full payment is received.
2. Our standard Conditions of Sale will apply, full details will be provided on request.

Community Letter of Support – Charters School Retractable Seating Project

To: Sunningdale Parish Council

We, the undersigned, write to express our full support for Charters School's application for CIL funding to install retractable seating in its main hall.

Charters School is a cornerstone of our community. The proposed retractable seating would enhance its ability to host a wide variety of events for the local area, including theatre performances, musical concerts, sports award evenings, inter-school competitions, community forums, and senior citizens' showcases.

This project:

- Addresses growing demand from new and existing local developments by expanding infrastructure capacity.
- Increases access to high-quality indoor space for schools, youth groups (e.g. Scouts, Guides), sports teams, and arts organisations.
- Is consistent with the aims of the Ascot, Sunninghill & Sunningdale Neighbourhood Plan - particularly in fostering vibrant community life and ensuring facilities are inclusive, accessible, and flexible.

We believe this investment would deliver lasting, multi-generational value to the area, and we urge the Parish Council to approve this application.

Sincerely,

Name: Mrs Jaime Anand

Connection to Charters School: Parent

Community Letter of Support – Charters School Retractable Seating Project

To: Sunningdale Parish Council

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Sincerely,

Jennifer Carroll

Connection to Charters School:

Parent of a Charters student, (soon to be two)

6 years as a netball mum at Charters

8 years school holiday club / childcare user at Charters.

School concert and play audience member

Community Letter of Support – Charters School Retractable Seating Project

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Sincerely,

Name: Mich Mazzocco and Carl Creswell

Connection to Charters School: parents of 3 children at Charters, local residents

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Sincerely,

Name: Natalie Shaw

Organisation: NVSDD Ltd

Award Winning Performing Arts School with branches in Ascot and Warfield.



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Sincerely,

Name: Mr Rohit Anand

Connection to Charters School: Parent

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Sincerely,

Sarah Stocks-Wilson

Connection to Charters School: Parent

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Charters School is a cornerstone of our community. The proposed retractable seating would enhance its ability to host a wide variety of events for the local area, including theatre performances, musical concerts, sports award evenings, inter-school competitions, community forums, and senior citizens' showcases.

This project:

- Addresses growing demand from new and existing local developments by expanding infrastructure capacity.
- Increases access to high-quality indoor space for schools, youth groups (e.g. Scouts, Guides), sports teams, and arts organisations.
- Is consistent with the aims of the Ascot, Sunninghill & Sunningdale Neighbourhood Plan - particularly in fostering vibrant community life and ensuring facilities are inclusive, accessible, and flexible.

We believe this investment would deliver lasting, multi-generational value to the area, and we urge the Parish Council to approve this application.

Sincerely,

Name:

Matt Thompson, Headteacher

Organisation:

St Michael's School, Sunninghill





CIL STAKEHOLDER GRANT - APPLICATION FORM

1. Applicant organisation

1st Sunningdale Scouts Group

2. Name & position of main contact

Michael King, Trustee Board Chairperson

3. Applicants contact details (phone no, email & address)

Mobile: 07771 613148

Email: micky@sunningdalescouts.onmicrosoft.com

Postal: 55 Lower Village Road, Sunninghill, Ascot, SL57AF

4. Type of organisation

If a charity, please provide registration number

Registered charity 300514

5. Is the organisation able to reclaim VAT?

No

6. Location of project

The Scout Hut, Sandy Lane, Sunningdale, SL5 0ND

7. Summary of the project proposal

1st Sunningdale Scouts has a long and rich history within the community, being one of the first Scout Groups in the country. Established in 1910, we provide a wide range of activities to Young People and Leaders alike (*refer to Addendum 1 – History of 1st Sunningdale Scouts and What We Do*). Scouting prides itself on being an inclusive and diverse organisation. We provide places to 130 Young People and 31 adult Leaders, both male and female, and this includes Young People with SEN and or additional needs (*refer to Addendum 2 – Key Statistics, SEN & Additional Needs, Ethnic Demographic*)

Our current Scout Hut was built in 1967. It has asbestos in the roof and floor, is completely inaccessible to anyone with additional needs, one toilet has been unusable for more than 2 years, neither toilet is designed for disabled access (*refer to Addendum 3 – Pictures of the Site*). Our original intention was to affect a complete re-build, but with costs skyrocketing over the last couple of years, the financing needed to achieve this is beyond our reach and we are now looking at a significant refurbishment.

As part of the initial review, we thoroughly examined several alternative options to a rebuild, including:

- Broomhall site – determined unviable by the Parish Clerk
 - Lack of flexibility to add additional section meetings to reduce waiting list numbers.
 - Lack of storage space for kit
 - Size of rooms available too small to accommodate activities and meetings, particularly during the winter months
- Relocation to Earlywood – future of site uncertain
 - Lease currently being renegotiated with The Scout Association
 - Difficult for Earlywood to accommodate a resident Scout group and maximise earnings – Earlywood must fund itself
 - 1st Sunningdale would no longer be in the heart of the village and all Young People would need to be driven
- Purchase of an alternative site for building – lack of cash flow challenge and lack of appropriate affordable sites in Sunningdale
 - The Sandy Lane site belongs to The Scout Association and therefore any money resulting from a sale of the current site would not be ours.

The existing site is owned by 1st Sunningdale Scouts, providing certainty of its future ownership and flexibility of use. Having considered all alternative options available rebuilding the current hut at the current location is the most cost-effective solution available.

1st Sunningdale Scouts is entirely run by volunteers – from the leaders to the Trustee Board, to the parent helpers and everyone involved in fundraising – and to their collective credit they have raised over £100,000. Applying for CIL funding from our Parish Council is the most important tranche in financing this project. As well as the funding itself being significant and vital, a commitment would demonstrate a concrete level of Community support for the project (as evidenced by the recent Council survey) and will be essential to enable us to unlock the further

funding we are looking for from the National Lottery, charitable organisations, and 3rd Party donors.

The CIL funding would be used to support the related building and materials costs of the build. We are working closely with Stones Architects to competitively tender the project; we currently have 9 building firms who have expressed formal interest and are generating detailed quotes. (*refer to Addendum 6 – Building cost and schedule*). The build will be delivered under a JCT Standard Building Contract, including staged payments, which will be managed by an independent contract delivery management consultant.

Scouting is well recognised and strongly supported across the community for the broad benefits it delivers (*refer to Addendum 4 – Commendations*) in addition to the overwhelming support captured in the Sunningdale Stakeholder Survey Q11. The project will deliver on several strategic objectives of the Sunningdale Parish Council Business Plan including:

- Community – supporting local villages by providing activities for young people away from screens and/or anti-social behaviour. Support through contributing to local events. Providing positive opportunities for different age groups and children from different educational settings to meet, understand, and support each other within the community, thereby building a strong, supportive community from the ground up.
- Lifelong learning – learning and self-development is core to Scouting for young people from 4-18 years, and for adult leaders/volunteers.
- Local environment – utilising, where possible, environmentally friendly building materials, reducing energy and water consumption, and focussing on improved visual aesthetics, cleanliness, and maintenance of the hut.

The benefits of this project will provide to two key recipient groups: Young People and Leaders involved with Scouting and the residents of Sunningdale and surrounding parishes.

Physical and mental wellbeing of Young People and Leaders

- The Scout hut with improved facilities and access will be a more inclusive and positive place to spend time in, encouraging recruitment and retention of more leaders enabling the growth of all sections. (*refer to Addendum 2 - Key Statistics, Local Scouting Group Numbers*). We were unable to retain a potential new leader who used a wheelchair, as after a short trial period the access was just too challenging.
- Young people and adults who take part in Scouting gain a wide range of learning, mental-health, and physical wellbeing benefits. (*refer to Addendum 2 Key Stats, National Scout Survey*)
- Increasing diversity by providing access to and improved environment for a range of needs, including physical access, appropriate toilet facilities and better sound proofing. (*refer to Addendum 2 - Key Statistics, SEND & Additional Needs*).
- Provides opportunity for “places for teens to meet” in the Scouts and Explorer section, which was the 3rd highest mention of section 1.2 Q4 in the Sunningdale Stakeholder Survey.

The Sunningdale Community and surrounding parishes

- Providing a new accessible community space for hire in addition to Broomhall Recreation Ground, Sunningdale Village Hall, and Holy Trinity Church for activities to be run and events to be held by the wider community. This will allow for the increase in demand that will follow development of new housing. The Trustee Board for Sunningdale Village Hall confirmed they are happy to work together when the time is right to establish an approach that will support the provision of affordable space in the community.
- Activities provided for the wider community by 1st Sunningdale Scouting Group, which are predominantly attended by the public rather than parents or guardians of Scouts.
 - Second hand bikes sales held 3 or 4 times a year, over the last 5 years processed over 1000 bikes at an average cost point of under £30, providing affordable and environmentally beneficial option for the community
 - Quiz nights held twice a year in Holy Trinity Church, over the last 5 years, attracting over 180 people per event. 10% of the profit given to Holy Trinity fundraising.
 - Annual golf event held at Sunningdale Heath Golf Club with over 60 participants, jointly operated by 1st Sunningdale and 1st South Ascot Scouts
- Other activities would be able to be held in the New Hut allowing for closer interaction with the community and thereby creating greater awareness of the Scouting organisation and what we contribute.
- Contributing to local events, e.g. beacon lighting, tidying the Churchyard, bulb planting, Remembrance Day, garden maintenance at Dormy House, supporting local events by providing catering and activities (Schools, Victorian Fair, other events across parishes).

8. Estimated project cost

The estimated project cost is £424,274 including VAT, which is based on the assessment of estimates provided by building firms involved in the formal tender process and validated by our architect. (*refer to Addendum 6 – Building cost and schedule*).

The tender process and target timings for pricing clarification are as follows:

- 16th June – Formal confirmation of interest received from 9 firms
- 30th June – Tender pack issued
- 4th July – provision of approximate estimate
- 4th August – provision of detailed tender
- By end August – negotiation and selection of preferred builder(s)

This approach is in line with Scouting Policy Organisation Rules and been agreed by the Trustee Board as appropriate to provide fiscal transparency.

Pre-build Professional Services Fee

To get this project to the build phase 1st Sunningdale Scouts have required professional services from a range of providers, which are not included in this CIL funding request.

The following details professional companies who have support at favourable fee or gifted their services and demonstrates a strong level of support

Reduced fee costs, **£11,640** inc. VAT:

- £8,010, Stones Architects (technical drawing plans and tender management)
- £2,880, Lacelles Design (initial design and planning application plans)
- £750, ACS (Trees) Consulting (arboreal report update)

Benefit in kind received to date, **£21,764** inc. VAT:

- £7,900, Leigh & Glennie Ltd (planning application)
- £5,544, Twenty 20 Architecture (design and architectural plans)
- £1,860, Sid Smith Project Management (cost planner)
- £1,584, ACS (Trees) Consulting (arboreal report)
- £1,440, CD Surveys Ltd (site survey)
- £1,080, Blue Sky Unlimited (sustainability report)
- £1,040, Malcolm Brittain (structural engineer)
- £594, Herald Nickinson Solicitors (legal)
- £362.10, John Wenman Ecological Consultancy (bat report)
- £360 David Wood (structural engineer)

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	£150,000	
Any other Local Authority Contribution	£50,000	Sunninghill & Ascot Parish
Third Party Contribution	£123,500	£100,000, 1 st Sunningdale Scouts £20,000, Ascot Round Table £3,500, Horace Moore Charitable Trust
Total Cost	£323,500	

10. Details of additional sources of funding available

We have no extra funding sources assigned to this project. Although we've met the £100,000 self-funding goal, fundraising is ongoing. Any additional funds will go towards professional fees or be held as contingency for construction.

We maintain two fully funded reserves, which may be used only in exceptional cases:

- Operational contingency: £13,000
- International Travel Fund: £2,500

Using these would reduce operational security for 1st Sunningdale and should not be taken lightly.

11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding

CIL funding is being sought for this project as the capital investment will provide community infrastructure for the current and increasing number of young families in Sunningdale and the surrounding parishes. This accords with the CIL legislation as described on the Sunningdale Parish website

“The money raised is to deliver infrastructure which supports the development in the area”

For us to maximise our requests to other funding sources, we have been advised that secured financial funding from the relevant parish councils is essential. As this demonstrates real commitment to the project by the community thus improving our chances.

Funding considered and applications made:

Royal Borough Windsor & Maidenhead was considered for provision of a capital grant, but requests are no longer being accepted.

Mobbs Memorial Fund has agreed in principle a donation of up to £12,500, but the trustees require confirmation of the planning approval number and quoted build costs before final confirmation.

Following a review of 139 potential sources of funding we have been able to identify 10 additional viable sources that could be material to our fund raising (>=£10K). They will be approached once we are able to confirm the level of support from Sunningdale Parish Council. These Include:

- Garfield Weston Foundation
- The Gosling Foundation
- National Lottery
- Sunninghill Allotment and Fuel Trust

The following table provides a summary of our fund-raising plan (*refer to Appendix 7 – Fund Raising Plan*).

Cost / Funding	Detail	Amount	Subtotal	Remaining Amount to Fund
Cost - Project Build	Capped building cost, actual to be confirmed	£ 424,274	£ 424,274	£ 424,274
Funding - Secured	1 st Sunningdale Scouts	£ 100,000	£ 173,500	£ 250,774
	Sunninghill and Ascot Parish	£ 50,000		
	Ascot Round Table	£ 20,000		
	Horace Moore Charitable Trust	£ 3,500		
Funding - Requested*	Sunningdale Parish Council	£ 150,000	£ 162,500	£ 88,274
	Mobbs Memorial Fund	£ 12,500		
Funding - Planned Local Charity Requests**	Sunninghill Allotment and Fuel Trust	£ 10,000	£ 25,000	£ 63,274
	Firebridge Trust	£ 10,000		
	Ascot Rotary	£ 5,000		
Funding - Planned Other Targets**	Various charities target £10K or over, ref Addendum 7 Fund Raising Plan. (OCE success rate adjusted)	£ 76,375	£ 77,950	-£ 14,676

*Figures indicate what we have submitted in applications

**Figures are estimates and subject to change

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

None received.

13. How does the project help address the demands of development in the area. What evidence is there to support this?

Demand for activities for young families moving to the area

- There is a demand for Scouting in Sunningdale and surrounding parishes. The 2024 Scout Association Census reported for the three local Scout Groups (1st Sunningdale, 1st South Ascot & 1st Ascot) a membership of 291 Young People with 150 on the waiting list. 1st Sunningdale accounted for approximately 45%% of places and has ambition to increase this to over 55%. To begin to address this, where Leader numbers allow, we have doubled the number of Squirrel and Beaver sections and added a second Scout troop to accommodate up to an additional 45 young people. This issue will grow with the increase in development across the parishes. (*refer to Addendum 2 Key Stats, Local Scouting Numbers*) Specifically, this project will support addressing the demand by:
 - providing a significantly improved environment to attract and retain more leaders, in turn allowing us to increase the number of sections we operate.

- by providing increased community engagement at the hut we will raise awareness of Scouting to a broader range of adults who would benefit from a leader role.
- Scouting provides a wide range of low-cost youth activities. We operate a hardship fund and have agreed with Sunninghill Fuel Allotment Trust to establish a bursary scheme for financially disadvantaged children to be able to participate in Scouting at 1st Sunningdale Scouts.

Wider Community Activities

- Community space to use for other activities while not in use by the Scouts. Will provide an additional option to address the increasing need for community space, as developments are delivered.

Addressing sustainability requirements

- Providing a more sustainable and energy efficient building to contribute to the management of environmental impact of growing development.
- Providing more spaces for local children to be able to join a group in their local area and feasibly be able to walk to the Hut rather than having to drive to alternative locations.

Parking

It is recognised that parking is challenging across Sunningdale and the development in the area will increase pressure. Whilst we cannot significantly impact the availability of parking, as this is outside of our remit, in discussion with the our neighbours we have implemented parking guidelines and carefully schedule Section meeting times to minimise disruption. We are taking steps to educate and enforce appropriate parking and behaviour by our Parents.

14. What evidence is there of support from the community?

Established in 1910, Sunningdale Scouts is among the longest-standing Groups in the country, having consistently served young people in Sunningdale and neighbouring parishes. Community interest and support for Scouting have remained steady throughout its history, as evidenced by a continuing waiting list that exceeds current capacity. This sustained demand underscores both an enduring community commitment to supporting youth through Scouting and the importance of expanding resources to enable the Group to operate effectively and grow.

Over the four years since the inception of this project, feedback has been gathered from a diverse group of stakeholders, including endorsements from local Headteachers who recognise the value Scouting offers to young people (*refer to Addendum 4 – Commendations from community supporters*).

Charters School, Mr. John Fletcher (Headteacher)

“Charters School would value any help you [Parish Councils] could offer to rebuild the group’s hut so that many more of our students have the opportunity to develop their creativity, resilience and leadership skills as part of this thriving Scout Group.”

Holy Trinity School Mrs. Jo Griffith (Headteacher)

“The work that the Scouts do extends and builds on the experiences and life skills that we work on in schools. Therefore, enabling better facilities for the Scouts will inevitably increase the opportunities and experiences for a lot of the children in our school and community.”

St Michael's CE School, Mr Thompson (Headteacher)

“I am fully in support of the funding application to rebuild the scout hut for the 1st Sunningdale Scout Group.”

Community engagement extends beyond those directly involved with Scouting, with regular participation in fundraising events such as quiz nights, bike sales, and golf days. These initiatives have contributed significantly toward achieving self-funding goals. Additionally, local professionals have provided substantial in-kind support valued at over £21,000 to advance the New Hut project.

Furthermore, the Resident & Stakeholder Survey 2024, distributed to all households in the Parish and achieving a statistically significant response rate, demonstrated strong backing for this initiative. Specifically, Question 4, which asked about desired additional community services in Sunningdale, identified ‘Scout Hut refurbishment’ as the top priority and ‘Youth club/places for teens to meet’ as the third, both of which can be addressed through this project.

15. Proposed timelines for the project

If the funding can be secured, we would like to commence building works from April 2026 and to be completed October 2026. Payments for the build will be aligned to milestones through this period with a final sign off payment, this schedule will be established in the contract of works and managed by an appointed independent Contract Delivery Management consultant.

16. Is there a related operating cost associated with the project? How will this be addressed?

Whilst this request pertains to the capital build, we acknowledge that there will be ongoing operational costs associated with maintaining the site and new facilities once the project is complete. 1st Sunningdale Scouts has successfully managed the operational costs of the current building since 1967. To ensure the long-term sustainability of the new facilities, we will establish a dedicated maintenance fund to support ongoing upkeep and operating expenses. This proactive approach will help safeguard the site's usability and longevity for future generations.

Regular operational expenditures are funded through a combination of subscription fees from our membership and a small amount of fund raising. We also maintain an account balance of £13,000 to cover all operational costs for a minimum of 1 year if, in the unlikely event, we were unable to receive subscription fees or fundraise at any point.

Future maintenance of the building will be covered by a new dedicated fund, with all revenue generated from the building hire going into this separate fund. The amount of money held in this account will be agreed once the building is complete and we fully understand the anticipated life of equipment and materials including any manufacturers or builders guarantees. Any additional funds raised from hiring will be invested back into equipment and opportunities for the Young People to enrich their life experiences.

Both fund levels will be reviewed as part of the annual financial planning discussion to ensure they reflect the impact of inflation and other considerations. For more information on the financial assessment of our operational readiness please refer to Addendum 5 - Business plan and cash flow analysis.

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.

We have attached a copy of our audited accounts, signed off on 14th June 2025. The documentation includes:

- Profit & Loss
- Balance Sheet

18. Do you need planning permission to carry out the works?

Yes

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

Yes. The revised planning application for a reduced scheme was submitted and fully approved on 17th April 2025.

If so please provide the application number.

Planning application number 25/00461

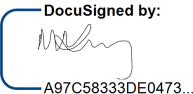
Declaration

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:  DocuSigned by:
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Organisation: 1st Sunningdale Scouts Group

Date: 6th July 2025

Addendum 1 - History of 1st Sunningdale Scouts and What We Do

1st Sunningdale Scouts is one of the earliest Scouting groups in the country which has continued running, without break, to this day.

First registered in 1910, as part of the Windsor Forest Association, they used to meet in the old stables and a bell tent in the grounds of Dale Lodge. Our first real Scout Hut opened in 1929 and was at the corner of Bedford Lane and Church Road, opposite the War Memorial until, in 1937, John Henry St. Quinten Astell (owner of the Dale Lodge Estate) gifted the Sandy Lane site to 1st Sunningdale, and a wooden hut was erected, then in 1967 the current building was established. The land now belongs to The Scout Association.

1st Sunningdale - The Early Years



The first Scout Troop 1919



The first Scout Hut 1929



Camping at East Wittering 1930



Building the Sandy Lane hut 1937



Taking the "trailer" to camp 1940's

1st Sunningdale – More recent milestones



Gardening at the Rec 2017



First Quiz Night at Holy Trinity 2020



First Virtual Camp – one of three during lockdown 2020



First Diamond Chief Scout 2020



First Golf Day with 1st South Ascot 2023



Oscar (centre) - one of our Explorers chosen to represent SE Berkshire at the King's Coronation 2023

What do the sections do...

Squirrels

Aged 4-6



Outside at Sunningdale Park



Our first Golden Acorn!



Helping in the garden



Visiting Holy Trinity!



Making space helmets for teddy bears

Scouts



Smors!



Decorating biscuits

Squirrels

BEAVERS

cubs

SCOUTS

EXPLORERS

BEAVERS

Aged 6-8



Science at Silwood Park



Boa constrictor!



Baby giant tortoise!

Scouts



Ninja lines!



Bio-diversity



Tent races!



Campfire investitures

Squirrels

BEAVERS

cubs

SCOUTS

EXPLORERS

cubs

Aged 8 – 10 ½



District Dragon Boat Regatta

Orienteering at South Hill Park



Tent peg whittling

Scouts



Local Police visit



Sleepover on HMS Belfast



Birds of Prey



Shelter Building



Bracknell Fire Station

Squirrels

BEAVERS

cubs

SCOUTS

EXPLORERS

SCOUTS

Aged 10 ½ - 14

Scouts



Games at the hut



Kayaking



Rifle shooting



Hiking....



Pioneering



Fires!



Open fire cooking

Squirrels

BEAVERS

cubs

SCOUTS

EXPLORERS

EXPLORERS Aged 14 - 18

Scouts 



Abseiling



Chillin' at Earleywood



Sea canoeing



Caving!



Wild camping



Being creative



Night hikes



Go kart making

....and in 2 weeks' time they're off to Morocco!

Squirrels

BEAVERS

cubs

SCOUTS

EXPLORERS

and then there are the camps...

Scouts 



Loading the trailer



The leaders!



Camp fire



All together!



Food for 80!



Big building at Parent & Child camp



Leader's campfire cheese board!



Being creative!



Drying wet canvas afterwards!

Squirrels

BEAVERS

cubs

SCOUTS

EXPLORERS

Community support...

and community events



Squirrels

BEAVERS

cubs

SCOUTS

EXPLORERS

Addendum 2 - Key Statistics**Location of Young People** – based on addresses of current membership

Parish	Location	#	Parish %
Sunningdale	Sunningdale	79	61%
Sunninghill & Ascot	Sunninghill	33	34%
	Ascot	8	
	South Ascot	3	
Other	Windlesham, V Water, Chobham etc	7	5%
		130	100%

Leaders and back office formal roles – this excludes the significant number of Alumni and parent volunteers involved on an ad hoc call off bases.

Section	Active	Seeking
Adult Leaders	31	6
Young Leaders (under 18yrs	2	4
Trustee Board	5	0
Support Roles	15	11
Total	53	21

Section Numbers - Boy / Girl split

Section	Boys	Girls
Squirrels	17	5
Beavers	25	10
Cubs	14	11
Scouts	27	12
Explorers	7	2
Total	90	40
% split	69%	31%

SEN & Additional Needs - data set is partially complete as it relies on parental input. SEN - Scout Association Classification	%
Developmental	15
Medical	9
Mental Health	4
No needs	72

Ethnic Demographic - data set is partially complete as it relies on parental input. Ethnicity - Scout Association Classification	%
British – White	74
Other - White	16
Indian	8
Mixed	2

Target Section Numbers – the following outlines the aspirations towards the number of places provided, which is highly dependent on recruitment and retention of the Leaders.

Section	Target Numbers	Current	% increase
Squirrels (15 x 2)	30 - 2 sections of 15	22 – 2 sections	36%
Beavers (24 x2)	48 - 2 sections of 24	35 – 2 sections	37%
Cubs (24 x 2)	48 - 2 sections of 24	25 – 1 section	92%
Scouts (24 x 2)	48 - 2 sections of 24	39 - 2 sections	23%
Explorers (16)	16 - 1 section of 16	9 – 1 section	78%
(190) Total	190	130	46%

Local Scouting Group numbers – the following provides an overview of the three key scout groups supporting the Sunningdale and surrounding parishes. Figures below are from the 2024 Scout Association Census

Group	Waiting list	# Sections	Target Section Growth	# Current Leaders	# Leader vacancies
1stSunningdale	66 Now 51	7 (4-18 years) 97 YP Now 130 YP	+2 (8-18) ~ 45 YP	27 Now 31	6 to achieve target growth
1st South Ascot	53	5 (4-18 years) 89 YP	None	21	0
1 st Ascot	46	4 (6-18 years) 72 YP	None	5	5

National Scout Survey – the following are relevant extracted elements from the last national Scout Survey, based on a comparison with a control group of non-scouts

- By the age of 50 Scouts are 15% less likely to suffer from mood disorders, depression, or anxiety
- Scouts have on average 1.1 more active days each week
- 6% higher on happiness
- 6% more likely to have increased perseverance and grit
- 6% more likely to play an active role in their community
- 10% higher score in getting along well with people of different race, cultures, & religions
- 12% more likely to show leadership by taking initiative and acting as a role model to help other make a positive difference
- 17% more likely to value the outdoors
- 19% more independent

National Chief Scout – Dwayne Fields

"I never thought I belonged anywhere until the moment I walked into that [Scout] hut."

Scouting provided him: “with a place to "belong" after he survived a stabbing and an attempted shooting during his youth. ... attending Scouts helped him avoid growing up "on the wrong side of the tracks". Mr Fields, the first black Briton to reach the North Pole, said he wanted to use his tenure to show Scouts is "a family for absolutely anyone".

(September 2024: <https://www.bbc.co.uk/news/articles/cd73lze14yx0>)

Berkshire Scouts 2024 Census (extract 29/10/24) - as every Scout Group/section is a different size the top awards and Dof E achieved are always expressed as a percentage of eligible young people in the Group/section during the census year

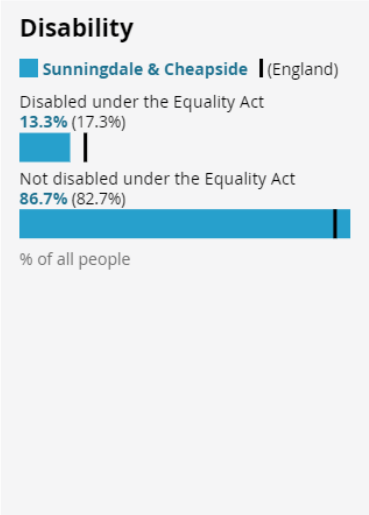
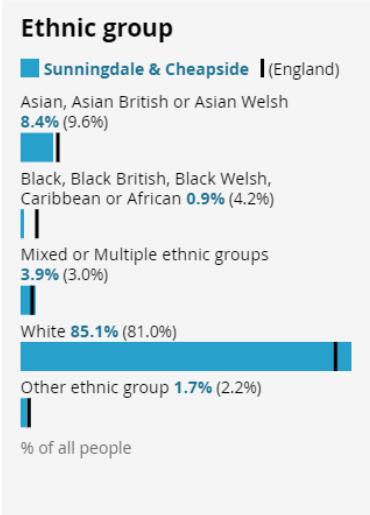
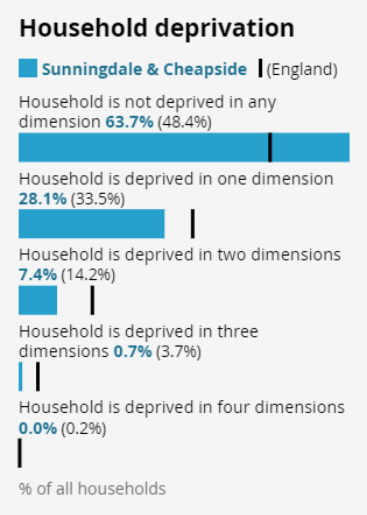
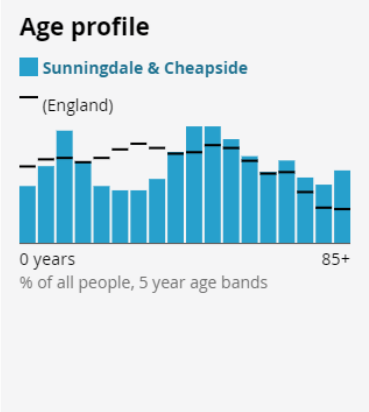
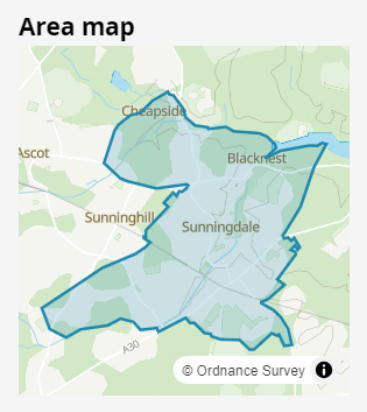
Top Youth Awards * - Royal Berkshire - 01 February 2023 to 31 January 2024								
Name	Chief Scout Awards Achieved							
	ACORN	% of Eligible	BRONZE	% of Eligible	SILVER	% of Eligible	GOLD	% of Eligible
South East Berkshire - 1st Ascot (All Saints)			0	0%	0	0%	0	0%
South East Berkshire - 1st South Ascot	1	9%	5	63%	7	70%	3	100%
South East Berkshire - 1st Sunningdale	12	62%	7	78%	7	100%	3	50%
BERKSHIRE - County Total	86	39%	556	41%	556	46%	213	33%

Census January 2024 - Top Youth Awards * - Royal Berkshire - 01 February 2023 to 31 January 2024														
Name	Chief Scout Awards Achieved				DofE Awards Achieved									
	PLATINUM	% of Eligible	DIAMOND	% of Eligible	BRONZE	% of Eligible	SILVER	% of Eligible	GOLD	% of Eligible	Explorer Belt	% of Eligible	Young Leader Belt Buckle	% of Eligible
South East Berkshire - Explorers at 1st Ascot (All Saints)	0	0%	0	0%	0	0%	3	33%	0	0%	0	0%		
South East Berkshire - Explorers At 1st South Ascot	6	100%	1	17%	7	100%	0	0%						
South East Berkshire - Explorers at 1st Sunningdale	11	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	0%
BERSHIRE - County Total	42	7%	35	6%	38	6%	22	4%	3	1%	16	6%	29	23%

Census January 2024 - Section Summary - Royal Berkshire			
District	Scout Group	Young People	
		Males	Females
South East Berkshire	1st Ascot (All Saints)	93%	27%
South East Berkshire	1st South Ascot	66%	34%
South East Berkshire	1st Sunningdale	67%	33%
BERKSHIRE - County Total		73%	27%

ONS Data for Sunningdale – a selection of dimensions from the 2021 Census

Sunningdale & Cheapside



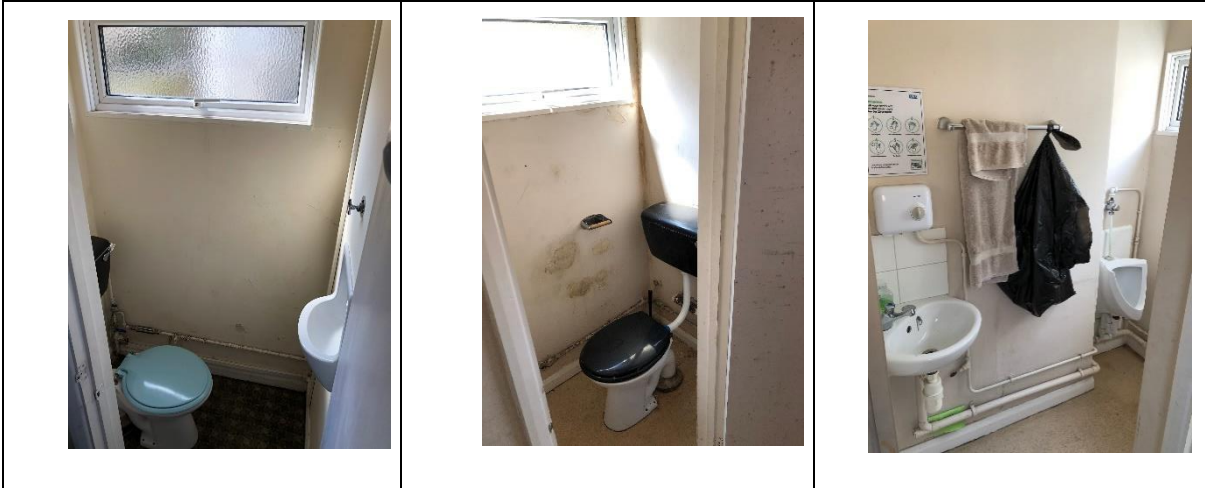
Source: Office for National Statistics - Census 2021

Addendum 3 – Pictures of the Site

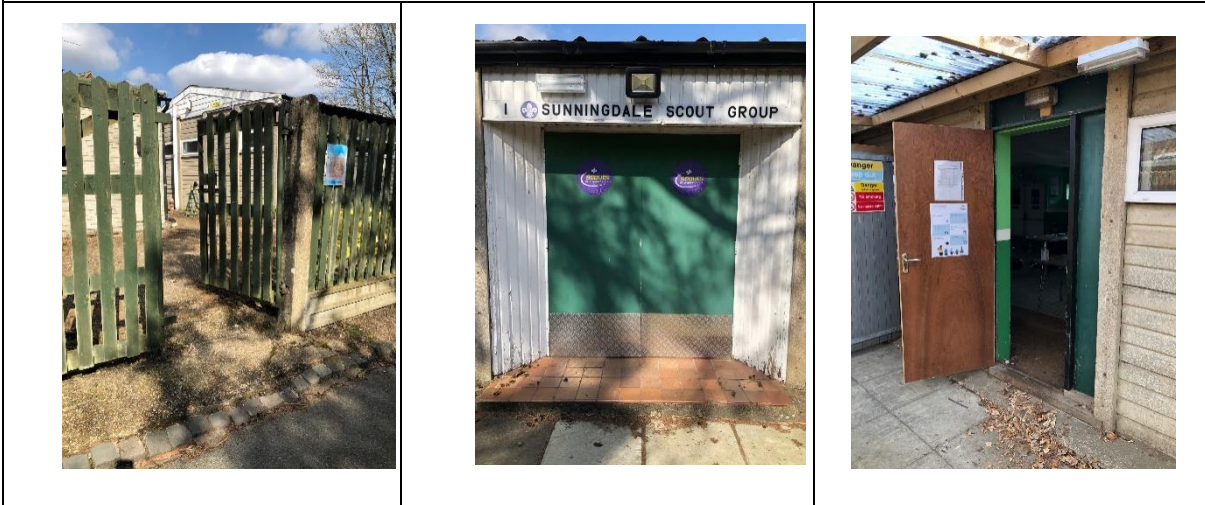
The damaged asbestos roof is resulting in significant water damage throughout the main Scout Hut. In the existing boys toilet it resulted in the ceiling collapsing, having to close off access and leaving only one toilet.



The toilets are not adequate standard and difficult to maintain hygiene. Not accessible



Access issues to the site are present throughout and need to be adequately addressed



Addendum 4 - Commendations from community supporters

The following local organisations have also provided formal confirmation of their support for the project

Charters School, Mr. John Fletcher (Headteacher)

“The 1st Sunningdale Scout Group is one of the institutions that helps our students develop into well-rounded individuals who are proud to be part of the wider community. Charters School would value any help you could offer to rebuild the group’s hut so that many more of our students have the opportunity to develop their creativity, resilience and leadership skills as part of this thriving Scout Group.”

Holy Trinity School Mrs. Jo Griffith (Headteacher)

“As a school, we are integral to the community and the development of our children. We strongly believe that this is a shared responsibility within the community and cannot be fulfilled without the support of parents and community groups, especially the local Scout Group. Many of our boys and girls attend Beavers, Cubs and Scouts. The work that the Scouts do extends and builds on the experiences and life skills that we work on in schools. Therefore, enabling better facilities for the Scouts will inevitably increase the opportunities and experiences for a lot of the children in our school and community. Offering opportunities for those children who may not otherwise have access to such activities and development, is a key benefit of having a thriving Scout group within the community.”

St Michael’s CE School, Mr Thompson (Headteacher)

“I am fully in support of the funding application to rebuild the scout hut for the 1st Sunningdale Scout Group. Being a former scout myself, I understand the vital role scouts/guides, etc play in shaping young people's lives. The range of activities and skills taught and experienced each week give children an excellent opportunity to become well-rounded individuals with vital life skills. Not only this, being in the scouts gives children a sense of belonging and gives them an excellent foundation as citizens, making them kind, caring and empathetic young people.”

St Michael’s CE PSA, Shelley Hayman (Co-Chair Parent Staff Association)

“St Michaels School Sunninghill PTA fully support the funding application made by 1st Sunningdale Scouts for their new hut. The scouts are a huge part of our children’s community, teaching valuable morals and life skills as well as building solid friendships in a non-school environment. They always support the local community wherever possible and many of the children at our school are at various stages of their scout journey. We look forward to building on our relationship with them in the future and wish them every success with their application.”

Holy Trinity Church, Revd Jon Hutchinson (Vicar)

I wish to offer my wholehearted support to the 1st Sunningdale Scouts and hope to see their dream for a new Scout Hut come to reality. We very much enjoy being able to loan our church to them for very large gatherings and their money-raising quiz and want to see the successful completion of the re-development; something they work tirelessly to achieve. As volunteers, the leaders give heart and soul to the well-being of the young people in their charge.

Addendum 5 - Balance sheet / P&L / Cash Flow (Business Plan)

The following Accounts were signed off by an independent examiner on 14th June 2025.

Profit & Loss
1st Sunningdale Scout Group
Accounting Year 2024/25

	Debit	Credit
Turnover		61,854
Member Subscriptions		13,930
Donations		4,942
Gift Aid		1,863
Other Income		65
Other Grants		2,949
Bikes		4,425
Community Event		4,728
Easy Fundraising		135
Golf		4,059
Quiz Night		8,132
Other FR		312
Bank Interest		1,743
Minibus Trailer		600
Rent Income		200
300 Club		528
Activities		13,245
Gross Profit		61,854
less Administration Expenses	171	
Water	171	
less Tax-Disallowable Admin Expenses	50,593	
Capitation	6,019	
Activities Expenses	20,912	
Electricity	1,548	
Telephone and Internet	390	
Gifts	88	
Community Event Expenses	1,783	
Golf Expenses	3,305	

Balance Sheet
1st Sunningdale Scout Group
As at 28 February 2025

	£	£
Capital Assets		
Net Book Value	0	
Opening Balances	128,272	
Current Assets	139,363	
Bank Account: Group	3,782	
Bank Account: Squirrels	2,086	
Bank Account: Beavers	2,719	
Bank Account: Cubs	2,945	
Bank Account: International Travel Fund	2,488	
Bank Account: Explorers	805	
Bank Account: Rainy Day	14,089	
Bank Account: Scouts	6,074	
Bank Account: New Hut	19,396	
Charity Bank Savings Account	85,000	
Owner's Equity		
Retained Profit	11,091	
Total Owner's Equity	139,363	

Business Plan

The following is a summary of the key factors towards the cash flow in 1st Sunningdale Scouts

INFLOW

Subscription Fees

- The 'Group' receive 20% of the subscriptions received from each member.
- Currently £45 per term, this will be reviewed annually
- Currently have 124 members we have assumed a straight-line increase to 190 members by 2028

Fund Raising

- **Core Scout Led Events** - continue to maintain the key events (Quiz Night, Bike Sales, Golf Day) to provide a strong foundation for future funding.
- **Community Events** – support events and provide BBQ and Hog Roast to build additional fund raising.
- **Fund Matching** – we have identified individuals who can provide regular fund matching to build provide incremental benefit

Equipment Hire

- **Minibus & Trailer** – we will maintain the communication of the rental opportunity, management of the hiring website, and build a minibus maintenance fund once running a surplus (capped at £2,000)
- **Hall Hire** – we have assumed once the new building is available, we will be providing space 4 times a week for regular bookings @ £17.50/hour and 2 time a month at the weekend @£25/hour. This is based on the experience of South Ascot who have not advertised.

OUTFLOW

All our operational costs are annually reviewed to identify efficiencies and opportunities to reduce costs.

MAINTAINANCE FUNDS

As described above there are several funds being established to cover the operational costs and unexpected cost of assets held, including:

- £25,000 (planned)- Building and site £25,000 – this is placeholder until more information is available from the formal tendering process
- £13,000 (established) - Operational costs covered for 1 years
- £2,000 (Planned) - Minibus & trailer costs covered for 1 year

All maintenance funds will be reviewed annually. The funds will be retained in interest bearing savings accounts.

Cash Flow Analysis

		Hut Project			Post Hut Project Completion			Notes
		FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	
Cash at beginning of year (beginning 1st Mar)		67,529	95,343	108,975	97,016	34,763	46,993	Cash at beginning of year (beginning 1st Mar)
Inflow (+)	External funding - Council				200,000			10 FR - One Off
Inflow (+)	External funding - Others			13,500	110,774			9 FR - One Off
Inflow (+)	Subs - 20%	2,635	2,786	3,597	4,555	5,512	5,512	5 Ops Rev
Inflow (+)	Bike Sales	4,251	4,425	3,500	3,675	3,859	4,052	FR - Reg
Inflow (+)	Quiz Night	6,474	5,579	4,000	4,200	4,410	4,631	FR - Reg
Inflow (+)	Golf day	2,500	754	1,250	1,313	1,378	1,447	FR - Reg
Inflow (+)	Gift Aid	2,086	1,863	1,800	1,800	1,800	1,800	FR - Reg
Inflow (+)	Easyfundraising	201	135	100	105	110	116	FR - Reg
Inflow (+)	Brick sales		-	12,000	-	-	-	7 FR - One Off
Inflow (+)	300 Club	1,362	368	-	-	-	-	
Inflow (+)	Donations & fund matching	14,825	4,942	1,500	1,500	1,575	1,654	FR - Reg
Inflow (+)	Other fundraising and grants	4,471	5,902	600	630	662	695	FR - One Off
Inflow (+)	Hiring of Minibus	120	600	1,200	1,800	2,400	3,000	1 Ops Rev
Inflow (+)	Hiring of hall	300	200		4,100	4,100	4,100	2 Ops Rev
Inflow (+)	Interest received	568	1,743	2,800	400	420	441	Other Income
Outflow (-)	Building Consultancy & Design	-	5,443	3,380				New Hut Expense
Outflow (-)	Hut build - deposit		-	42,500				New Hut Expense
Outflow (-)	Hut build				- 381,774			New Hut Expense
Outflow (-)	Relocation costs during build				- 2,000			New Hut Expense
Outflow (-)	Booking system				- 265	- 278	- 292	3 Ops Exp
Outflow (-)	Operational expenses	- 11,979	- 10,222	- 11,926	- 13,065	- 13,718	- 14,404	Ops Exp
Cash at end of year (year ending 28th of Feb)		95,343	108,975	97,016	34,763	46,993	59,743	Cash at end of year (year ending 28th of Feb)

Total Inflow	39,793	29,297	45,847	334,852	26,226	27,446
Inflow - Internal	39,793	29,297	32,347	24,078	26,226	27,446
Inflow - External	-	-	13,500	310,774	-	-
Total Outflow	- 11,979	- 15,665	- 57,806	- 397,104	- 13,996	- 14,696
Cash movement	27,814	13,632	11,959	62,252	12,229	12,750
Check	-	-	-	-	-	-
Reserved funds for maintenance						
Maintenance of Gold Fund		12,524				1,000
Maintenance of Minibus & Trailer					12	492
Maintenance of Building & Site				4,100	4,100	4,100
Unreserved funds generated				30,663	42,881	54,151

Operational Expenses - Breakdown

		FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29
Outflow (-)	Maintenance / cleaning	-741	-296	-250	-1200	-1260	-1323
Outflow (-)	Equipment	-2131	-1111	-1048	-1100	-1155	-1213
Outflow (-)	Administration	-719	-608	-546	-573	-602	-632
Outflow (-)	Uniform	-1599	-2030	-2132	-2238	-2350	-2467
Outflow (-)	Mini bus - Road Tax	-165	-165	-173	-182	-191	-201
Outflow (-)	Mini bus - MOT & Service	-400	-240	-252	-265	-278	-292
Outflow (-)	Mini bus - Maintenance	-1729	-263	-668	-701	-736	-773
Outflow (-)	Insurance - Minibus	-1130	-1022	-1073	-1127	-1183	-1242
Outflow (-)	Insurance - Others	-1749	-2258	-3444	-3616	-3797	-3987
Outflow (-)	Utility cost	-1146	-1719	-1805	-1500	-1575	-1654
Outflow (-)	Fire Exting.	-222	-120	-126	-132	-139	-146
Outflow (-)	Broadband	-248	-390	-410	-430	-451	-474
Total Expenses		- 11,979	- 10,222	- 11,926	- 13,065	- 13,718	- 14,404

Notes:

Propose all this money goes into an account until we have the annual costs and estimated maintenance covered

Propose all this money goes into a hall account less the hall running costs (insurance, untility, PAT, Fire, Broadband) to cover maintaince (cap £25,000), Hall master booking and invoicing system - same as Sunningdale Village Hall

Estimate for basic service £150 + general fund and tyres £450

We are increasing the level of membership to 157 in FY2026 and to 190 in FY2027 as this is our capacity target once the new hut is in place. EMB - According to OSM current membership is 109

Regular gift aid through JW £500, WC £500

Once funding from parishes established we will drive for a 'buy a brick' sale to increase funding

Reduction in utiility costs related to more efficient building impacting bills for water and electricity

Assumed Other funding £36k secured

Assumed Parish funding £50K secured

Addendum 6 - Building cost and schedule

The following provides an overview of the estimated costs from Stones Architects, the appointed firm for this project. The total project cost is estimated at **£424,274 including VAT**. Stones Architects are managing the tender process and negotiations regarding building costs to help achieve value for the project.

Stones Architects Ltd		
2/3 Noble Corner, Great West Road, Hounslow TW5 0PA		
Date	04/07/2025	
Proj. Ref	2025.030	
Project	Sunningdale Scouts, Sandy Lane, Ascot SL5 0ND	
Title	Draft Cost Report	
Code	Title	Provisional/£
	Preliminaries	£31,000
	Provisional and prime cost sums	£39,000
	Asbestos survey	£12,000
C20, D20, E05, F10	Demolition, Excavating and filling, In situ concrete construction generally, Brick/ block walling	£31,500
G20, H30	Carpentry/ timber-framing/ first fixing, Composite timber cladding	£35,650
G21	Option of using rooftrusses rather traditional rafter construction (supply/fit - not in documents)	£15,000
H43, J40, K10	Metal insulating sandwich panel roofing, Flexible sheet waterproofing/ damp-proofing, Gypsum board dry linings/ partitions/ ceilings	£14,200
L10, L20, L40	Windows, Doors, General glazing	£19,000
M40	Ceramic tiling, Vinyl, Painting/ clear finishing, General fixtures Kitchen	£12,000
N13, N15, P10,	Sanitary appliances and fittings, Internal fire and safety signage systems, Sundry insulation/ proofing work,	£3,500
P12, P20	Fire-stopping systems, Unframed isolated trims/ skirtings/ sundry items	£3,000
P21	Door/ window ironmongery	£4,500
Q21, Q40	In situ concrete ramps / pavings/ bases, Fencing	£7,000
R10	Rainwater drainage systems	£12,000
R11	Above ground foul drainage systems	£4,000
R12	Below ground drainage systems	£2,500
T90, V90	Heating systems, Electrical systems	£15,000
W90	Communications and security systems	£4,000
Z10, Z20, Z21 and Z22	Purpose-made joinery, Fixings and adhesives, Mortars, Sealants	£3,000
	Sub-Total	£267,850
	Professional fees at 8%	£21,428
	Sub-Total	£267,850
	Add profit and attendance at 20%	£53,570
	Sub-Total	£321,420
	Add 10% Contingency	£32,142
TOTAL		353,562

Addendum 7 - Fund Raising Plan

Raising the funds we need for the Scout Hut is a complex task and fraught with uncertainty.

We have engaged a specialist consultancy, Our Community Enterprise (OCE), to build a realistic funding plan and maximise successful applications. They were previously retained by RBWM, for over 12 years, to provide funding support services in the community.

So far, we have evaluated 139 potential funding sources, and with OCE’s support, established over 30 viable targets, we will continue to build the target list. The target amount for each source was established by reviewing the Annual Report and Accounts, either available on the trust or foundation or Charity Commission website and validating (in most cases) the value of grants awarded in the last financial year alongside the number of grant recipients. We have then overlaid OCE success rate for the target range to establish an Adjusted Target.

In the table below you can see which organisations we are planning to approach and OCE’s best view of our likely success, assuming we have secured the critical financial funding from our parish councils.

£ Range	# Identified	Funding Source	Target	Status	Submitted	Restriction	OCE Success Rate	Adjusted Target	% of Target	Average	Actual
N/A	3	Sunningdale Parish Council	£ 150,000	Submitted 1SD	07/07/25		N/A	£ 150,000	35%	N/A	
		1st Sunningdale Fund Raising	£ 100,000	Secured 1SD	N/A		N/A	£ 100,000	24%		£ 100,000
		Sunninghill & Ascot Parish Council	£ 50,000	Secured 1SD	01/10/24		N/A	£ 50,000	12%		£ 50,000
30,001-70,000	1	Garfield Weston Foundation	£ 35,000	Preparing 1SD		Planning approval 50% funded Quote in 3-months 10% max	53%	£ 18,550	4%	£ 18,550	
15,001-30,000	1	The Gosling Foundation	£ 25,000	Preparing 1SD		Planning submitted	71%	£ 17,750	4%	£ 17,750	
5,001-15,000	10	Forrester Family Trusts	£ 10,000	Declined	28/10/24		72%	£ 79,200	19%	£ 7,920	
		Heathrow Commitee for tomorrow	£ 15,000								
		Lennox Hannay Charitable Trust	£ 12,500								
		Mobbs Memorial Fund	£ 12,500	Submitted OCE	07/11/24	Planning and costs to be confirmed					
		The Hobson Charity	£ 10,000								
		The Sunninghill Trust	£ 10,000	Engaged 1SD							
		Ascot Round Table	£ 10,000	Secured 1SD	01/03/25						£ 20,000
		The Ascot Fire Brigade Trust	£ 10,000	Engaged 1SD							
		Shanly Foundation	£ 10,000	Preparing 1SD		75% funded - after SDPC (July)					
0 - 5,000	23	National Lottery	£ 10,000	Preparing 1SD		Planning approval	60%	£ 46,500	11%	£ 2,022	
		Bernard Sunley	£ 5,000			Planning approval					
		Greenhall Foundation	£ 5,000								
		Englefield Charitable Trust	£ 5,000			Planning and quotes					
		The Prince Philip Trust Fund	£ 5,000			Planning and quotes					
		Persimmon Community Champions	£ 5,000								
		Robert Hall Foundation	£ 5,000								
		Span Group	£ 5,000								
		Scottish and Southern Electricity Network (SSEN)	£ 5,000								
		Foyle Foundation	£ 5,000								
		Ascot Rotary	£ 5,000								
		Leathersellers Foundation	£ 5,000								
		The Syder Foundation	£ 5,000								
		Horace Moore Charitable Trust	£ 2,500	Secured 1SD	01/02/25	Delivered April 25					£ 3,500
		Rowan Bentall Charitable Trust	£ 2,500								
		Berkshire Masonic Charity	£ 2,500	Engaged 1SD							
		The Hedley Foundation	£ 2,500			Costs breakdown					
		Hall & Woodhouse Community Chest	£ 1,500								
		Paradigm Norton Trust	£ 1,500								
		Postcode Lottery	£ 1,000								
		Louis Baylis Trust	£ 1,000								
		Windsor & Maidenhead Christian Trust	£ 1,000								
		Gilchrist Educational Trust	£ 1,000								
		The Catherine Cookson Trust	£ 500								

Target	£	424,274	
Total secured	£	173,500	41%
Total potential	£	288,500	68%
Positive Variance	£	37,726	9%

Progress Against Target

		By Group			By Collective		
Status		Count	Value	% of Target	Count	Value	% of Target
Identified	Identified	24	110000	26%	24	£ 110,000	26%
Engaged	Engaged 1SD	3	22500	5%	3	£ 22,500	5%
	Engaged OCE	0	0	0%			
Preparing	Preparing 1SD	4	80000	19%	4	£ 80,000	19%
	Preparing OCE	0	0	0%			
Submitted	Submitted 1SD	1	150000	35%	2	£ 162,500	38%
	Submitted OCE	1	12500	3%			
Secured	Secured 1SD	4	173500	41%	4	£ 173,500	41%
	Secured OCE	0	0	0%			
Declined	Declined	1	10000	2%	1	£ 10,000	2%

List of Payments made between 01/04/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	Shorts Group Limited	DD 1/04 3	485.88		Waste Services Feb
01/04/2025	Shire Leasing PLC	DD 01/04 1	145.61		Purchase Ledger DDR Payment
01/04/2025	Croner Group Ltd	DD 01/04 2	126.65		Purchase Ledger DDR Payment
01/04/2025	4Com Network Services Ltd	DD 01/04 4	298.82		Purchase Ledger DDR Payment
04/04/2025	Adexa Direct Limited	001	394.80		1 Back Bar Cooler
14/04/2025	Handelsbanken	DD	37.59		Bank Charges March
22/04/2025	Castle Water (Recreation Groun	DD 22/04 1	170.55		Water 1-31 March2025
23/04/2025	Ecotricity Ltd (tennis)	DD 23/04 1	126.76		Elec April
23/04/2025	AO Retail Ltd	003	303.98		P/Ledger Electronic Payment
25/04/2025	Ecotricity Ltd	DD 25/04 1	565.00		Elec Dec
30/04/2025	Croner Group Ltd	DD 30/04 1	126.65		Purchase Ledger DDR Payment
30/04/2025	Various	BACS	14,745.45		April Payroll
30/04/2025	Adj re Payroll	BACS	-2.00		Error in Addition
01/05/2025	Shire Leasing PLC	DD 01/05 1	145.61		Purchase Ledger DDR Payment
01/05/2025	Shorts Group Limited	DD 01/05 2	490.80		12 Yard Skip
01/05/2025	Shorts Group Limited	DD 1/05 2b	535.64		Purchase Ledger DDR Payment
01/05/2025	4Com Network Services Ltd	DD 01/05 3	298.82		Purchase Ledger DDR Payment
06/05/2025	All Seasons Window Cleaning Lt	4	78.00		Bus shelter & office w/clean
06/05/2025	Chapmans the Ironmongers	5	12.99		White line paint for cemetery
06/05/2025	A & C Copying Ltd.T/A	6	72.00		31176/A & C Copying Ltd.T/A
06/05/2025	E.ON Next Energy Limited	7	332.15		Gas office 1-26 Apr 25
06/05/2025	Rialtas Business Solutions Ltd	8	243.60		Software Support/Maintenance
06/05/2025	John Rose	9	133.12		Fuel for van & machines
06/05/2025	Seldram Supplies Camberley	10	264.56		Cleaning supplies
06/05/2025	Nikki Tomlinson	11	30.00		Babysitting planning meeting
06/05/2025	Travis Perkins Trading Company	12	223.34		Fence panels
06/05/2025	Viking Payments	13	382.24		Cert. frames& printer ink
06/05/2025	Sunningdale Women's Institute	14	30.00		Hall hire Planning Committee
06/05/2025	Sylvia Post	CHQ018	945.00		Buy Back Plot E b 3
06/05/2025	Rialtas Business Solutions Ltd	31	139.20		Software Support & Maintenance
07/05/2025	Berkshire Association of Local	15	1,291.03		BALC & NALC sub 2025/26
07/05/2025	E.ON Next Energy Limited	16	25.32		Gas office 27-31 March 25
07/05/2025	T.J.Gardiner Electrical	17	456.00		Energy Monitoring Chalet
07/05/2025	ITQED Business Solutions	18	425.40		MS 365 Business Premium x15
07/05/2025	LMR Painting Services	19	475.00		Redecorate Chalet Exterior
07/05/2025	Nicks Garden Services	20	2,868.00		Garden Waste Removal
07/05/2025	Suzanne Parker	21	11.25		Expenses for Dec
07/05/2025	The Play Inspector Ltd.	22	330.00		Annual; Safety Inspection
07/05/2025	Red Kite Conservation Services	23	528.00		HT Mowing 11 March 2025
07/05/2025	Rialtas Business Solutions Ltd	24	3,865.20		Bookings Software
07/05/2025	SCH (Supplies) Limited	25	4,513.24		Tractor (Tennis)
07/05/2025	Trade UK/Screwfix	26	43.97		Paint for Community Room
07/05/2025	Seldram Supplies Camberley	27	22.76		TOILET ROLL DISPENSER
07/05/2025	SLCC Enterprises Ltd	28	360.00		Cr re Joining Fee
07/05/2025	Technical Surfaces Ltd.	29	450.00		Match Fit 04/04/25
07/05/2025	Winchester Garden Machinery Lt	30	2,461.75		Service Stihl FS90R
07/05/2025	Funeral Partners	32	1,425.00		Refund Fee paid in error

List of Payments made between 01/04/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/05/2025	Natalie Hayes	033	82.27		Parish meeting expenses
15/05/2025	Handelsbanken	TNSFR	17.65		Bank Charges April
16/05/2025	Castle Water (Recreation Groun	DD 16/05 1	236.59		Water May 2025
20/05/2025	Ecotricity Ltd (tennis)	DD 20/05 1	118.43		April tennis electricity
21/05/2025	Royal Borough of Windsor and M	34	11,500.00		Library & Resident Contact Ser
27/05/2025	Ecotricity Ltd	DD 27/05 1	565.00		Elec 28/01 to27/02/2025
30/05/2025	Various	BACS	14,743.46		May Payroll
30/05/2025	Croner Group Ltd	DD 30/05 1	126.65		May Subscription
02/06/2025	Shire Leasing PLC	DD02/06 1	145.61		Purchase Ledger DDR Payment
02/06/2025	Shorts Group Limited	DD02/06 2	628.39		Wheelie & Dog bins Mar 25
02/06/2025	4Com Network Services Ltd	DD02/06	598.81		Purchase Ledger DDR Payment
06/06/2025	All Seasons Window Cleaning Lt	35	72.00		Bus shelters clean May 25
06/06/2025	Trade UK/Screwfix	36	116.16		Paint cemetery & chalet deck
06/06/2025	Seldram Supplies Camberley	37	257.11		Toilet Cleaning Supplies
06/06/2025	Nikki Tomlinson	38	33.15		Expenses for April 2025
06/06/2025	Viking Payments	39	81.82		Office stationary
06/06/2025	Village Life Publishing Ltd	40	132.00		Village Life June 2025
06/06/2025	Surrey Bouncy Castle Hire	44	240.00		Bouncy Fun 29 August
10/06/2025	Auditing Solutions Ltd.	45	612.00		Final Audit Service for 24/25
10/06/2025	ITQED Business Solutions	46	1,690.80		Antivirus & PC Monitoring, etc
10/06/2025	Lamps and Tubes Illuminations	47	417.84		Repairs to Xmas lights
10/06/2025	Matthew Lane	48	2,990.00		Grave digging services for May
10/06/2025	LGRC Associates Ltd	49	4,105.72		Locum/RFO services - March 25
10/06/2025	MS Services Design Ltd	50	4,140.00		Cages for brook
10/06/2025	Oxfordshie Association of Loca	51	330.00		Cilca mentoring for Clerk
10/06/2025	Red Kite Conservation Services	52	1,416.00		Skunk Cabbage/Him Bolsam clear
10/06/2025	Technical Surfaces Ltd.	53	450.00		2nd tennis ct maintenance
10/06/2025	Winchester Garden Machinery Lt	54	1,336.27		Parts/service for John Deere
13/06/2025	Handelsbanken	TNSFR	32.25		Bank Charges May 2025
13/06/2025	Handelsbanken	TNSFR	0.10		Bank Charges entered wrong
17/06/2025	Castle Water Allotments	DD17/06 1	205.57		Allotment water May 25
17/06/2025	Windowflowers Ltd	55	8,476.80		Summer Hanging Baskets/planter
20/06/2025	Ecotricity Ltd (tennis)	DD20/06 1	101.74		Tennis eletricity May 25
20/06/2025	Various	BACS	14,743.25		June Payroll
24/06/2025	A & C Copying Ltd.T/A	57	48.00		A2 Maps for Neighbourhood Plan
24/06/2025	Longacres Garden Centre	58	101.90		Compost for railing planters
24/06/2025	Suzanne Parker	59	28.28		Travel & BFD wristbands
24/06/2025	John Rose	60	102.00		Fuel mowers and van
24/06/2025	Trade UK/Screwfix	61	118.39		Strimmer line/2-stroke oil
24/06/2025	Nikki Tomlinson	62	37.25		Memorial plaque & mileage
24/06/2025	Travis Perkins Trading Company	63	56.81		Acro drain allotments
24/06/2025	Viking Payments	64	209.47		Stationary Neighbourhood plan
24/06/2025	Village Life Publishing Ltd	65	133.20		Village Life July 2025
24/06/2025	Sunningdale Women's Institute	66	50.00		Hall hire Neighbourhood plan
24/06/2025	E.ON Next Energy Limited	56	25.04		Reversed account charges
25/06/2025	Ecotricity Ltd	DD25/06 1	565.00		Purchase Ledger DDR Payment
26/06/2025	ITQED Business Solutions	67	845.40		Anti Virus/monitoring June 25

List of Payments made between 01/04/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/06/2025	LGRC Associates Ltd	68	4,128.24		Locum/RFO May 2025
26/06/2025	Red Kite Conservation Services	69	546.00		Mowing HT Church and fuel
27/06/2025	Fresh Air Fitness	70	18,463.81		1st installment for Fitness Eq
Total Payments			<u>137,636.96</u>		

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Handelsbanken**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbank	30/06/2025		550,010.23
Handelsbank 35 day account	30/06/2025		1,797,986.06
			<u>2,347,996.29</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,347,996.29
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,347,996.29
		Balance per Cash Book is :-	2,347,996.29
		Difference is :-	0.00

Clerk/RFO:

NameSignedDate

Councillor:

NameSignedDate

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1099 Sundry Income	0	1,576	0	(1,576)			0.0%	
1176 Precept	0	130,406	260,811	130,406			50.0%	
1190 Interest Received	3,957	12,322	50,000	37,678			24.6%	
Administration :- Income	3,957	144,304	310,811	166,507			46.4%	0
4001 Salaries and Wages	14,743	44,230	185,530	141,300		141,300	23.8%	
4002 Contingency for Cost of Living	0	0	5,680	5,680		5,680	0.0%	
4006 Agency Staff	7,240	7,240	0	(7,240)		(7,240)	0.0%	
4008 Training	375	375	3,000	2,625		2,625	12.5%	
4009 Travel	0	0	250	250		250	0.0%	
4010 Misc Staff Costs	2	65	100	35		35	65.4%	
4020 Miscellaneous Expenses	6	6	300	294		294	2.1%	
4021 Telephone VOIP and Broadband	1,938	1,938	3,780	1,842		1,842	51.3%	
4022 Postage	0	0	100	100		100	0.0%	
4023 Printing, Stationery & Ref Bks	20	406	1,300	894		894	31.3%	
4024 IT Costs & Support	705	2,205	6,000	3,795		3,795	36.8%	
4025 Insurance	0	0	2,500	2,500		2,500	0.0%	
4026 Subscriptions	0	1,651	3,500	1,849		1,849	47.2%	
4031 Advertising	0	0	100	100		100	0.0%	
4043 Equipment Maintenance	0	159	0	(159)		(159)	0.0%	
4050 Bank Charges	32	88	700	612		612	12.5%	
4062 Audit Fees (Internal)	0	510	850	340		340	60.0%	
4063 Accountancy Support	0	3,540	4,000	460		460	88.5%	
4064 Legal and Professional Fees	107	213	2,250	2,037		2,037	9.5%	
4065 Other Professional Fees	(275)	0	0	0		0	0.0%	
4701 Grants	0	0	5,000	5,000		5,000	0.0%	
Administration :- Indirect Expenditure	24,893	62,627	224,940	162,313	0	162,313	27.8%	0
Net Income over Expenditure	(20,936)	81,677	85,871	4,194				
102 Democratic Process								
4008 Training	0	0	1,000	1,000		1,000	0.0%	
4020 Miscellaneous Expenses	0	30	0	(30)		(30)	0.0%	
4024 IT Costs & Support	615	878	2,500	1,622		1,622	35.1%	
4031 Advertising	53	53	0	(53)		(53)	0.0%	
4033 Parish Newsletter	111	221	1,750	1,529		1,529	12.6%	
4034 Parish Website	0	0	850	850		850	0.0%	
4201 Chairmans Activities	0	0	500	500		500	0.0%	
4202 Annual Parish Meeting	0	75	250	175		175	30.0%	
4211 Election Expenses	0	0	4,000	4,000		4,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4231 Community Action	192	192	1,200	1,008		1,008	16.0%	
Democratic Process :- Indirect Expenditure	971	1,449	12,050	10,601	0	10,601	12.0%	0
Net Expenditure	(971)	(1,449)	(12,050)	(10,601)				
202 Recreation Ground								
1020 Letting Income	0	0	1,000	1,000			0.0%	
Recreation Ground :- Income	0	0	1,000	1,000			0.0%	0
4007 Health & Safety	111	111	1,120	1,009		1,009	9.9%	
4012 Water Rates	(55)	335	3,500	3,165		3,165	9.6%	
4014 Electricity & Gas	379	858	0	(858)		(858)	0.0%	
4038 Tree maintenance	0	0	1,080	1,080		1,080	0.0%	
4040 Dog Bin Emptying	1,048	1,485	4,280	2,795		2,795	34.7%	
4042 Grounds Maintenance	90	360	3,630	3,270		3,270	9.9%	
4043 Equipment Maintenance	53	1,546	6,650	5,104		5,104	23.2%	
4044 Equipment Hire	0	0	610	610		610	0.0%	
4045 Equipment & Small Tools	46	46	760	714		714	6.0%	
4046 Vehicle Repairs/Mtce	0	0	500	500		500	0.0%	
4047 Vehicle Tax/Insurance	0	0	860	860		860	0.0%	
4048 Vehicle Fuel & Oil	42	111	750	639		639	14.8%	
4049 Other Fuel & Oil	43	85	960	875		875	8.8%	
Recreation Ground :- Indirect Expenditure	1,758	4,936	24,700	19,764	0	19,764	20.0%	0
Net Income over Expenditure	(1,758)	(4,936)	(23,700)	(18,764)				
203 Cemetery								
1031 Cemetery Income	2,775	7,894	21,700	13,806			36.4%	
1032 Headstones	2,080	900	2,500	1,600			36.0%	
1033 Grant of Rights	850	2,730	21,800	19,070			12.5%	
Cemetery :- Income	5,705	11,524	46,000	34,476			25.1%	0
4012 Water Rates	8	21	220	199		199	9.4%	
4037 Grave Services	0	3,001	8,260	5,259		5,259	36.3%	
4038 Tree maintenance	0	0	360	360		360	0.0%	
4042 Grounds Maintenance	0	2,576	1,000	(1,576)		(1,576)	257.6%	
Cemetery :- Indirect Expenditure	8	5,598	9,840	4,242	0	4,242	56.9%	0
Net Income over Expenditure	5,697	5,926	36,160	30,234				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204 Allotments								
1010 Rent Received	197	425	2,070	1,645			20.5%	
Allotments :- Income	197	425	2,070	1,645			20.5%	0
4012 Water Rates	287	302	650	348		348	46.4%	
4020 Miscellaneous Expenses	0	0	180	180		180	0.0%	
4038 Tree maintenance	215	215	1,500	1,285		1,285	14.3%	
4042 Grounds Maintenance	456	456	1,000	544		544	45.6%	
Allotments :- Indirect Expenditure	959	973	3,330	2,357	0	2,357	29.2%	0
Net Income over Expenditure	(762)	(548)	(1,260)	(712)				
205 Tennis								
1012 Electricity income	0	34	500	466			6.8%	
1021 Tennis Court Season Ticket	296	1,070	14,560	13,490			7.3%	
1022 Tennis Court P&P	508	1,522	2,850	1,329			53.4%	
1023 Tennis Court Coaching	2,151	2,151	12,000	9,850			17.9%	
1024 Tennis Box League	8	51	90	39			56.9%	
Tennis :- Income	2,963	4,827	30,000	25,173			16.1%	0
4014 Electricity & Gas	97	330	870	540		540	38.0%	
4022 Postage	0	0	190	190		190	0.0%	
4023 Printing, Stationery & Ref Bks	0	0	600	600		600	0.0%	
4026 Subscriptions	0	0	440	440		440	0.0%	
4043 Equipment Maintenance	125	928	3,000	2,072		2,072	30.9%	
4045 Equipment & Small Tools	0	3,761	0	(3,761)		(3,761)	0.0%	3,761
Tennis :- Indirect Expenditure	222	5,019	5,100	81	0	81	98.4%	3,761
Net Income over Expenditure	2,741	(192)	24,900	25,092				
6000 plus Transfer from EMR	0	3,761	0	(3,761)				
Movement to/(from) Gen Reserve	2,741	3,569	24,900	21,331				
206 Pavilion Toilets								
4016 Cleaning Costs	0	0	1,450	1,450		1,450	0.0%	
4017 Cleaning Supplies	0	435	1,300	865		865	33.4%	
Pavilion Toilets :- Indirect Expenditure	0	435	2,750	2,315	0	2,315	15.8%	0
Net Expenditure	0	(435)	(2,750)	(2,315)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
207 Facilities								
1012 Electricity income	834	834	2,500	1,666			33.4%	
1013 Rent Received Chalet	600	600	2,400	1,800			25.0%	
1014 Rent Received Flat	0	3,825	15,500	11,675			24.7%	
1016 Waste Income	260	260	750	490			34.6%	
1017 Trading pitch (car park)	200	360	2,400	2,040			15.0%	
1020 Letting Income	0	797	11,500	10,704			6.9%	
Facilities :- Income	1,893	6,675	35,050	28,375			19.0%	0
4007 Health & Safety	0	0	480	480		480	0.0%	
4014 Electricity & Gas	0	0	7,870	7,870		7,870	0.0%	
4015 Waste Services	275	357	760	403		403	47.0%	
4017 Cleaning Supplies	0	65	0	(65)		(65)	0.0%	
4041 Property Maintenance	63	160	4,000	3,840		3,840	4.0%	
4043 Equipment Maintenance	40	955	0	(955)		(955)	0.0%	
4045 Equipment & Small Tools	0	37	0	(37)		(37)	0.0%	
Facilities :- Indirect Expenditure	379	1,574	13,110	11,536	0	11,536	12.0%	0
Net Income over Expenditure	1,515	5,101	21,940	16,839				
208 Heritage Assets								
4042 Grounds Maintenance	1,365	2,275	10,280	8,005		8,005	22.1%	
4221 Village Clocks	0	0	300	300		300	0.0%	
Heritage Assets :- Indirect Expenditure	1,365	2,275	10,580	8,305	0	8,305	21.5%	0
Net Expenditure	(1,365)	(2,275)	(10,580)	(8,305)				
302 Library								
4070 Service Charge RBWM Library	0	11,500	12,000	500		500	95.8%	
Library :- Indirect Expenditure	0	11,500	12,000	500	0	500	95.8%	0
Net Expenditure	0	(11,500)	(12,000)	(500)				
303 Borough in Bloom								
1040 Sponsorship Income	(26)	2,102	7,260	5,158			29.0%	
Borough in Bloom :- Income	(26)	2,102	7,260	5,158			29.0%	0
4039 In Bloom Expenses	0	7,064	11,500	4,436		4,436	61.4%	
Borough in Bloom :- Indirect Expenditure	0	7,064	11,500	4,436	0	4,436	61.4%	0
Net Income over Expenditure	(26)	(4,962)	(4,240)	722				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>304 Christmas</u>								
4301 Christmas Event	0	348	10,000	9,652		9,652	3.5%	
Christmas :- Indirect Expenditure	<u>0</u>	<u>348</u>	<u>10,000</u>	<u>9,652</u>	<u>0</u>	<u>9,652</u>	<u>3.5%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(348)</u>	<u>(10,000)</u>	<u>(9,652)</u>				
<u>305 S137</u>								
4302 Other Events	18	1,218	10,000	8,782		8,782	12.2%	
S137 :- Indirect Expenditure	<u>18</u>	<u>1,218</u>	<u>10,000</u>	<u>8,782</u>	<u>0</u>	<u>8,782</u>	<u>12.2%</u>	<u>0</u>
Net Expenditure	<u>(18)</u>	<u>(1,218)</u>	<u>(10,000)</u>	<u>(8,782)</u>				
<u>308 CA Outreach Project</u>								
4071 Service Charge CA Outreach	0	0	8,470	8,470		8,470	0.0%	
CA Outreach Project :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>8,470</u>	<u>8,470</u>	<u>0</u>	<u>8,470</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(8,470)</u>	<u>(8,470)</u>				
<u>309 Woodland</u>								
4015 Waste Services	0	0	600	600		600	0.0%	
4042 Grounds Maintenance	0	0	2,000	2,000		2,000	0.0%	
4043 Equipment Maintenance	0	0	2,000	2,000		2,000	0.0%	
Woodland :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>4,600</u>	<u>4,600</u>	<u>0</u>	<u>4,600</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(4,600)</u>	<u>(4,600)</u>				
<u>901 Parish Projects</u>								
1174 CIL Grant	0	220,879	0	(220,879)			0.0%	220,879
Parish Projects :- Income	<u>0</u>	<u>220,879</u>	<u>0</u>	<u>(220,879)</u>				<u>220,879</u>
4904 Capital Works Recreation G	15,387	18,837	0	(18,837)		(18,837)	0.0%	
4905 CP	0	0	5,000	5,000		5,000	0.0%	
4908 Revenue Projects	0	0	5,000	5,000		5,000	0.0%	
4918 Childrens Book Exchange	0	90	0	(90)		(90)	0.0%	90
Parish Projects :- Indirect Expenditure	<u>15,387</u>	<u>18,926</u>	<u>10,000</u>	<u>(8,926)</u>	<u>0</u>	<u>(8,926)</u>	<u>189.3%</u>	<u>90</u>
Net Income over Expenditure	<u>(15,387)</u>	<u>201,953</u>	<u>(10,000)</u>	<u>(211,953)</u>				
6000 plus Transfer from EMR	0	90	0	(90)				
6001 less Transfer to EMR	0	220,879	0	(220,879)				
Movement to/(from) Gen Reserve	<u>(15,387)</u>	<u>(18,837)</u>	<u>(10,000)</u>	<u>8,837</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>902 More Parish Projects</u>								
4919 Traders	0	0	1,000	1,000		1,000	0.0%	
More Parish Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
Grand Totals:- Income	14,689	390,736	432,191	41,455			90.4%	
Expenditure	45,958	123,943	373,970	250,027	0	250,027	33.1%	
Net Income over Expenditure	<u>(31,269)</u>	<u>266,794</u>	<u>58,221</u>	<u>(208,573)</u>				
plus Transfer from EMR	0	3,851	0	(3,851)				
less Transfer to EMR	0	220,879	0	(220,879)				
Movement to/(from) Gen Reserve	<u>(31,269)</u>	<u>49,765</u>	<u>58,221</u>	<u>8,456</u>				

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
F1	Financial Regulations out of date	1	2	2	Financial Regulations updated annually	Approved by Council 19 November 2024, item 102/24						
F2	Failure of bankers	1	2	2	Credit rating assessed annually: Feb 2020: AA/F1+ (stable) – January NOTE: Central Banks very unlikely to allow a failure	Investment Strategy – approved by Council 22 June 2021, item 25/21						
F3	Funds invested inappropriately or improperly	1	5	5	Clerk reports to Council monthly	Ongoing	Checking of balances quarterly for investments	Chair Finance Committee	1	2	2	
F4	Fraud or error	1	2	2	Bank account reconciliations signed off member Finance Committee monthly All Receipts and Payments reported to Council monthly 6 monthly Internal Audit (May/Oct) Annual External Audit - February	Ongoing Monthly Approved 21 May 2025, June 2025 council meeting agenda item xxx Signed report received 31/8/23						
F5	Unauthorised payments made	1	2	2	All cheque payments require two or three signatures, BACS payments two signatures. Travel Expenses Policy adopted	ongoing Approved 19.01.2016 item 05/15						
F6	No financial control	1	2	2	RFO reports to every Council meeting Annual Budget agreed by Council - January Progress against Budget reviewed at least quarterly by Finance Committee Capital Expenditure requires completion Capex Authorisation	Ongoing Approved by Council, 18 Mar 2024, item 145/24 Ongoing						
F7	Council has inadequate cash to meet its obligations	2	4	8	Annual Budget set to maintain Minimum Reserves of 4 months revenue expenditure plus Investment Strategy / Statement for Reserve holdings	Approved by Council, 17 Jan 2023, item 87/22/1 Approved council 22 November 2022 item 55/22/3 Investment Strategy – approved by Council 22 June 2021, item 25/21	Continue to increase Earmarked Reserves Approved at start of budget process Investment Strategy to council 9 March 2021	Chair Finance Committee Chair Finance Committee Finance Committee	2 2 2	3 3 3	6 6 6	Ongoing Start of Budget Process Updated Annually
F8	Precept not received	2	4	8	RBWM require details and responsible for payment	Details provided annually on Form 2223 last submitted 17 January 2025	None required - Form is part of papers for council prior to budget resolution					
F9	Inadequate Management Accounts prepared	2	3	6	Progress against Budget reviewed at least quarterly by Finance Committee Internal Audit twice a year Accounts prepared by budget heading and cost centre	Ongoing May 2025 End of year Standard Practice as shown in Budget						
F10	Incorrect Annual Accounts prepared	1	3	3	Scrutiny by Finance Committee. Annual External Audit and Report	Approved FC 2 May 2023, 71/22/2 April 2023 End of year						
F11	Bank Transactions not monitored	1	4	4	Monthly Bank Reconciliation signed off by member of Finance Committee/Council	Ongoing	Cllr Hilton from May 2025/26		1	1	1	

					Monthly schedules of Receipts and Payments presented to Council	Ongoing	Approved at each council meeting after scrutiny by council.		1	1	1	
F12	Cheques or cash not banked	1	2	2	All cheques or cash entered in paying-in book on receipt.	Cashbook updated at least monthly with end of month bank reconciliations.						
F13	VAT Returns incorrectly completed and VAT over/underpaid	2	2	4	System generated figures reviewed by Clerk. VAT return prepared by the RFO	Quarterly						
					VAT Consultancy	Last deminimis calculation 2018.						
F14	Routine payments not made on time	1	1	1	Standing Orders available/updated	SPC Standing Orders approved May 2025, 15b(xiii)						
F14	Invoice payments											
F15	Theft of Money by Staff	1	1	1	Employee Fidelity Insurance Cover: £150,000 Aviva	Renewed for 12 Months 1 October 2021 via Came and Company	Aviva Policy 100723637BDN/LCO0275 2					
F17	Spending CIL money inappropriately or illegally	2	4	8	CIL Policy and Process issued	Approved by Council, 15 October 2024, item 85/24	Put in place arrangements for legal advice	Proper Officer	1	4	4	CIL Working group to monitor legality
					Stakeholder Portion of CIL approved annually	Approved by Council, 4 May 2021, item 11/21						Approved expenditure through council
F18	Failure to spend CIL monies within 5 years of receipt	1	4	4	Business Plan to identify infrastructure needs and priorities - annually	Approved under scheme of delegation, see Council meeting 28 October 2021, item 74/21 May 2023	Set-up and maintain Project Infrastructure Schedule	Project Officer	1	2	2	CIL Working group to monitor legality
F19	Conditions for spending of CIL	6	9	54	Cil policy, Clerk to have clear guidelines	Apr-25	Review CIL policy					Added to Finance agenda for July'25
F20	RBWM declare S114	1	5	5	RBWM Cabinet 27 Sept 2023 issuing prewarning for S114 - 2nd warning by RBWM in 3 years. RBWM issue S114 warning May 2024	https://www.rbwm.gov.uk/news/2025/royal-borough-sets-balanced-budget-202526	Monitor and start to formulate the costs that would be levied if non statutory services were to be delivered by the parish	Clerk and Finance Committee				
F21	Significant increase in Precept required to cover non statutory services dropped by RBWM	1	4	4	Increase could be at least 50% to cover pathways, verges, green spaces, non domestic litter, street lighting (not highways)	Include as part of budget setting discussions (July'25)						

Area Notes

F7	Review investment policy. Annually.
F8	increased likelihood to 2 due to delay in the approval of the budgets
F20	downgraded as likelihood reduced
F21	downgraded as likelihood reduced, but still high severity. Should plan for an increase in precept and how manage this.
Other	Review reserves policy. Came up as a result of the risk register review. Oct mtg
Other	Review CIL Policy, currently sat at 20%. Added to agend for October meeting.

Sunningdale Parish Council

Internal Audit Report 2024-25 (Final update)

Stuart J Pollard
Director

Auditing Solutions Ltd

Background and Scope

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2024-25 financial year, which took place on site on 26th November 2024 and 6th May 2025 together with our remote preparatory and subsequent work, following the final closedown of the Rialtas accounts at our offices on 21st May 2025. We thank the Clerk / Locum Clerk / RFO and their staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate our review for the year.

Internal Audit Approach

In undertaking our review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Report' in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

Overall Conclusions

We are pleased to advise that, based on the work undertaken this year, the Clerk, Locum RFO and Council continue to maintain adequate and effective internal control arrangements. We have duly signed off the IA Certificate in the 2024-25 AGAR assigning positive assurances in each relevant area.

We take this opportunity to remind the Clerk / Locum RFO of the requisite website disclosure requirements as set out in the preface to the year's AGAR.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

The Council has used the Rialtas Omega accounting software to record transactions through the Current and Deposit bank accounts at Handelsbanken in a combined cashbook for the financial year.

Our objective in this area is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To meet that objective, we have:

- Ensured that the opening balances recorded on the accounting system for 2024-25 reflect those in the certified 2023-24 AGAR;
- Ensured that an appropriate cost and nominal coding structure remains in place;
- Ensured that the accounts system remained in balance at the financial year-end;
- Checked transactions for April and September 2024, plus January and March 2025 in the combined accounts cashbook;
- Checked and agreed the bank reconciliations as at 30th April and September 2024, plus 31st January and March 2025 ensuring no long-standing uncleared transactions or other anomalous entries exist; and
- Ensured the accurate recording of the year's financial detail in the AGAR, Section 2 by reference to the Omega accounts.

We are also pleased to note that bank reconciliations and bank statements continue to be subject to regular independent review and sign off by members.

Conclusions

We are pleased to record that no issues of concern arise in this area this year warranting formal comment or recommendation.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance documentation and processes in place, that Council and Committee (where appropriate) meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have reviewed the minutes of the Full Council and Committee meetings (excluding Planning) for the full financial year as published on the website and provided by the Clerk in hard copy format to determine whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability, also ensuring that the Council has not taken, nor is planning, any actions that might result in ultra vires expenditure. We are pleased to record that no such concerns arise.

We note that the Council reviewed and re-affirmed its SOs at the annual meeting in May 2024, also noting that the Council publishes various governance detail on its website in accordance

with the requirements of the Transparency Code as it applies to the Council. We also note the review and adoption during the year of the revised NALC model Financial Regulations (FRs) suitably adapted to Sunningdale's local circumstances. We have examined these documents noting that the recently adopted FRs include reference to the need to seek formal tenders for any spend over £60,000 (as per Para 5.6 of the model document) whereas the adopted SOs refer to a limit of £25,000 (Para 21.a.v refers). A consistent value for formal tender action should be recorded in both documents: we consider the value of £25,000 more appropriate for a council the size of Sunningdale.

We are also pleased to note that the external auditors signed off the 2023-24 AGAR with no issues raised, also noting the appropriate advertisement of the Notice of Public Rights for that year on the Council's website for the requisite 30 working days.

Conclusions and recommendation

Whilst there are no significant issues arising in this area, a consistent value for formal tender action should be recorded in both the adopted SOs and FRs.

R1. The Standing Orders and Financial Regulations should record a consistent value for formal tender action, ideally set at the existing level of £25,000.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct nominal codes have been applied in entering detail in the cashbooks; and
- VAT has been appropriately identified and been the subject of periodic recovery.

We have again reviewed the operative procedures for the approval and release of payments, the majority of which are now processed online, and consider them appropriate for the Council's present requirements.

To provide assurance in this area we have now selected an extended sample of 73 individual payments processed in the financial year including all those individually in excess of £1,500, together with a more random selection of every 20th cashbook transaction (irrespective of value). Our test sample totals £313,000 and equates to 64% by value of all non-pay related payments for the year as recorded in the accounts.

We are again pleased to note that VAT returns continue to be submitted at the end of each quarter, electronically as required by extant legislation, and have verified their accuracy for the year by reference to the Omega control account.

Conclusions

We are pleased to record that there are no issues arising in this area warranting formal comment or recommendation with all payments appropriately supported.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such identified risks to minimise the opportunity for their coming to fruition.

We have reviewed the Council's insurance schedule which currently runs to 30th September 2025 with appropriate cover in place standing at £10 million for both Public and Employer's Liability, together with Fidelity Guarantee (FG) cover of £1 million and "Business Interruption – loss of revenue" cover of £60,000 all of which we consider appropriate for the Council's present requirements, although we suggest that the level of FG cover should be increased to match the total potential value of retained funds in all accounts (the former Audit Commission used to recommend that this cover be set at the year-end balance plus a half-year's precept..

We noted last year that the Council's Risk Register was formally adopted by the Council at its meeting in February 2024. In examining the year's minutes, we have noted that the Register has been subjected to further review and amendment in the last two months of the financial year and is the subject of further review and update currently with its re-adoption early in 2025-26.

We have previously discussed with the Clerk the arrangements for completing safety inspections of Council play areas noting that inspections are done fortnightly by a contractor supplemented by an additional quarterly review by a second company.

Conclusions and recommendation

We are pleased to record that no significant issues arise in this area although we urge that the level of FG cover be increased appropriately to, as a minimum, match the total value of retained funds.

R2. Consideration should be given to increasing the level of Fidelity Guarantee insurance cover to, as a minimum, match the average total fund holding value in the combined bank accounts.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the Royal Borough Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We note that, following due deliberation, the 2025-26 budget and precept were formally approved and adopted by the Council at its January 2025 meeting with the latter set at £260,811.

We note the Members continue to be provided with regular financial reports and information throughout the financial year to facilitate effective budget monitoring. We have reviewed the year-end budget report generated by the Omega accounts with no unexpected or unexplained variances existing that warrant further enquiry or investigation.

We have reviewed the budget outturn report for the year and are pleased to record that no significant or unexplained variances arise having reviewed the relevant nominal account codes where any overspends or under-recoveries exist acquiring appropriate explanations by reference to the individual nominal account detail for the year. The most significant of those relate to capital works such as the replacement of play equipment and are funded by transfers from earmarked reserves.

Conclusion

There are no matters arising from our work in this area with effective budget monitoring and management procedures continuing in place.

Review of Income

In examining the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that income is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council. Consequently, we have:

- Examined the formal Burial Register checking to ensure that each of the interments recorded as occurring in the year to 30th September 2024 are supported by the relevant undertakers' interment applications and legally required burial or cremation certificates, with no issues arising in that respect. We were at the time of our interim visit, however, unable to verify settlement of burial fees in respect of burial register entry numbers 635, 637, 640/641 & 643, as the Omega detailed burial income transaction detail does not identify their names: additionally, we noted that one burial fee (entry ref 638) had inadvertently been recorded in the Omega accounts as a Headstone fee (Code 1032); we have examined the position as part of this final review noting that all fees, except for no. 635 were settled by the financial year-end. Officers are still in discussion with the undertaker over settlement of this outstanding fee, which is accordingly reflected in the year-end Accounts as a debtor and we will check the outcome at our next review visit;
- Regarding the entry in respect of no. 638, we note the preparation of a journal, but on reviewing its content, we noted that it had been prepared incorrectly effectively doubling and compounding the error. We are pleased to note that an appropriate correction was made when closing the accounts down for the year;
- Reviewed, at our interim visit, the spreadsheet record maintained for both summer and winter hanging basket fees with no issues arising;
- Reviewed, at this final visit, income arising from allotments which fell due on 1st March 2025 noting that a few plots are vacant with only one or two rents remaining unpaid at the financial year-end;

- Reviewed, also at this final visit, bookings of the Community Room for February 2025 ensuring that the appropriate fees have been charged, invoiced and settled accordingly with no issues arising;
- Examined the nominal income ledger for the year ensuring that, as far as we are reasonably able, all income due to the Council has been received and coded appropriately with no issues identified other than that relating to both the above miscoded and, as yet unpaid burial fees, the first of which has been corrected accordingly; and finally
- Examined the Sales Ledger – unpaid invoices by date record noting that no long-standing unpaid debts exist although two “unmatched” receipts exist dated July 2024 which are offset by subsequent invoices with a residual net excess receipt of £0.25 at the year-end.

We note that the planned transfer of the Hall Charity to a newly formed group of Trustees actually took place on 1st January 2024 and we have duly undertaken the “Independent Examination” of the Charity records for the year ended 31st December 2024, etc signing off the appropriate Examiner’s certificate earlier this year.

Conclusions

We are pleased to record that no issues arise in this review area warranting formal comment or recommendation this year.

Petty Cash and Credit Cards

The Council does not operate any petty cash scheme, nor does it hold any corporate debit or credit cards. Expenses are reimbursed with other trade payments which, where forming part of our above payments sample, we have examined accordingly.

Review of Staff Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC regarding the deduction and payment over of income tax and national insurance contributions, together with meeting the requirements of the local government pension scheme.

The payroll is operated in-house by the Clerk with total payroll costs reported at meetings along with other payments. We have examined a sample of two months’ payroll transactions by reference to the September and November 2024 payslips, the latter month including payment of the 2024-25 national pay award, together with arrears backdated to 1st April 2024.

We have agreed the gross pay detail on both months’ payslips to the approved staff salaries payable (NJC scale point, other enhancements and contracted weekly working hours), including verifying the accurate application of the 2024-25 pay award and arrears paid with the November 2024 salaries and ensured the accurate calculation of tax, NI and pension contributions for both months to the relevant HMRC and LG Pension Fund deduction tables.

Conclusions

We are pleased to report that no issues arise in this area.

Asset Registers

The Accounts and Audit Regulations 1996 (as amended periodically) require that all councils establish and maintain inventories/asset registers of buildings, land, plant and equipment, etc. owned by them.

We note that officers have recently completed a review of the Council's asset register ensuring its currency and completeness: we have duly agreed detail to the disclosure in the year's AGAR at Section 2, Box 9. We have obviously not, in the time available during our review visits, undertaken any physical verification of the existence of physical assets.

Several of our clients have, in addition to their formal asset register, developed a photographic register of the various items of Council owned assets such as street furniture and various items of equipment that may be exposed to physical risk of damage and / or theft be it wilful or accidental and suggest that, in line with best practice and to assist the smooth progression of any potential insurance claim or police enquiry in the event of theft or accidental / wilful damage such a register should ideally be developed and maintained.

Conclusions and recommendation

Whilst no concerns arise in this area with the accuracy of the register, we suggest, as above, that in the fulness of time an appropriate photographic register of potentially at-risk assets be developed.

R3. Consideration should be given to the development of a suitable photographic register of the Council's stock of assets, which would or may assist the smooth progression of any insurance claim or police enquiry in the event of any loss or damage to any asset.

Investments and loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

As indicated earlier in this report, surplus funds are currently held in a Handelsbanken deposit account, detail of which we have examined as above, noting that the Council is receiving an appropriate rate of interest that is credited to the combined cashbook account monthly.

With almost £2¼ million retained in the 2 Handelsbanken accounts, the Council is potentially at risk of losing a significant proportion of its funds should that bank ever "fail", as the Government's compensation would, at best, only cover the first £85,000 of any loss. We understand that the Council has agreed to place a proportion of its retained funds with CCLA and will monitor progress at our 2025-26 interim review.

We note that the Council has no loans in existence repayable either by or to the Council.

Conclusions

No issues arise in this area warranting formal comment or recommendation, although we urge that consideration be given to the wider diversification of surplus fund deposits.

Statement of Accounts / AGAR

We have reviewed the year-end AGAR detail agreeing the latter to the Omega year-end Accounts. We have also reviewed the debtors and creditors recorded at the year end with no issues identified warranting further enquiry.

Conclusions

No issues arise in this area and, based on the work undertaken for the financial year, we have duly signed off the IA Certificate in the AGAR assigning positive assurances in each relevant area.

We also take this opportunity to remind the Clerk of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation.

Rec. No.	Recommendations	Response
Review of Corporate Governance		
R1	The Standing Orders and Financial Regulations should record a consistent value for formal tender action, ideally set at the existing level of £25,000.	
Assessment and Management of Risk		
R2	Consideration should be given to increasing the level of Fidelity Guarantee insurance cover to, as a minimum, match the average total fund holding value in the combined bank accounts.	
Fixed Asset Registers		
R3	Consideration should be given to the development of a suitable photographic register of the Council's stock of assets, which would or may assist the smooth progression of any insurance claim or police enquiry in the event of any loss or damage to any asset.	

Office Equipment for the Clerk and Officers

Purchase of a mobile phone for the Clerk and Facilities Officer

I am seeking approval from the Finance committee to purchase a mobile phone for the Clerk and officers. The phones would be used as follows:

- Contact number for use in emergencies
- Contactable when working at home or off site (during working hours only)
- Support use of card payment machine App, for pay and play tennis and future events
- Photographs e.g. cemetery, allotments, broken equipment, woodland, marketing, website, communications
- Contacting officers when off site
- Updating and viewing social media interactions with residents

Costs

I have explored mobile phone contracts, and I have been liaising with a company called Aerial Direct. They have advised of a contract that is available with 02 that provides the best coverage in the area.

The total cost over 3 years for 1 mobile phone would be £936 + VAT with no upfront costs.

Budget

The budget for telephone VOIP and broadband is £3,780 per year. This budget will require to be adjusted for 2026/27.

Recommendations

To seek delegated authority to further research the deals available and present my findings for approval to Full Council in September.

Card Payment Machine

We have a Sum Up card payment machine in the office that is new and has not been used. As we do not take cash for payments such as Pay and Play Tennis and allotment keys the setting up of a card machine would be useful.

The card machine would be operated using an App on a mobile phone.

	Sum Up
Card Reader purchase costs	£0
Transaction Fee	Business Account Fee 1.49%
Established	2011
Monthly fee or contract	Sum up doesn't charge or have contracts
Minimum Transaction Amount	£1
Receipts Produced	Via email or print using the card reader printer (If purchased)
Support	Online support, email and live chat

Recommendation


The Clerk will set up the card machine with an App once approval has been granted to purchase a mobile phone contract from Full Council. It may be possible to also use the card machine with a laptop, but this would need to be explored.

Pre-paid Debit card

I have investigated a pre-paid debit card to pay for items such as Fuel for the van and some other online purchases. [some companies don't allow payment by BACS or on account]

I spoke with the Clerk in Old Windsor who uses a pre-paid card, and they have been using one for over 10 years, they are easy to use, and spending limits can be adjusted as required.

I used money supermarket to research the best prepaid cards. These are 2 of the 4 options that were available, that didn't incur a monthly fee. Handelsbanken do not offer a pre-paid debit card.



FairFX
FairFX Currency Card

Card fee Free	Transaction fee Free	UK ATM fee £1.00	International ATM fee £1.00	Monthly Fee Free
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[Go to site](#)

Great for

- ✓ Free multi-currency card that lets you hold 20 major currencies with no monthly fees
- ✓ Lock in great rates before you travel, or while you're away, and spend in over 190 countries at 35 million locations*
- ✓ Earn up to 3.5% cashback at some of the UK's most popular high street retailers and supermarkets. T&Cs apply.

But be aware that

- ✗ You'll need to be a UK resident and aged 18 or over
- ✗ *2.25% fee applicable on transactions that are not in one of the 20 card currencies
- ✗ Card cancellation is free, but there is a £5 fee to redeem any remaining money left on the card



Suits Me
Essential

Transaction fee Free	Monthly fee Free	Card fee Free	UK ATM fee £1.50	International ATM fee £2.50
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[Go to site](#)

Great for

- ✓ You could be approved in under 3 minutes with no verified proof of address and no credit checks required
- ✓ Get exclusive access to Suits Me's cashback rewards programme where you'll earn up to 15% cashback instore and online at many top UK retailers
- ✓ Pay no monthly fee and manage your money and finances on the go, with the free, safe and secure Suits Me mobile banking app and online banking account

But be aware that

- ✗ You need to be a UK resident and aged 18 or over to open an account

Recommendation

Delegated authority to research further and present my findings for approval at the Full Council meeting in September.

Public Art funded project

Section 106 of the Town and Country Planning Act 1990 allows local planning authorities to enter into legal agreements with developers to secure financial contributions or other works related to a development, often including public art.

Here are a few examples:

Stampy the Botley Ox



The Botley Oxtrail Ox. The Parish council's Public Art working group got approval from the Full Council to bid for an ox for West way Square using remaining public art funds.

They held an event where they asked members of the public to name the Ox. He has his own Instagram page!

Find out more details using [this link](#)

Erftstadt Court Mural in Wokingham



Created by a local artist, covers an area plagued by graffiti. More info about this and other projects in Wokingham can be found [here](#).

Little Hampton The long bench



A structure that is art and a piece of furniture, located along the sea front in Little Hampton. It is 323m in length and can seat 300 adults with further opportunity to extend if required. Currently the longest bench in the UK.

More information can be found [here](#)

In the majority of examples, there have been working groups set up to create a strategy for how the funding should be used.

Review of Utility suppliers for Sunningdale Parish Council

Utility Aid are a preferred supplier of Parish Councils across the country, to compare prices of existing suppliers with new.

Our existing suppliers are as follows:

Ecotricity – Electricity supply to Community centre (including Chalet) and Tennis courts.

E-On - Gas supply to Community Centre

- Utility Aid have provided a price comparison table for each of our existing suppliers and compared this with new suppliers that we could switch to. (see below for details of the information supplied by Utility Aid)

Utility Aid work within a live market to ensure that the prices they obtain are up to date. The quotes are as of 29th May and will fluctuate from this date until the paper is presented to Finance Committee on the 15th July. They have advised that nothing interferes with our current contract.

Information received from Utility Aid

Based upon the information provided (As at 29th May) there would be **an annual saving of £866.05** per annum compared to our current spend on electricity. British Gas have come back with the most competitive on all 3 utilities which is handy as they are renewal by standard and have 0 volume tolerance meaning that you won't be penalised for reducing or increasing our usage.

The prices are only valid for the day as prices fluctuate.

Additional Information

Included in our quotation are the costs for our services of 2ppu which covers our expertise and procurement, full invoice validation, account management and customer care services. We will not invoice you for this service and will be paid by your energy supplier.

Please note prices are subject to VAT and CCL where applicable and are subject to change until locked in by your chosen supplier. The contract is subject to credit approval by the supplier.

Please also note that you are responsible for sending your own termination notice and ensuring there is no debt on your account so that the transfer can move ahead smoothly as Utility Aid cannot be held responsible for any costs incurred due to delayed start dates. Should you receive notification of objection from your supplier you must notify us immediately.

Next Steps

To seek delegated authority to enter into a new contract with a new supplier without coming back to committee for approval, as the costs fluctuate.

Seeking approval to set up a new variable direct debit immediately. The new contract is likely to exceed £5,000 so will require Full Council approval.

Price comparison information supplied by Utility Aid

(Screen shot of page 1 of 4 for each meter, electricity and gas)

Meter ending 778 (Office and Chalet)

+ utility aid

Price Comparison

Meter Number: 03801H02/2000003380778
Day Usage: 14,200
Night Usage:
Eve/Weekend Usage:

Customer Name: Sunningdale Parish Council
Supply Address: SUNNINGDALE PARISH COUNCIL THE PAVILION
BROOMHALL LANE SUNNINGDALE
ASCOT SL5 0QS

Reference Number: 23815
Renewal Date: 30 Jun 2025
Quote Date: 29 May 2025

Supplier	Term	Day Rate (p/kWh)	Standing Charge (p/day)	Annual Cost	Difference	% Difference
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Current Supply

		29.4300	86.8900	£4,496.21		
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New Supply

	24	25.25000	62.00000	£3,811.80	-£684.41	-15.22%
	36	25.40000	65.00000	£3,844.05	-£652.16	-14.5%
	24	25.48980	84.42520	£3,927.70	-£568.51	-12.64%

Plan Type: Standard Fixed.

	24	25.67010	84.42520	£3,953.31	-£542.90	-12.07%
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Plan Type: Eco Energy/Renewable.

	36	25.76560	92.42120	£3,996.05	-£500.16	-11.12%
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Plan Type: Standard Fixed.

	36	25.94590	92.42120	£4,021.66	-£474.55	-10.55%
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Plan Type: Eco Energy/Renewable.

	36	27.30000	90.00000	£4,205.10	-£291.11	-6.47%
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Plan Type: Standard.

	24	27.46000	90.00000	£4,227.82	-£268.39	-5.97%
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Plan Type: Standard.

	24	36.53000	90.00000	£5,515.76	+£1,019.55	+22.68%
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Plan Type: Premium HR.

	36	36.62000	90.00000	£5,528.54	+£1,032.33	+22.96%
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Plan Type: Premium HR.





	24	36.26200	106.34900	£5,537.38	+£1,041.17	+23.16%
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	36	36.38000	112.50300	£5,576.60	+£1,080.39	+24.03%
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	24	36.99000	90.00000	£5,581.08	+£1,084.87	+24.13%
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Plan Type: Premium HR/Renewable.

Meter Ending 877 (Tennis courts)

Price Comparison						
Meter Number: 03801H06/2000055599877 Day Usage: 1,826 Night Usage: Eve/Weekend Usage:			Customer Name: Sunningdale Parish Council Supply Address: SUNNINGDALE PARISH COUNCIL THE PAVILION BROOMHALL LANE SUNNINGDALE ASCOT SL5 0QS		Reference Number: 23814 Renewal Date: 10 Jun 2025 Quote Date: 29 May 2025	
Supplier	Term	Day Rate (p/kWh)	Standing Charge (p/day)	Annual Cost	Difference	% Difference
Current Supply						
ecotricity		29.4300	86.8900	£854.54		
New Supply						
British Gas	36	26.09000	45.00000	£640.65	£-213.89	-25.03%
British Gas Lite	36	26.09000	45.00000	£640.65	£-213.89	-25.03%
100% online service; monthly variable DD; must agree to have a smart meter. See www.britishgaslite.co.uk .						
	36	23.41000	58.73000	£641.83	£-212.71	-24.89%
Plan Type: SmartTracker. Annual Price Review						
corona ENERGY	36	23.94060	58.75068	£651.60	£-202.94	-23.75%
Plan Type: Standard. 203STD_1.3S.N3AS						
corona ENERGY	36	24.14060	58.75068	£655.25	£-199.29	-23.32%
Plan Type: Standard(Green. 203STD_1.3S.N3AS.G						
corona ENERGY	48	24.22080	58.75068	£656.71	£-197.83	-23.15%
Plan Type: Standard. 203STD_1.4S.N3AS						
corona ENERGY	48	24.42080	58.75068	£660.36	£-194.18	-22.72%
Plan Type: Standard(Green. 203STD_1.4S.N3AS.G						
	36	24.30000	60.00000	£662.72	£-191.82	-22.45%
Plan Type: Online Only.						
corona ENERGY	60	24.68090	58.75068	£665.11	£-189.43	-22.17%
Plan Type: Standard. 203STD_1.5S.N3AS						
	36	24.78000	58.73000	£666.85	£-187.69	-21.96%
Plan Type: SmartFIX.						
corona ENERGY	60	24.88090	58.75068	£668.77	£-185.77	-21.74%
Plan Type: Standard(Green. 203STD_1.5S.N3AS.G						
	36	24.99000	58.73000	£670.68	£-183.86	-21.52%

Price comparison for Gas

Price Comparison						
Meter Number: 8903784004 Total Usage: 19420			Customer Name: Sunningdale Parish Council Supply Address: SUNNINGDALE PARISH COUNCIL THE PAVILION BROOMHALL LANE ASCOT ASCOT SL5 0QS		Reference Number: 23813 Renewal Date: 10 Jun 2025 Quote Date: 29 May 2025	
Supplier	Term	Day Rate (p/kWh)	Standing Charge (p/day)	Annual Cost	Difference	% Difference
Current Supply						
		6.3330	34.5780	£1,356.08		
New Supply						
	36	7.01000	70.17000	£1,617.46	£261.38	+19.27%
	24	7.60000	45.00000	£1,640.17	£284.09	+20.95%
Plan Type: Online Only.						
	36	7.60000	45.00000	£1,640.17	£284.09	+20.95%
Plan Type: Online Only.						
	24	7.15000	69.68000	£1,642.86	£286.78	+21.15%
	36	7.98000	30.00000	£1,659.22	£303.14	+22.35%
Plan Type: LSC.						
	12	7.70000	45.00000	£1,659.59	£303.51	+22.38%
Plan Type: Online Only.						
	12	7.31000	68.21000	£1,668.57	£312.49	+23.04%
	36	8.10000	27.39726	£1,673.02	£316.94	+23.37%
Plan Type: Choice. (Ref: 75375 Quarterly Charge: 25.000)						
	36	7.35000	70.17000	£1,683.49	£327.41	+24.14%
Plan Type: Renewable.						
	36	8.01500	35.41000	£1,685.76	£329.68	+24.31%
Plan Type: Fix Energy Plan.						
	24	8.12000	30.00000	£1,686.40	£330.32	+24.36%
Plan Type: LSC.						
	24	8.11500	34.62000	£1,702.30	£346.22	+25.53%
Plan Type: Fix Energy Plan.						
	24	8.26800	27.39726	£1,705.65	£349.57	+25.78%

Copy of email received 12th June 2025

Good morning Natalie,

Our management committee has considered the additional information that the council has requested and our response is as follows:

1. Approximately one sixth of our current membership resides in Sunningdale. This is not altogether surprising as our catchment area also covers Sunninghill, Ascot, Cheapside, and the proportion of North Ascot that is within Bracknell Forrest. The nearest alternative clubs for this population are, Windsor Great Park, Wraysbury, Egham, Windlesham and Bracknell.
2. We have told you previously that it is a generally recognised procurement principle that it is bad practice to seek tenders when not in a position to go ahead with the works involved. It is possible that our difficulty in obtaining tenders is a result of our diverging from our principles at your insistence and we do not intend to damage our reputation further by seeking more tenders until we can be sure the project can go ahead. At the moment we have a single tender that was submitted last year. Given the time that it has taken the council to make a decision we suspect that prices will have risen and our request for £30,000 will be less than we need to deliver the project; it is already less than the one quote that we have though that figure includes some provisional items. We have already investigated sources of top-up funding but as time moves on we cannot be so sure of offers we have previously received.
3. The club is very keen to encourage members of the community to come to the club and see if bowls might be a sport for them. Members of the club are present on every Saturday morning and two additional full weekends during the outdoor season and signs at the club and on social media extend a welcome to anyone who wants to try the sport of bowling. In the outdoor close season we encourage people to try short mat bowls and this is available three days most weeks and new bowlers are always welcome. Coming to one of these to give it a try does not incur a charge. It is our hope that once tried bowling is something that people want to continue playing and become members of the club. In this respect we are no different to organisations such as Scouts, Guides, cricket clubs and football clubs.

Experienced bowlers are welcome to use our facilities as guests for a small fee when the green is not fully in use by members and provided there is a member present at the club to 'sign' them in and secure the premises when they leave. We are not able to operate a general pay-and-play arrangement. In addition we welcome local organisations who have used our facilities for social and team building events; one local school has taken advantage of this on several occasions. Our belief is that the facilities at the club are very available to the community and we wish that more would come along and try them.

It is now almost one year since our request for CIL funding was submitted to the council. Since then it has been on the agenda at two council meetings at which we were made aware for the first time that additional information is required of us. We have attempted to respond positively to all your requests; hopefully this latest response will be sufficient for you to make a favourable decision.

Regards

David

David Evans

Treasurer

Sunningdale Bowling Club