



SUNNINGDALE PARISH COUNCIL

Meeting of the Parish Council
Tuesday 16 September 2025 at 7:30 pm

This meeting will be held at
Sunningdale Village Hall, Church Road, SL5 0NJ.

Agenda

Summoned to Attend:

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

Members of the Public are welcome to attend the meeting.

39 / 25 Attendance and Apologies for absence

To receive for approval any apologies for absence and if appropriate any requests to defer receiving an acceptance of office to a later meeting.

40 / 25 Disclosable pecuniary interests and other registerable interests

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

41 / 25 Approval of Minutes of Council Meeting 17 June and Extraordinary Meeting 14 August 2025

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

42 / 25 Announcements from the Chairman

Announcements which the Chairman wishes to bring to the attention of the council members.

43 / 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. This session to be conducted in accordance with standing order 6e-h.

44 / 25 Jack Rankin MP

To receive an oral update from Mr Jack Rankin, MP.

- 45 / 25 Community Grants Policy**
- DECISION:** To approve and adopt the updated Community Grants Policy. (17 June 25/25)
- 46 / 25 CIL Policy update**
- DECISION:** To receive an oral update from the Chair of the Finance Committee regarding the CIL Policy. (15 July FC 14/25)
- 47 / 25 Company phone for Clerk and Officers**
- DECISION:** To approve the purchase of two company mobile phone contracts for the Clerk and Officers.
To agree to setting up payment by direct debit.
- 48 / 25 Events Policy and Plan for 2025/26**
- DECISION:** To approve the Events Policy and plan of events for 2025/26.
- 49 / 25 Deer Fence for allotments**
- DECISION:** To approve the additional costs for the installation of the deer fence at the allotments.
- 50 / 25 Budget monitoring update**
- DECISION:** To consider and approve expenditure of £167.50 for hire of the Village Hall for the September Council Meeting, and to approve the Virement of funds from the Annual Parish Meeting budget (code 102/4202) to cover this cost.
- 51 / 25 Standing Orders**
- TO NOTE:** To note the amendment to Standing order 6v, which now includes an explanatory note clarifying the quorum for Full Council meetings of Sunningdale Parish Council.
- DECISION:** To approve amendments to Standing Orders (21a v) and Financial Regulations (5.7) to ensure consistency between the two documents, in response to the Internal Audit report. (minute reference FC 13/25)
- 52 / 25 National Pay Award to Staff**
- TO NOTE:** Exercise of delegated authority by the RFO, in consultation with the Chair of the HR Committee, to implement the National Pay Award to staff in accordance with Financial Regulation 6.93, due to the absence of a scheduled meeting of Full Council or the Finance Committee.

53 / 25 Clerks Report

TO NOTE: To receive a written report from the Clerk.

54 / 25 Minutes of HR Committee 1 May and 17 June 2025

TO NOTE: To receive the minutes of the HR committee on the 1 May and 17 June 2025.

55 / 25 Minutes of Finance Committee 4 March and 15 July 2025

TO NOTE: To receive the minutes of the Finance committee on 4 March and 15 July 2025.

Part 2 – Confidential

56 / 25 Grievance Committee Update

To receive an oral report from the Chair of the Grievance Committee.

57 / 25 Village Hall Lease update

To receive an oral report regarding the lease for the Trustees of the Village Hall.

DECISION: To approve the heads of terms for a new lease with the Village Hall Trustees, and appointment of Wellers solicitors to draft the agreement between Sunningdale Parish Council and the Trustees of Sunningdale Village Hall.

58 / 25 CCLA Mandate

The Finance Committee agreed (FC 11/25) to implement the resolution made at Full Council on the 18 June 2024 that 4 councillors should be added to the CCLA mandate.

33/24 CCLA Mandate

That the RFO's recommendation concerning the mandate required for the Council to implement its decision to invest with the CCLA be accepted.

DECISION: To approve the appointment of four named councillors to be added to the CCLA mandate.



Natalie Hayes, Clerk

11 September 2025



Minutes of the Parish Council Tuesday 17 June 2025 at 7:30 pm

held at
The Community Room, Broomhall Recreation Ground.

15 / 25 **Attendance and Apologies for absence**

Attendance: Cllr Buxton, Cllr Evans, Cllr Grover, Cllr Hilton (Vice-Chair) Cllr Newman, Cllr Penney and Cllr Pike
Apologies for absence: Cllr Coxon, Cllr Curtis and Cllr Morgan (Chairman)
Present: Natalie Hayes, Clerk and Louise Steele Locum RFO

There were no members of the public present.

16 / 25 **Disclosure of pecuniary interests and other registerable interests**

There were no declarations of interest in accordance with the adopted Code of Conduct.

17 / 25 **Approval of Minutes of Council 22 April 2025 and the Minutes of the Annual Meeting of the Council 20 May 2025**

RESOLVED: That the council approved the minutes of the council meeting on the 22nd April and the Annual Meeting of Council on the 20th May.

18 / 25 **Announcements from the Chairman structure**

There were no announcements from the Chair.

19 / 25 **Public Adjournment**

There were no questions received from any members of the public before the meeting or at this point of the agenda.

20 / 25 **Internal Auditors report**

RESOLVED: To receive the final internal audit report for the financial year. Any recommendations that require action would be discussed at the next finance committee on the 15th July.

21 / 25 **Annual Governance Statement**

Council considered the Annual Governance Statement (AGAR section 1) for the financial year 2024-2025, upon the recommendation of the RFO the Council agreed that the question posed in the statement could be answered in the affirmative.

RESOLVED: That the council agreed the Annual Governance Statement for the financial year 2024-2025.

22 / 25 **Accounting Statements 2024-2025.**

RESOLVED: That the Accounting Statements 2024 – 2025 (AGAR part 2) be approved

23 / 25 Dates for Public Inspection of Accounts

RESOLVED: That the dates for the public inspection of accounts be agreed as 30 June to 8 August 2025

24 / 26 Asset register

RESOLVED: That the asset register was approved by council.

25 / 25 Community Grants Policy

Council had no comments regarding the policy, however the dates when grant applications will be considered at council meetings need to be agreed. The Clerk will issue a poll to councillors for suggested dates to be included within the policy.

UNRESOLVED: To be bought back to council in September for approval.

26 / 25 To receive presentation of Committee Minutes, reports from representatives and proposals for Working Groups.

26 / 25 / 1 To receive the minutes of the Finance Committee meetings held on 4 March and 1 April

RESOLVED: The draft minutes of the Finance Committee held on the 4th March and 1st April were received. Comments were received by email from Cllr Newman in advance of the meeting.

27 / 25 Clerks Report

The report was received by Councillors with positive feedback regarding the details and content provided.

28 / 25 Health and Safety works to trees

RESOLVED: That council approved Health and Safety works to be carried out on the Ash and Willow trees in the recreation ground.

29 / 25 Confirmation of members for Working Groups

Following on from the Annual Meeting of Council 20 May (5 / 25) the working groups have been confirmed.

RESOLVED: That the working groups were confirmed as follows:

Business Plan and Engagement

Cllr Pike
Cllr Coxon
Cllr Morgan
Cllr Newman

Recreation Ground

Cllr Pike
Cllr Curtis
Cllr Morgan

Cemetery

Cllr Buxton
Cllr Evans
Cllr Hilton
Cllr Newman

Cycling and Walking

Cllr Pike
Cllr Newman

Events

Cllr Curtis
Cllr Newman
Cllr Pike

TO NOTE: The Tennis Working group will report to the September council meeting, with a summary of the work it has undertaken against its objectives.

30 / 25 Risk register

RESOLVED: The risk register was approved as a working document. The Clerk and Cllr Evans will create a priority list for any actions required. The council would be kept up to date with progress reported later in the year.

Confidential Session

31 / 25 Confidential Session

RESOLVED: To exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following items by reason of the confidential nature of the business to be transacted.

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

32 / 25 Report of the HR Committee

The Chair of the Recruitment Working Group reported that subsequent to a brief meeting of the group held remotely on the 16th of June 2025 the group's recommendations were that it will be confirmed that Natalie Hayes had successfully completed her probation.

33 / 25 Sunningdale Village Hall Lease

UNRESOLVED: This item was postponed until the September meeting of Council as not all the relevant information had been provided in time to update the Council.

Information sharing

Cllr Pike updated the council on a couple of projects she has been involved with.

Voluntary Community Sector (VCS) Partnership for RBWM and Slough Borough Council – Health and Wellbeing.

RBWM have embarked on a project to review the age friendliness of the Borough, based on experiences of older people aged 60 and over, with diverse backgrounds. There is growing concern over social isolation and the impact on public health. The survey will begin in the Autumn, and Cllr Pike has volunteered to participate.

Thames Valley Police “Have your say” – Sunningdale Library

The event was attended by 4 residents, of which 3 came to discuss speeding on Rise Road and as residents of Oakdene and Sunning Avenue, they are frequent users of Dry Arch Road and Rise Road. One of the residents had already written to RBWM about the same issue.

The meeting closed at 8.48pm

Signed as a true record of the meeting:

Signed: _____

Dated: _____

DRAFT



Extraordinary Meeting of the Parish Council Thursday 14 August at 12:00 pm

held at
The Community Room, Broomhall Recreation Ground.

34 / 25 Attendance and Apologies for absence

Attendance: Cllr Morgan (Chairman), Cllr Evans, Cllr Penney, Cllr Curtis and Cllr Pike
Apologies for absence: Cllr Buxton, Cllr Grover, Cllr Newman, Cllr Hilton
Absent: Cllr Coxon
Present: Nikki Tomlinson, Deputy Clerk and Suzie Parker Events Officer

There were no members of the public present.

35 / 25 Disclosure of pecuniary interests and other registerable interests

There were no declarations of interest in accordance with the adopted Code of Conduct.

36 / 25 Public Adjournment

There were no questions received from any members of the public before the meeting or at this point of the agenda.

37 / 25 Events Policy

A discussion took place regarding the proposed Events Policy. There were concerns that the policy did not contain enough detail to make the policy relevant to Sunningdale Parish Council.

UNRESOLVED: Cllr Curtis to expand proposal with details of criteria, risk and charging of events. To be reviewed again at Full Council.

Cllr Pike left the meeting at 12:30pm.

38 / 25 Outdoor Cinema Event September 2025

RESOLVED: Council approved the Outdoor Cinema Event, which will take place in September 2025. Date to be confirmed by Suzie Parker, Events Officer.

The meeting closed at 12.50pm

Signed as a true record of the meeting:

Signed: _____

Dated: _____



Community Grants Policy

Version control:

1.0 Policy created. June 2025. *Policy adopted*

To note:

Sunningdale Parish Council will be shortened to SPC within this document

Introduction

Sunningdale Parish Council (SPC) allocates a portion of its budget each year to provide support to local groups and organisations. This is discretionary grant funding and may be made under statutory provisions or through s 137 Local Government Act 1972 (S.137 LGA 1972).

The Local Government Act 1972 allows Parish Councils various powers to incur expenditure for that, which in the opinion of the Parish Council is in the interests of and will bring direct benefit to, the Parish or any part of it or all or some of its inhabitants.

This document advises those wishing to apply for a grant or support for a project or an event, how to make an application, how the application is considered and the process once a decision has been made. This document needs to be considered alongside the application form.

The total grant fund is agreed by the council every year as part of the annual budget process. The period for each allocation is from April to March of the next year.

Policy

- (1) The contribution made by organisations and individuals to the wellbeing of the local community is recognised by Sunningdale Parish Council (SPC) as important to our society.
- (2) This policy has been prepared to explain the main details of the grant, project and event schemes, so please read it carefully before you complete the application form.
- (3) The administration of and accounting for any monies granted shall be the responsibility of the recipient.

- (4) There is a limited budget for any grants sought. It is important that all questions on the application form are answered in full and that any additional information which supports the application is provided.
- (5) Any one organisation will not be granted more than the following:
 - (a) **Grants** – up to £1,000 in any one financial year, however consideration will be given to larger amounts depending on merit and a clear benefit to the community. SPC has the discretion to consider and approve additional sums.
 - (b) **Projects** – *[amount to be provided]* This will be looked at on a case-by-case basis with SPC considering the scope of the work and whatever funding the party seeking support has available or has raised via third parties.
 - (c) **Events** – *[amount to be provided]* This will also be considered on a case-by-case basis with SPC considering the scope of the work and whatever funding the party seeking support has available or has raised via third parties.
- (6) It is expected that groups and organisations will access other sources of funding for their projects alongside any application to SPC. For larger awards, SPC will expect that parties requesting grants have match funding from other sources. This will enable SPC to use its available funds to support as many applications as possible.
- (7) The amount of the award (whole or in part) will be at the discretion of Sunningdale Parish Council following a review by the Finance Committee and approval at Full Council.

Conditions of funding

- 1) Grants may support a project, community event, festival or special event which improves activities such as the following for the local community:
 - a) Societal value and inclusion
 - b) Cultural
 - c) Environmental
 - d) Recreational
 - e) Sporting
- 2) The following are examples of funding opportunities:
 - a) A project that makes the local community a better place in which to live, work or visit

- b) A project which is in the interests of and directly benefits people who live in the area which is defined by the boundaries of SPC benefits
 - c) A project which benefits local biodiversity by sustaining healthy ecosystems
 - d) A project which helps to create community resilience to climate change.
- 3) Presented evidence that local people support the project and are involved in carrying it out.
 - 4) Events that are for and benefit residents that live within the area as defined by the boundaries of SPC.
 - 5) Groups from outside the boundaries of SPC who can demonstrate direct benefit to the area are eligible to apply.
 - 6) Applications will be considered from organisations for, but not limited to, capital funding for equipment, revenue grants to pay the running costs for a particular project, funding for events or projects.
 - 7) Applications should be submitted with sufficient time for an officer and the Finance Committee review. This would be done prior to one of the three Full Council meetings November and March when grant applications are considered.
 - 8) Applications will not be considered for:
 - a) Support for commercial ventures for private gain
 - b) Retrospective applications where expenditure has been made, the project has been carried out or the event has taken place.
 - c) Support for political or religious activity. This does not include regional, cultural and national events which are “widely” observed.
 - d) “Upward funders”, i.e. local groups where funds raised are sent to their central HQ for redistribution.
 - 9) Projects that are the prime responsibility of other statutory authorities, regional or national charities will only be considered for support if it can be demonstrated that the financial support of SPC is necessary to draw in larger sums of funding and there is benefit to the SPC Community.
 - 10) Preference will be given to applicants who are local groups, organisations, voluntary groups, societies, clubs and not-for-profit organisations operating in the SPC area where the benefit will be for this area.
 - 11) The organisation will normally be expected to have clearly written aims and objectives, membership rules and preferably a written constitution, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.
 - 12) All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the area.
 - 13) All applications must clearly set out how alternative or additional funding is being raised and provide details of what other parties are or will be providing to enable SPC to evaluate how the sum requested aligns with the total cost.
 - 14) An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget.

- 15) An organisation is required to have a bank account in its own name and demonstrate appropriate financial control (e.g. two authorised representatives required to sign each cheque or bank payment)
- 16) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each time/year.
- 17) Each application will be assessed on its own merits and will be considered along with other applications at SPC Finance Meeting followed by a Full Council meeting in November and March. To ensure as fair a distribution as possible, the Council will consider the amount and frequency of previous awards.
- 18) Once granted there must be no change to the intended use of the grant without express written authority of the council.
- 19) Funding must only be used for the purpose agreed with SPC and if all the monies are not spent on the items agreed, the balance must be returned, except where, by agreement of the council, the monies may be carried over to the following financial year.
- 20) Funding must be spent within one year, for the purpose awarded and cannot be added wholly or partly to the organisation's reserves.
- 21) If project costs are more than anticipated on application, any shortfall must be met by the group/applicant.
- 22) To fully understand your project or activity, SPC councillors may wish to seek additional information and / or to visit the project or activity prior to the project or activity commencing.
- 23) Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- 24) The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
- 25) Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

The Grant Application Process

- 1) Sunningdale Parish Council will consider grant applications in two windows per year with decisions made at Full council meetings in November and March each year. Upon receipt, the applications will be reviewed by SPC officers who may contact you to clarify points and can assist with any questions you have regarding the application.
- 2) Applicants are required to complete a grant application form, available from the Parish Clerk clerk@sunningdale-pc.gov.uk or from the SPC website: sunningdale-pc.org.uk/community-grants All questions on the application form should be fully answered. In addition to the application form, the following supporting information would be provided:
 - a) Full details of the project or activity which the grant is for
 - b) Explanation of how the grant will be of benefit in the local community and the number or proportion of beneficiaries living in the electoral area

- c) Demonstration of a clear need for the funding, advising other sources of funding obtained or sought
 - d) Advise how the organisation will acknowledge any grant awarded by SPC in branding and or advertising
 - e) A copy of the previous year's examined accounts and for larger projects or events, a detailed budget
- 3) Once reviewed by the officers, grant applications will be first considered by the Finance Committee which will make recommendations to the Full Council. Applications should be submitted in good time for the officer and Finance Committee review prior to the November or March Full Council. Applicants like any other members of the public, can attend the committee or council meeting when the grant applications will be considered.
 - 4) SPC will aim to ensure open, transparent and fair awarding of grants. SPC reserves the right to refuse any grant application which is inappropriate or against the objectives of the SPC. The Council's decision will be final. The conditions of funding are described in the conditions of funding section.
 - 5) SPC may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate.
 - 6) When a decision has been made by SPC, you will be informed as soon as possible as to the outcome. This will generally be by email. Should your grant be approved then we aim to send electronic payment to the organisation as soon as practicable and in the instances of an "Event" within the Financial Year of the actual event itself.
 - 7) Regardless of the purpose of any grant, SPC cannot be held responsible or liable in any capacity for claims that may arise against the organisation awarded the grant.
 - 8) Grant payment will only be made to an appropriate bank account in the name of the organisation which has applied for the grant.
 - 9) Only one application for a grant will be considered from each applicant organisation in any one financial year.

Eligibility Criteria

Applications will be accepted from organisations that are:

1. Not for profit such as, but not limited to:
 - a) Registered Charities (registered with the Charity Commission and that have a charity number)
 - b) Unincorporated Associations (includes small volunteer led community groups, sports/hobbies groups, residents' groups, playgroups, youth clubs etc.) that have a simple constitution such as Terms of Reference
 - c) Community Interest Companies (CIC)
 - d) Charitable Incorporated Organisations (CIO)

- e) Schools/Academies (providing the activity is beyond their statutory responsibilities)
 - f) Social Enterprises
 - g) Faith based organisations (where the application is for something that demonstrates wider community benefit)
- 2) For the avoidance of doubt, applications will not be considered from:
- a) Bodies which are companies limited by shares or limited liability partnerships
 - b) Local authorities and bodies owned or controlled by them
 - c) Political, lobbying or pressure groups/organisations
 - d) Individuals seeking financial backing
- 3) The applicant should be able to demonstrate that their application benefits the local or wider community by:
- a) Providing a service
 - b) Enhancing the quality of life
 - c) Improving recreation and/or sports
 - d) Improving the environment
 - e) Promoting the Parish of Sunningdale in a positive way

Applicants should be aware that the Local Government Transparency Code 2014 requires the council to publish details of all grant awards made including the name of the beneficiary, the value of the award and its purpose. This data is published annually.

Acknowledgement of Sunningdale Parish Council Financial Support

Acknowledgments of financial support received from SPC will be required on documentation and any promotional material literature or other media. Successful applicants should agree to:

- 1) Acknowledge Sunningdale Parish Council (SPC) as a funder/partner in all forms of media, with the inclusion of SPC's logo where appropriate.
- 2) Include SPC in any PR as a funder / partner, in an agreed format.
- 3) Agree to any reasonable joint publicity SPC may require.
- 4) Agree and allow SPC to have suitable presence (actual or via marketing, in addition to the above) as part of any event or project. This should be agreed between the parties as part of the grant process.
- 5) Give permission for use of photographs, audio and video in the media and SPC publicity material.
- 6) SPC would request that any party receiving funds as part of this process shares with the SPC Clerk clerk@sunningdale-pc.gov.uk any marketing material, proposed public relations and such like before it be issued and used to ensure SPC is being represented in the correct manner.

Grant Review

All grant recipients are required to provide SPC with the following, within two months of completion of the project:

- 1) A brief report regarding grant utilisation and the impact of the project on the SPC area, including photographs where appropriate.
- 2) How the monies assisted the purpose specified in the grant application.
- 3) Evidence of expenditure (receipted invoices) to the Clerk of the Council clerk@sunningdale-pc.gov.uk on completion of project, demonstrating expenditure equal to, or more than, the total of the amount of the grant detailed on application. This should include detail of how all the final funds for the grant, event or project were raised.

Sunningdale Parish Council reserves the right to recover the grant and/or moveable equipment, or product purchased with grant money if the organisation ceases to operate or if the grant is not used for the purposes specified in the application or if the conditions of the above are not fulfilled.

Responsibility

- The finance committee will oversee the budget and grant awarding policy, on behalf of the council, they may also set priorities for grant awarding.
- The budget for grant funding will be set by full council as part of the budget and precept setting process for the new financial year.
- There will be separate processes and timescales for grants awarded under statutory provisions and for those made under s.137 LGA 1972.



Community Infrastructure Levy (CIL) Policy & Procedures

Contents

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- 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/ukxi/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:	Date:
-------------------	-------

Project Description

Project Title:	
Project Location:	
Description of the project:	

Project Justification

How does the project support business plan objectives?	
How does the project comply with CIL Regulations?	
What is the legal power under which we can implement this project?	
What are the main benefits of the project?	
Who will be the beneficiaries of the project?	
Are the benefits available to all?	
Please provide evidence of community support for the project?	

Project Status

Are there other preliminary tasks before the project can commence	
Please identify any constraints or risks?	

Project Funding

What is the total cost of the project?	
What is the spend to date on this project?	
Please provide a breakdown of the costs?	

Please provide a forecast of any income and operating costs that derive from the project after completion	
---	--

Delivery Timescale

Please show the key milestones for the project	
--	--

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	
2. Name & position of main contact	
3. Applicant contact details (phone no, email & address)	
4. Type of organisation If a charity, please provide registration number	
5. Is the organisation able to reclaim VAT?	
6. Location of project	
7. Summary of the project proposal	
8. Estimated project cost	

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		
Any other Local Authority Contribution		
Third party contribution		
Total Cost		

10. Details of additional sources of funding available	
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made 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	
13. How does the project help address the demands of development in the area. What evidence is there to support this?	

14. What evidence is there of support from the community?	
15. Proposed timelines for the project	
16. Is there a related operating cost associated with the project? How will this be addressed?	
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.	
18. Do you need planning permission to carry out the works?	
19. If planning permission is required is it in place to carry out the works? If so please provide the application number.	

Declaration

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

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

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

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

[Privacy Policy](#)

Signed: _____

Organisation: _____

Date: _____

Purchase of mobile phones for the Clerk and Officers

I am seeking approval from Council to purchase two company mobile phones for the Clerk and Facilities Officer. The phones would be used for the following:

- Support the use of a card payment machine App, for pay and play tennis and scanning entry tickets for community events.
- The use of the Authenticator App (secure access to Microsoft)
- To take and store photographs for council purposes, including maintenance, site inspections, publicity and communications.
- Ability to access marketing communication platforms e.g. Facebook
- Contactable when working off site (during working hours only)

Details and Costs

I have explored mobile phone contracts with Curry's Business (Carphone warehouse) and I have found the following suitable options:

Phone	Details	Costs
Google Pixel 9a	50GB data 24-month contract No upfront costs 02 mobile	£29 per month plus VAT £696 (total contract value)
Apple iPhone 16e	50GB data 24-month contract No upfront costs 02 mobile	£34 per month plus VAT £816 (total contract value)

Carphone warehouse will provide £25 cash back after 3 months, for each phone

Budget

The budget for telephone VOIP and broadband is £3,780 per year.

This costs for two mobile phones won't be able to be absorbed in the current budget, so this will need to be adjusted for 2026/27.

Data Security and GDPR Compliance

- The mobile phones will be used strictly for Council business and will not be used for personal purposes.
- Devices will be secured with passcodes
- Council-approved applications will be installed only as necessary for work purposes
- Photographs and communications taken on the devices will be managed in accordance with the Councils data protection policy, ensuring compliance with UK GDPR.

Recommendations

That the Council approves delegated authority to the Clerk to enter into a mobile phone contract, up to £1,800 over two years, for two mobile phones; and approves the setting up of a Direct Debit for the monthly payments.

Sunningdale Parish Council Event Management Policy

Adopted: by Full Council _____

Next Review: _____

Document Approved		Date

Reviewed By	Major Changes	Date of Review

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1. Introduction

Sunningdale Parish Council (SPC) recognises the importance of community events in fostering local engagement, building on cultural opportunities and promoting residents' and visitors' wellbeing.

This policy outlines the procedures and responsibilities associated with organising, supporting, and approving events on parish owned / managed land, as well as providing guidance and support for those wishing to put on an event within the parish and on parish owned land.

Sunningdale Parish Council work in compliance with the relevant legal and safety requirements and legislation and in partnership with Licensing Team - Royal Borough of Windsor and Maidenhead and RBWM Safety Advisory Group.

General guidance for events can be found via The Purple Guide: [The Purple Guide](#)

SPC uses the guidance provided by The Purple Guide (link above) to ensure the most up to date practices are upheld. It is recommended you access the guide which incurs a small fee.

As a first step, a site visit should be arranged with an Officer from the SPC to ensure suitability of the event for the location prior to submitting your application to the Council to appropriately manage risk and streamline the application and event management process.

2. Scope

This policy applies to:

- all events organised by the Parish Council
- all events delivered by a third party

All events held on parish land require Parish Council approval (agreement will need to be resolved by Full Council).

Third party led events may incur a charge for use of SPC land AND/OR costs for a road closure, where required. Information and costs on Road Closures can be found on the website of Royal Borough of Windsor & Maidenhead (RBWM): Closing a road for an event:

<https://www.rbwm.gov.uk/business-and-economy/licensing-and-regulation/highway-licences/apply-road-or-public-rights-way-closure>

3. Objectives

- To ensure events are planned and conducted safely and legally.
- To minimise risks to the public, organisers, and the environment.
- To promote inclusivity and accessibility.
- To ensure safeguarding measures are appropriate and in place where required.
- To ensure compliance with relevant statutes, legislation, and local regulations

4. Definition of Events

An event is defined in this policy as:

A planned activity in a specific location and for a limited period that members of the public can attend. The activity can take place either indoors or outdoors on public land. The activity or occasion can reasonably be expected to cause a public gathering that is not part of the normal course of business at that location and time.

5. Categorising Events

When applying, the following information will be required to determine what safety measures may be required and what fees and charges apply.

(i) The size of the event

Size	Audience Capacity*	How to apply	When to apply
Small	Up to 500	For All Events , a downloaded application form, proof of insurance, applicable licences and risk assessments must be submitted within the applicable timeframe. For Medium Events , the scale and type of event will dictate additional forms/applications including a full event management plan and, where applicable, a Pre-consultation with the Events team. Large & Major Events – see below	Minimum of 12 weeks before the event
Medium	500 – 2000		Minimum of 20 weeks before the event
Large	2000 – 4000		Minimum of 24 weeks before the event
Major	Over 4000		Minimum of 36 weeks before the event

Note:

(a) the audience capacity is the maximum number of attendees expected at the event at any one time.

(b): Medium event applications may need to be reviewed by the Safety Advisory Group (SAG), before a decision is made on whether the event can proceed. The SAG meets at least every two months, so this should be considered when submitting applications. Additional information and relevant forms can be found on the event pages on the Sunningdale Parish Council website.

(c) Large and Major events - we do not anticipate the need for or permitting these due to lack of capacity within the Sunningdale Parish

(ii) event type:

Commercial: Commercial events are those that are intended to make a profit, including product launches, corporate events, other marketing and promotional activities. This also includes circuses, fairgrounds, and ticketed festivals organised and run by private individuals, organisations and the Sunningdale Parish Council

Community: These are events organised by local not-for-profit, community or voluntary groups and the Sunningdale Parish Council that directly benefit the residents of Sunningdale and do not provide significant advertising or other commercial benefit to a profit-making business or organisation.

Charity:

Events organised by registered charities and are predominantly fund-raising or awareness-raising events for the benefit of the charity. A registered charity number must be provided.

Organised fitness: These are sporting or physical activity events organised with or without a charge to those attending the activity. Generally, where groups are offering training or event organisation without a charge, there will not be a booking fee, but an application fee may still apply. Further information is available on the Council's website.

(iii) Other Considerations:

- Location: Is the event taking place within a park, field, on a road or highway, or in a building?
- What is the purpose of the event: For example, is it a family fun day, a concert or a political demonstration?
- What structures and activities will be included: For example, is there a circus big top, funfair rides, a large stage or tent, an inflatable, or a fireworks display?
- Audience: Who is expected to attend the event? For example, is this predominantly a family event, or would the activities attract large groups of teenagers or young adults? Is it for local people or will there be transport issues resulting from people traveling some distance to attend?

6. The application, consultation process and approval process

Any organisation or individual planning an event on parish land must apply to the Sunningdale Parish Council in advance (see Size of Event table above), with all required paperwork received and accepted by the Council no later than 14 business days prior to the event taking place.

Applications will be triaged in the Office for compliance prior to being considered by Full Council. Officers have the right to return an application that is incomplete.

The stages of the application process are:

- Pre-consultation (Pre-application discussion)
- Application and payment of fees
- Processing and validation
- Planning meetings and Consultation with agencies
- Confirmation
- Evaluation and debrief after the event

Consultation will involve meetings (to be known as planning meetings) with the necessary departments within the Council and external agencies to ensure all relevant groups are aware and prepared for the event. The size of event being planned will be considered because small events will not necessarily be subject to full consultation as they will have virtually no impact on the venue or the surrounding area. If a small event does require consultation this will generally only occur on the first occasion unless there are concerns raised once it has taken place.

Consultation on medium events may involve members of The Safety Advisory Group and may involve other key stakeholders including Ward Councillors etc. depending on the impact the event is likely to have.

Application forms can be downloaded from the Sunningdale Parish Council website. The following links will be useful in deciding the kind of event you will be delivering: **Please note: these links do not yet exist – will need to be created**

<https://sunningdale-pc.org.uk/news-events/Temporary-Event-Notice> [https://sunningdale-pc.org.uk/news-events/ Premises-Licence](https://sunningdale-pc.org.uk/news-events/Premises-Licence)

Approval Process

The Parish Council will review event applications based on:

- Compliance with legal and safety requirements.
- Suitability of the location.
- Impact on residents, businesses, and the environment.
- Organiser's ability to manage the event responsibly. A decision will be communicated to the applicant once the decision has been made at Full Council (***i.e. after the third Tuesday of the month***); ***subject to any further questions the council members have or caveats they may wish to apply.***

7. Safety Advisory Group

Safety Advisory Group (SAG) exists to support event organisers to ensure that, as far as is reasonably possible, events in the Royal Borough take place safely and successfully.

They will review plans for all events (although some small events may be exempt) taking place within the Royal Borough to which the public have access, whether:

- the venue is public or private.
- the arrangements are ticketed or unticketed.
- free or for payment.
- traditional or innovative.
- annual, monthly or exceptional.
- for profit, voluntary or charitable.

The SAG has a core membership as below. Other stakeholders will be included as necessary depending on the size and/or nature of the event:

- Royal Borough of Windsor & Maidenhead.
- Thames Valley Police.
- Royal Berkshire Fire and Rescue Service.
- South Central Ambulance Service NHS Trust.

For information on, and to submit an application to, the Safety Advisory Group, [click here](#).

Links to SAG forms:

[SAG: Event Risk Assessment](#)

[SAG: Guidance to Organising a Safe Environment](#)

[SAG: Debrief Form](#)

8. Confirmation and Promotion

Once consultation has taken place with the necessary agencies, documents have been reviewed, and the council is satisfied that all requirements have been met then an agreement in principle will be issued. This agreement will be subject to compliance with any pre-event conditions, payments (including deposits) and the requirement to obtain any licences etc.

Once the event is confirmed the events will be promoted through the following means:

- Including the confirmed event on the council's calendar of events page on the website at least 4 weeks prior to the event taking place
- Notifying by email and social media to those registered for event updates
- Holding a stakeholder meeting with the event organiser in attendance for any large or major event at least 6 weeks prior to the event taking place

9. Events not normally granted approval

Normally no more than one event will be approved to take place on the same day in any park or open space. (An exception may be when the events are complementary and are taking place alongside one another with the agreement of both organisers). If multiple applications are received an alternative date or venue will be offered to one or both organisers. Event organisers may be required to move venue or date for other reasons.

Additionally, the following will not be approved:

- Events that are deemed inappropriate such as those that will have a detrimental effect on the "normal use" of the area and those that fail to comply with the terms and conditions of hire.

These will be found on the Council website.

- Events that promote any political campaigns or controversial issues which may be damaging to community relations, are illegal or offensive
- Any event that does not provide adequate documentation or certifications and cannot demonstrate that it should progress to the next stage of the application process
- Any event that cannot demonstrate to the Safety Advisory Group, where required, that it can be delivered in a safe and robust manner
- Any event that discriminates against race, religions, gender, sexual orientation or disability.
- Any event or activity that is prohibited by council and parks bylaws. There are restrictions on the use of animals in events that need to be discussed with the events team before approval can be given.

The council reserves the right to refuse any application and the right to impose additional conditions regarding a booking. Any decision to refuse an event will be made at a Full Council meeting.

10. Fees & Charges

There are various fees and charges payable by event organisers depending on the location and type of event being organised. These can include:

- Events application fee. (This is a non-refundable fee)
- Parks/open space hire fee (dependent on the size and type of event)
- Street use booking/admin fee – payable in the same way as a parks hire fee (upon the size and type of event)
- Damage/reinstatement deposit for highway/parks events
- Road closure fees
- Parking suspension fees
- Licensing fees
- Waste clearance charges

All application fees must be paid to the relevant body when the application is submitted, and the fee is non-refundable. A booking fee for the park or highway must be fully paid 45 days before the event. Full details of the Council's fees and charges can be found on the council website: **NB – these will be determined in due course and added to the SPC website**

Please note that other agencies such as RBWM may also have charges for the use of their network or the diversion of traffic. Any events held on the highway will be forwarded to RBWM for their consideration.

Council costs must be covered at all times. Some events may meet the following criteria in which case the fees may be reduced or waived at SPC discretion.

- Where an event is in partnership with the council
- Where an event delivers on Council policy
- Where the event is new event or being proposed by a starter organisation/group in early days

Fees will only be waived on a one-off basis and each event will be considered on a case-by-case basis. The decision to waiver fees will remain at Full Council level.

If an event organiser would like to be considered under these criteria an email should be sent to Admin@sunningdale-pc.gov.uk

11. Exemptions

It is recognised that due to the spontaneous nature of public events there may be occasions where an event cannot be foreseen or pre-planned but there is significant public interest. In these rare cases there may be deviations to this policy. Exemptions to the application process and timelines stated above will only be considered for those events where it is shown that the Council could not be notified in advance and there is significant public interest. Any decision will be made in line with the structure outlined in section 12 of this policy.

If an event is notified to the Council at short notice the event organisers must still provide the documents as outlined above to ensure that the safety of the public has been considered. These documents must be provided to the Council prior to the start of the event. In short notice events it is the responsibility of all partnership agencies to work together to achieve a safe outcome.

If an event organiser believes their gathering is not a public event and maybe exempt from timelines listed above and all fees or charges an email should be sent to: Admin@sunningdale-pc.gov.uk

12. General Conditions

Health & Safety

Responsibility for safety rests with the organiser but the council and its partners have a duty to ensure all relevant health & safety guidance is followed, including the preparation of full risk assessments and method statements. The first priority of all involved in managing events must be human safety. Every event should have a designated safety officer.

Role of the Event Organiser and their obligations

- Provide complete and accurate event documentation within the required timeframes and respond promptly to any queries raised by the Council or member of the SAG.
- Ensure that any information given on behalf of the organisation they represent is accurate and that they have the legal authority to enter agreements on behalf of that organisation or have the delegated legal authority.
- Permissions, licences and safety documentation must be sought well in advance, in accordance with the timetables set out in the more detailed guidelines that will be found on the website.
- The event organiser should ensure the event is run according to the submitted plans.
- A comprehensive risk assessment is conducted, using the SAG Event Risk Assessment Form, which should be presented to the SPC along with your application.
- Either a pre-event inspection, site assessment, or site walk-through carried out (depending on the event) on the day.
- Public Liability Insurance documents are in place up to the value of £10 million.
- Emergency procedures and access to water points must be identified within the Event Management Plan.
- Provision of accessible toilets must be considered, and if required, they must be identified as part of the Event Management Plan and mapped accordingly.
- Equipment must not be taken onto the site earlier than the commencement of the period of use unless written permission has been given from the Council.
- All Equipment must be removed from site by the end agreed as the period of use. The Council must be contacted immediately if there are any issues.
- Only vehicles agreed by the council should access the site and these should be confirmed in writing and within the Event Management Plan.
- All outdoor activities must take every reasonable measure to ensure that the turf and ground are not damaged and that no harm is caused to the site. Following any event, the site must be left in a clean, tidy and undamaged condition, to the satisfaction of the council. Should this condition not be met, any costs incurred by the council in restoring the site will be the sole responsibility of the hirer/event organiser, who will be required to reimburse the council in full.

- Locally situated defibrillators and bleed kits and fire extinguishers must be considered and mapped.
- A “lost child” point is advertised at a localised position and relevant communications must be in place to make announcements and manage the safe return of any child who gets estranged from their parent/care giver. *It is advisable to ensure some volunteers have enhanced DBS checks for safeguarding.*
- Adequate first aid provisions are in place (where appropriate depending on the nature of the event) and details should be included in the Event Management Plan.
- Access routes for emergency vehicles must be appropriate and mapped via the Event Management Plan.
- Fire safety measures are considered and implemented details; should be included in the Event Management Plan.
- Emergency evacuation procedures are established and communicated effectively; details should be included in the Event Management Plan.
- Food hygiene and safety certificates are achieved by vendors; shared in advance and advertised publicly during the event.
- Where necessary, adequate security is in place which is suitable for the nature of event and number of attendees (and especially when managing nighttime economy).

Security must all have valid SIA licences which are worn visibly.

- Fires will not be permitted under any circumstances and any events involving fireworks will need to be given written permission by the Council dependent on the acceptance of a detailed Risk Assessment and in consideration of any threat of adverse weather and/or inappropriate conditions.
- **All valid and up to date paperwork** including (but not limited to) the Event Management Plan(s), Risk Assessment(s), Public Liability Insurance(s) and Health & Safety documentations i.e. ADIPS for operation of children’s rides/inflatables must be sent to the Council and receipt acknowledged no later than **14 business days prior** to the event commencing.
- Debriefing on events and impact on future events. Debrief forms submitted to SPC after the event, comprising the following from The Safety Advisory Group – guidance to organising a safe entertainment document
 - Safety Inspection Checklist pages 19 to 25 of
 - Injury/Incident Report Form pages 26&27 (where no injuries/incidents occurred a signed and completed form stating this should still be submitted)

Non-compliance can jeopardise the event and will also affect future events planned by the organiser. Non-compliance may also result in the event organiser being liable for prosecution.

Traffic and highways management

RBWM and, by extension Sunningdale Parish Council, is required to consider all traffic and highways management implications of events to fulfil its duty to keep the borough moving. A

minimum period is required to implement traffic management measures, such as Temporary Traffic Management Orders to close roads, advance warning signs of events, diversion routes, and traffic controls. Costs for any traffic management order must be incurred by the event organiser. Details of current costs are available on the RBWM Council's website.

There are restrictions on the number of times roads can be closed in a calendar year so this will be considered as part of the application process and may mean that permission for the event is refused or that an alternative location is suggested.

Events must have a traffic and parking plan including, where necessary, including but not limited to:

- Road Closure Request
- Temporary Traffic Measures

See advice from RBWM Council via this link: <https://www.rbwm.gov.uk/business-and-economy/licensing-and-regulation/highway-licences/>

- Adequate parking arrangements.
- Consideration of road closures and diversions (where applicable) including marshalling where required to enforce closures and coordinate vehicles' movement safely when diversions apply.
- Evidence of coordination with local authorities and emergency services where necessary

Licensable activities

The event organiser is responsible for ensuring that all required licences are obtained in sufficient time and all conditions specified in these licences are adhered to. The costs for any licence shall be incurred by the event organiser. Details of current costs are available on the RBWM Council's [website](#) and specific bodies websites.

Such licences could include, but are not limited to:

- Performing Rights Society (PRS): <https://www.prsformusic.com/>
- Phonographic performance Limited (PPL): <https://www.ppluk.com/>
- Street Trading Licence
- Special Treatment Licence
- Premises Licence
- Temporary Event Notice (TEN): <https://www.rbwm.gov.uk/business-and-economy/licensing-and-regulation/alcohol-and-entertainment-licences/temporary-event-notice>

Events that include 'licensable activities', such as the sale of alcohol and regulated entertainment (such as live music) need to be covered by a Premises Licence. Small events can be covered by a Temporary Event Notice (TEN). The council can request conditions to be attached to any licence,

and these could address any of the four licensing objectives; prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm.

Insurance Requirements

All events must have appropriate Public Liability Insurance, minimum cover of **£10,000,000 (ten million GBP)**, and evidence must be provided before approval is granted along with a completed application form.

A letter of confirmation or valid Policy Certificate must be included in the application; this is an official letter or document that has been arranged in agreement between the two parties for the type of cover required. It will always include:

- details of the insurer & the insured
- policy reference number
- a policy expiry date (and after the event date for significant events)
- type of cover and breakdown for example exemptions and/or clauses
- must be signed & dated on letter headed paper

Guidance on adequate insurance can be found via [Gov.Uk: Organising a voluntary event: a 'can do' guide](#) - GOV.UK

Environmental Considerations

Organisers must implement measures to:

- Reduce waste and promote recycling.
- Ensure litter-picks are arranged to leave the premises in a tidy and operational manner once the event has ceased.
- Limit noise pollution so as not to unnecessarily cause disturbances for neighbours.

Letters advertising the event are required to be circulated to affected businesses or households in the vicinity one month ahead of any event which may cause disruption.

- Ensure events (particularly those with music/sound) must cease at 22:30 for 23:00 finish.
- Protect conservation areas, green spaces, biodiversity, and wildlife.

13. Cancellations

The council reserves the right, at its sole discretion, to cancel any event booked on council land due to poor weather, unsuitable ground conditions, non-receipt of the required paperwork or exceptional unforeseen circumstances. The event may also be cancelled due to a risk to public safety recommendation from SAG.

All cancellation decisions are made at Full Council level. In these circumstances, the council is not responsible for any costs that the organiser may already have incurred in preparing for the event. In all cases in the circumstance of an event being cancelled the Application Fee is non-refundable.

If the events' organiser cancels the booking less than 4 weeks before the date of hire, there will be no refund on the hire charge. Where an event is cancelled due to circumstances beyond the event organiser's control, for example adverse weather conditions and natural disasters including force majeure and where the council is provided with reasonable notice, the council may offer a refund of the hire fees, additional service costs and any deposit at its sole discretion but this will only be paid if the costs the council has incurred are covered.

The non-operating days would be taken into consideration in these circumstances. The council will recover the full costs incurred including anything they have to put in place to assist with cancelling the event.

14. Legislation

All events must conform to relevant legislation, including but not limited to:

- Health & Safety at Work Act 1974
- Health & Safety (First Aid) Regulations 1981
- Data Protection Act 1998
- Equality Act 2010
- The Management of Health & Safety at Work Regulations 1999
- RIDDOR 1995
- Food Hygiene (England) Regulations 2006
- Town and Country Planning Act 1947 and 1990
- Licensing Act 2003
- The Children's Act 1989
- Fire Regulatory Reform (Fire Safety) Order 2005
- Firework Regulations 2004
- Safety at Sports Ground Act 1975
- Private Security Industry Act 2001
- Environmental Protection Act 1990
- Noise Act 1996
- Sunningdale Council Byelaws

15. Equality and Diversity

SPC aspires to be a place noted for its safety, openness and community spirit where everyone who lives and works here has a strong sense of belonging. As a council and in partnership with others we aim to address the needs and aspirations of local people to create a place of opportunity for all. The application of this policy will have due regard to Section 149 of the Equalities Act 2010, which places a general duty on public authorities, who must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and those who do not;
- Foster good relations between people who share a protected characteristic and those who do not.

16. Review

Events are unique, therefore the challenges posed by each event are different. As events evolve and develop it will be necessary for the Events Policy to evolve and develop accordingly. All the partner agencies recognise the importance of outdoor events to SPC and work together to provide a programme of safe and well-managed events for the benefit of residents and visitors.

17. Parish Council Support

The Sunningdale Parish Council can be contacted by phone prior to making an appointment on **01344 874268** and the Deputy Clerk / Events Officer may provide assistance such as:

- Further advice on planning and regulatory requirements.
- Outline templates for Event Management Plans & Risk Assessments.
- Additional signposting to guidance on Event Planning and Health & Safety requirements.
- Advertising and promotions through SPC website and other communication channels.

Other Information & Links:

- The Purple Guide
- Organising a Street Party – [Online Guidance](https://www.gov.uk/organise-street-party) (<https://www.gov.uk/organise-street-party>)
- Celebrating with bonfires and fireworks – [A community guide](https://www.gov.uk/government/publications/celebrating-bonfire-night) (<https://www.gov.uk/government/publications/celebrating-bonfire-night>)
- Your guide to organising a street party - <https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party>

Proposal to install a new V Mesh fence at the allotments

The original deer fence was installed around 16/17 years ago and over the years the deer fence has become unfit for purpose. It was agreed by council to get quotes for a new deer fence at the allotments – Sept 24 – 66/24.

At the Council Meeting 18 March 2025 (152/24) A £5,000 preliminary budget was agreed but a better fence was to be sourced.

We have received 3 quotes for the supply and fit of V-mesh fence at the allotments. These quotes include removing the old fence, supplying a 200m V-mesh fence with a single door V-mesh gate for access (the green line on the map below is where the new fence will be, the green square is the location of the gate)

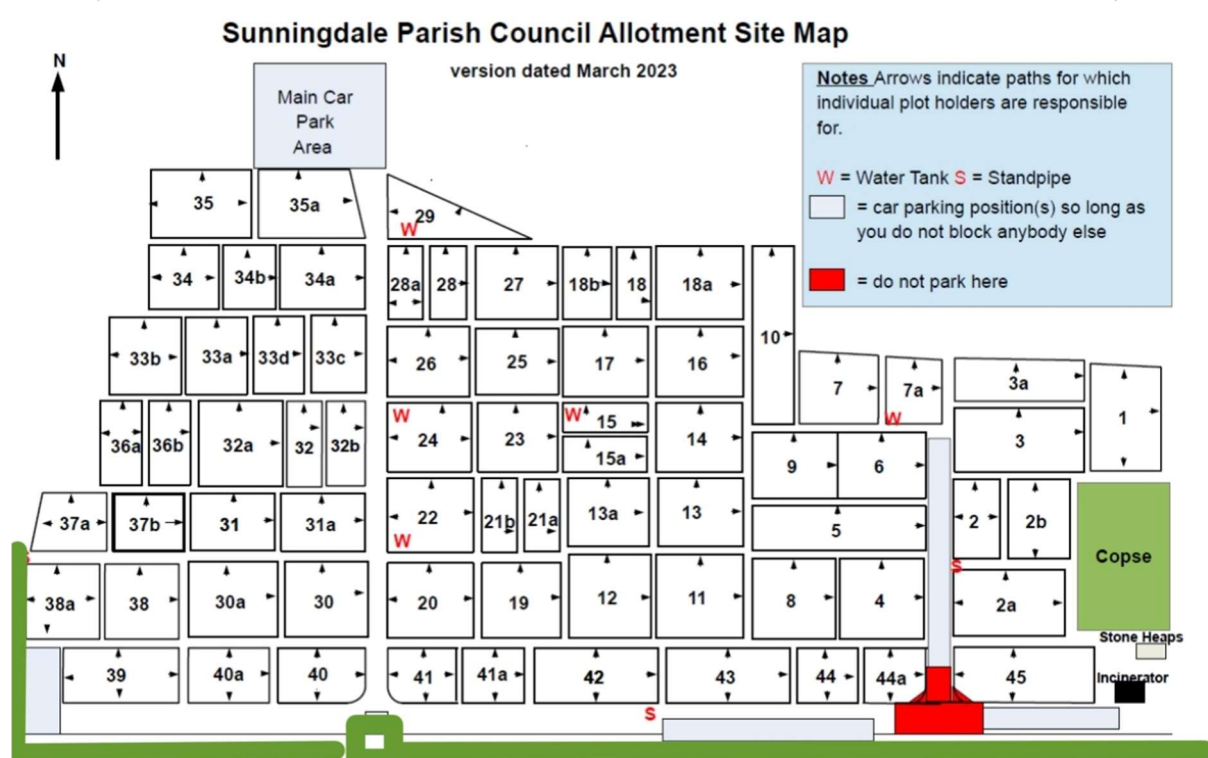
Quote A - £17,690

Quote B - £9,323

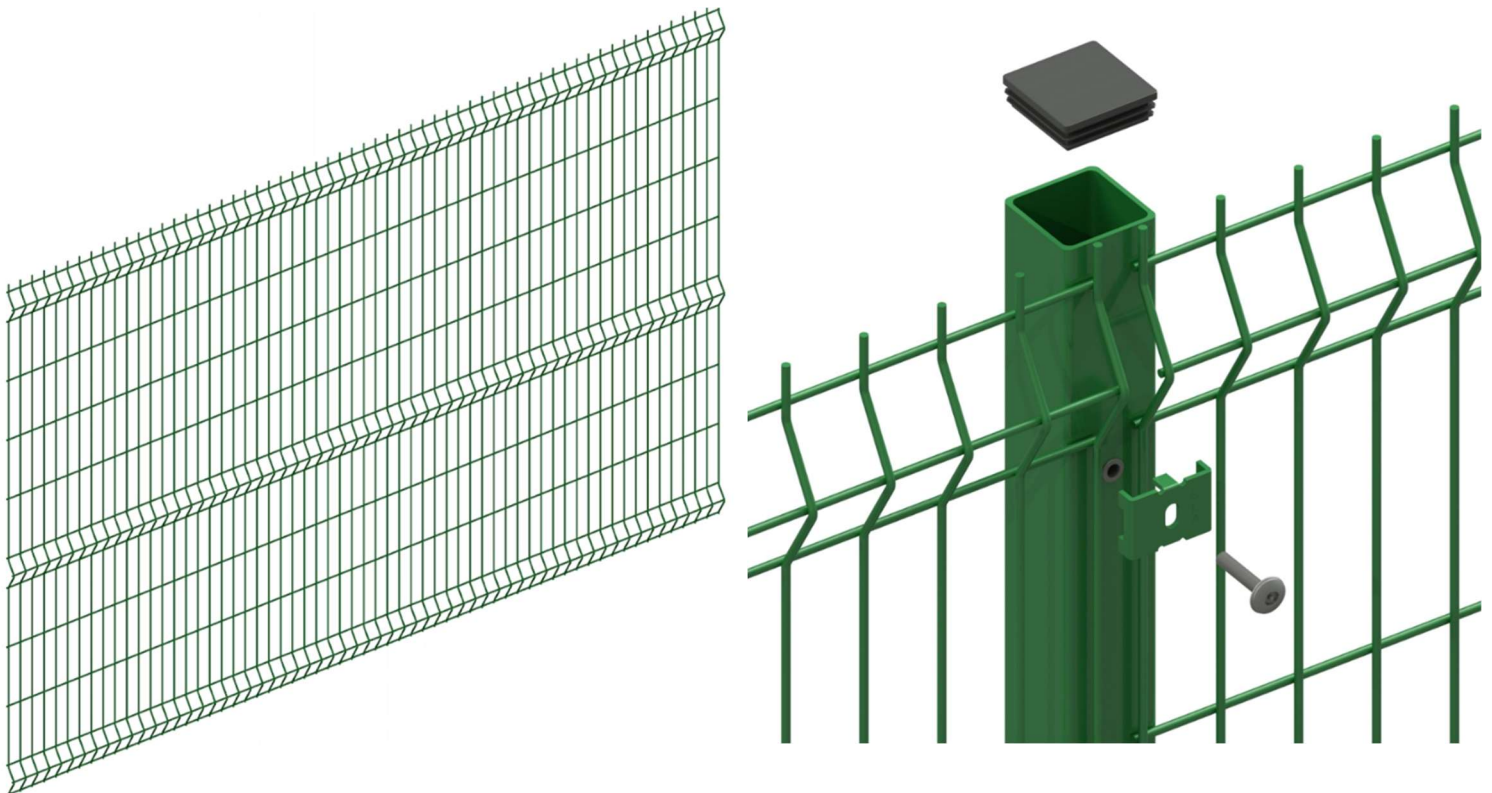
Quote C - £9,230

Recommendation for Council

That Council goes with the £9,323 option. This quote gave a much more precise scope of works and have also done all the recent fencing at the Marist School and Lynwood including leaving the area neat & tidy when works are complete. Their quality of work can be viewed if needs be as they have recently installed fences at The Marist School. It is also recommended that we use the property maintenance reserve to fund the new fence.



Below is what the V mesh fence looks like -



What the new fence will look like –

This is looking east along the boundary fence as it currently is



This is looking east along the boundary fence. This shows what the new fence will look like



This is
looking
West along
the
boundary
fence as it
currently is



This is
looking
West along
the
boundary
fence. This
shows what
the fence
would like



Standing Orders

Revised: April 2022
Approved: May 2022, May 2023, May 2024 & May 2025
Minute: Council 24th May 2025 (8 / 25)
Revision date: 16th September 2025

Revision History

1. January 2021

- Adoption of the current version of NALC Model Standing Orders ie “The Model Standing Orders 2018 for England revised in 2020”.
- Key changes:
 - References new legislation.
 - Standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning.
 - Standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs.
 - Addendum. New sections added on
 - Petitions,
 - Protocol for Public Participation in Meetings and
 - Members Guide to declaring interests at meetings.

2. April 2021

Key changes:

- Removal of the need to second motions
- Removal of the need to stand up to raise a question
- Replacement of ‘Matters Arising’ with ‘Chairman’s updates on actions not covered on the Agenda’

3. April 2022

Key changes:

- This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

4. September 2025

TO NOTE – The references below are correct, the standing order title numbers and ordering requires to be updated.

Key changes:

- Standing order 6v includes an explanatory note clarifying the quorum of the meeting for Sunningdale Parish Council will be 4.
- Standing Orders 21a v has been amended to £25, 000 plus VAT so that it is consistent with financial regulations. As per Financial Committee meeting July'25 (FC 13/25)

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1. Introduction

With the introduction of these standing orders, Sunningdale Parish Council has adopted the National Association of Local Council (NALC) model standing orders as contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. These can be found in a separate document.

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

Sections 4-29 are the model standing orders. Any additions to these model standing orders required by Sunningdale Parish Council are shown in the Addendum. In this way, it is clear which elements are part of the model standing orders and which are additional. Also, this will make applying updates to the model standing orders easier in the future.

2. Rules of debate at meetings

- 4a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- 4b A motion (including an amendment) shall not be progressed unless it has been moved.
- 4c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- 4d If a motion (including an amendment) has been moved, it may be withdrawn by the proposer only with the consent of the meeting.

- 4e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 4f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- 4g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- 4h A councillor may move an amendment to his own motion if agreed by the meeting
- 4i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- 4j Subject to standing order 4 (k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- 4k One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- 4l A councillor may not move more than one amendment to an original or substantive motion.
- 4m The mover of an amendment has no right of reply at the end of debate on it.
- 4n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- 4o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- I. to speak on an amendment moved by another councillor;
 - II. to move or speak on another amendment if the motion has been amended since he last spoke;
 - III. to make a point of order;
 - IV. to give a personal explanation; or
 - V. to exercise a right of reply.
- 4p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- 4q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- 4r When a motion is under debate, no other motion shall be moved except:
- I. to amend the motion;
 - II. to proceed to the next business;
 - III. to adjourn the debate;
 - IV. to put the motion to a vote;
 - V. to ask a person to be no longer heard or to leave the meeting;
 - VI. to refer a motion to a committee or sub-committee for consideration;
 - VII. to exclude the public and press;
 - VIII. to adjourn the meeting; or
 - IX. to suspend standing order(s) excepting those which reflect mandatory statutory or legal requirements.

- 4s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- 4t Excluding motions moved under standing order 4(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

3. Disorderly conduct at meetings

- 5a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- 5b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 5c If a resolution made under standing order 5(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

4. Meetings generally

Full Council meetings

Committee meetings

Sub-committee meetings

BOLD black print is a legal and statutory requirement.

Full Council	6a	Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
Full Council	6b	The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
Committee	6c	The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
Full Council Committee	6d	Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. <i>Note: This is in line with the Government's 'Open and Accountable Local Government guide' (2014), examples of confidential information include discussing the conduct of employees, negotiations of contracts or terms of tender, or the early stages of a legal dispute)</i>
	6e	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

	6f	The period of time designated for public participation at a meeting in accordance with standing order 6(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
	6g	Subject to standing order 6(f), a member of the public shall not speak for more than 5 minutes.
	6h	In accordance with standing order 6(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
	6i	A person shall raise his hand when requesting to speak
	6j	A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
	6k	Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
Full Council Committee	6l	Subject to standing order 6(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. <i>Note: (i) In line with the Government’s ‘Open and Accountable Local Government guide’ (2014) and s40 of the Local Audit and Accountability Act 2014 members of the public may film, photograph, make sound recordings or use social media to report the proceedings of any Council meeting at which they are entitled to be present.</i> <i>(ii) persons may not orally report or comment about a meeting as it takes place if he (she) is present at the meeting.</i>
Full Council Committee	6m	A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
Full Council Committee	6n	The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
Full Council	6o	Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
Full Council	6p	The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
Full Council Committee Sub-committee	6q	Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
Full Council Committee Sub-committee	6r	The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. <i>See standing orders 8(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.</i>

Full Council	6s	Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
	6t	The minutes of a meeting shall include an accurate record of the following: <ul style="list-style-type: none"> i. the time and place of the meeting; ii. the names of councillors who are present and the names of councillors who are absent; iii. interests that have been declared by councillors and non-councillors with voting rights; iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights; v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; and vii. the resolutions made.
Full Council Committee Sub-committee	6u	A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
Full Council	6v	No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. <i>For Sunningdale Parish Council the quorum of the meeting will be 4.</i> <i>See standing order 7d(viii) for the quorum of a committee or sub-committee meeting.</i>
Full Council Committee Sub-committee	6w	If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
	6x	A meeting shall not exceed a period of 2 hours, unless a motion made by the Chair of the meeting is approved by members to extend the meeting beyond this time.

5. Committees and sub-committees

7a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

7b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

7c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

7d The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until

- the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 7(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 7(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

6. Ordinary council meetings

- 8a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- 8b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- 8c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- 8d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- 8e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- 8f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- 8g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- 8h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of**

votes.

- 8i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- 8j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the Annual Parish Council meeting, the business shall include:
- I. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - II. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - III. Receipt of the minutes of the last meeting of a committee;
 - IV. Consideration of the recommendations made by a committee;
 - V. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - VI. Review of the terms of reference for committees;
 - VII. Appointment of members to existing committees;
 - VIII. Appointment of any new committees in accordance with standing order 4;
 - IX. Review and adoption of appropriate standing orders and financial regulations;
 - X. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - XI. Review of representation on or work with external bodies and arrangements for reporting back;
 - XII. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - XIII. Review of inventory of land and other assets including buildings and office equipment;
 - XIV. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - XV. Review of the Council's and/or staff subscriptions to other bodies;
 - XVI. Review of the Council's complaints procedure;
 - XVII. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - XVIII. Review of the Council's policy for dealing with the press/media;
 - XIX. Review of the Council's employment policies and procedures;
 - XX. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - XXI. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

7. Extraordinary meetings of the council, committees and sub-committees

- 9a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- 9b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

- 9c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or a sub-committee at any time.
- 9d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

8. Previous resolutions

- 10a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- 10b When a motion moved pursuant to standing order 10(a) has been disposed of, no similar motion may be moved for a further six months.

9. Voting on appointments

- 11a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- 12a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- 12b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- 12c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 12(b), correct obvious grammatical or typographical errors in the wording of the motion.
- 12d If the Proper Officer considers the wording of a motion received in accordance with standing order 12(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- 12e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 12f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be

final.

- 12g Motions received shall be recorded and numbered in the order that they are received.
- 12h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

11. Motions at a meeting that do not require written notice

13a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

12. Management of information

See also standing order 20.

- 14a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- 14b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- 14c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- 14d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or**

personal data without legal justification.

13. Draft minutes

Full Council meetings

Committee meetings

Sub-committee meetings

	15a	If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
	15b	There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
	15c	The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
	15d	If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect: “The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
Full Council Committee Sub-committee	15e	If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
	15f	Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of conduct and dispensations

See also standing order 3(u).

- 16a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- 16b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

- 16c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- 16d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 16e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- 16f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- 16g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- 16h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

15. Code of conduct complaints

- 17a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- 17b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- 17c The Council may:
- a. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - b. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

- 17d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

16. Proper officer

- 18a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

- 18b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-

Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning committee;

- xvi. manage access to information about the Council via the publication scheme; and
 - xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
- (see also standing order 23).

17. Responsible financial officer

19a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. Accounts and accounting statements

- 20a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- 20b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- 20c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
- i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- 20d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- 20e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

19. Financial controls and procurement

- 21a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 + VAT due to special circumstances are exempt from a tendering process or procurement exercise.
- 21b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- 21c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- 21d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- I. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - II. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - III. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - IV. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - V. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - VI. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- 21e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- 21f Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

20. Handling staff matters

- 22a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- 22b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of Council or, if he is not available, the vice-chairman (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- 22c The Chairman of Council or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the staff member. The review and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- 22d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of Council or in his absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- 22e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the staff member relates to the chairman or vice-chairman of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council .
- 22f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- 22g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

21. Responsibilities to provide Information

See also standing order 21.

- 23a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- 23b If gross annual income or expenditure (whichever is the higher) exceeds £200,000 **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22. Responsibilities under data protection legislation

(Below is not an exclusive list).

See also standing order 11.

- 24a The Council shall appoint a Data Protection Officer.
- 24b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- 24c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- 24d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- 24e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- 24f **The Council shall maintain a written record of its processing activities.**

23. Relations with the press/media

- 25a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- 26a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- 26b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

25. Communicating with Royal Borough of Windsor and Maidenhead councillors

- 27a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Royal Borough of Windsor and Maidenhead.
- 27b Unless the Council determines otherwise, a copy of each letter sent to the Royal Borough of Windsor and Maidenhead shall be sent to the ward councillor(s) representing the area of the Council.

26. Restrictions on councillor activities

- 28a Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

27. Standing orders generally

- 29a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- 29b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 Sunningdale Parish Councillors to be given to the Proper Officer in accordance with standing order 9.
- 29c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- 29d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Addendum – Sunningdale Parish Council specific standing orders

28. Working parties

In addition to committees and sub-committees (see Section 4), Sunningdale Parish Council allows for the appointment of working parties as defined below: -

- a Working parties or ‘task-and-finish’ groups are occasionally set up for a short-term purpose. They are not subject to the strict rules that apply to formal council meetings and do not need to be held in public. A working party cannot make a decision on behalf of the council, but they can explore options and present these to the council for a decision.
- b The members of a working party may include non-councillors.
- a The council
 - i. shall determine the terms of reference of the working party;
 - ii. shall permit a working party to determine the number and time of its meetings;
 - iii. shall appoint and determine the terms of office of members of such a working party;
 - iv. shall permit a working party to appoint its own chairman at the first meeting of the working party;
 - v. shall determine the quorum for a meeting of a working party, which shall be no less than three;
 - vi. may dissolve a working party.

29. Order of business for ordinary meetings

- a At ordinary meetings, business will usually be dealt with in the following order: -
 - Attendance and receiving any apologies for absence
 - Disclosures of interest by members (and employees) in items on the agenda
 - Agreeing the minutes of the last meeting and signing them
 - Chairman’s updates on actions not covered on the Agenda
 - Announcements from the chair
 - Public Adjournment
 - Councillors Questions and Business Motions
 - Business from previous meetings
 - Receive recommendations from committees
 - Other business placed on the agenda
- b The order of business may be changed by the meeting by motion put by the chair.

Note: It should be noted that newly elected members cannot act as councillors until they have made their declarations of acceptance of office and undertakings to observe the Code of Conduct. It is desirable for these to be completed before the commencement of the meeting.

30. Petitions

Petitions are defined here as ‘Motions brought to council by residents of Sunningdale’.

- a Petitions may be received at (ordinary) meetings of the council provided that the petition is received by the clerk no later than mid-day three working days before the day of the meeting and is signed by at least 10 electors within the parish.
- b Petitions may only be about a matter for which the council has a responsibility, or which affects the parish.
- c Petitions will not be received by the council which are in furtherance of a person’s individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister.
- d A petition will not be received by the council where the issue it concerns has been the subject of a petition in the last six months or a decision of the Council in the last six months.
- e One signatory to the petition may speak on the petition for no more than 5 minutes.

No discussion shall take place on the petition. A member may move that the petition be referred to the next meeting or to a committee or to another body. Once seconded, the motion will be voted on without discussion.

31. Member’s Guide to declaring Interests in Meetings

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they must make the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a Disclosable Pecuniary Interest (DPI) or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests, they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation. The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members’ Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interest

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) are defined in full in the Code of Conduct but include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.

- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where: a) that body has a piece of business or land in the area of the relevant authority, and b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Proper Officer in advance of the meeting.

A Member with a DPI should state in the meeting: **‘I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.’**

Or, if making representations on the item: **‘I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to the Public Adjournment agenda item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion on the item and not take part in the vote.’**

Personal interests

These are interests which the Council has decided should be disclosed, under s29(2) Localism Act 2011. A Personal Interest is:

- i. any body of which you are in a position of general control or management and to which you are elected appointed or nominated by the Council;
- ii. any body of which you are a member, or have a close association or which you are in a position of general control, influence or management and that body:
 - exercises functions of a public nature; or
 - is in receipt of any grant from the Council; or
 - is directed to charitable purposes; or
 - is one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).
- iii. Membership of any private club, society or association operating within the Borough Council’s area, where you hold a position of general control or management
- iv. any other connection or association which a member of the public may reasonably think may influence you when you make a decision on Council matters and acting as a Councillor. e.g. the decision relates to a close family member or friend and could have a substantial benefit to them.

Members with a Personal Interest should state at the meeting: **‘I wish to declare a Personal Interest in item x because xxx’**. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.

Prejudicial Interests

This is Personal Interest which a reasonable fair minded and informed member of the public, with knowledge of all the facts, would reasonably believe is so significant that it influences your judgement of the public interest, in other words, you have the appearance of being biased towards a decision before actually making it. This would include where you have predetermined a matter. It is not enough for you to make

reassurances that you are in fact not biased, but what it appears like, in the view of a reasonable and fair-minded informed member of the public.

The mere existence of local knowledge, or connections within the local community, will not in itself amount to a prejudicial interest. There must be some factor that might positively appear to harm your ability to judge the public interest objectively. The nature of the matter is also important, including whether a large number of people are equally affected by it or whether you or a smaller group are particularly affected.

A Member with a Prejudicial interest should state in the meeting: **‘I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.’**

Or, if making representations in the item: **‘I declare a Prejudicial Interest in item x because xxx. As soon as we come to the Public Adjournment agenda item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion on the item and not take part in the vote.’**

32. Protocol for Public Participation in meetings of the Full Council and its Committees

Under section 3 of our Standing Orders, members of the public have a legal right to attend council and committee meetings of Sunningdale Parish Council. It should be noted, however, that these are not public meetings; they are meetings conducted in public, and the law does not allow members of the public to take part in the debates.

As Sunningdale Parish Council meets and makes its decisions in public and is committed to community engagement, members of the public, the press, the police and Borough Councillors are invited to attend all meetings.

This council is keen to hear the views of the residents of Sunningdale and therefore gives them the opportunity to speak within our Order of Business (see above).

We do this by temporarily adjourning the meeting to allow the public an opportunity to speak.

The protocol for Public Participation is as follows:

- Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions are not permitted. Interjections during Council business are not permitted and individuals who disrupt business in any way may be asked to leave.
- The protocol exists to ensure that public participation is conducted politely, respectfully and in a structured and measured way within a reasonable timeframe.
- The Chairman controls this session, other Councillors do not participate. All communication at the meeting shall be through the chairman. Councillors and members of the public must respect the role of the chairman. Councillors may not address questions raised by residents except through and with the permission of the chairman. Residents may not address individual councillors except through and with the permission of the chairman. The chairman's decision is final on public participation.
- The time allocated for public participation sessions shall not exceed 15 minutes unless allowed by the Chair of the meeting.

- The Chairman will request each speaker to identify themselves and confirm their residency status or representative body.
- A resident shall not speak for more than five minutes. In the event that more than one resident wishes to ask a question on the same subject, a spokesperson will be nominated to ask that question.
- Only one person is permitted to speak at a time and the order of speaking shall be directed by the Chair.
- Any question shall not require a response at the meeting nor start a debate on the question.
- Public participation is restricted to items of business on the agenda or those which have been notified to the Chairman of the Meeting 2 weeks prior. The chairman may decide to address it immediately or carry it forward for a response at a later date.
- Written questions received in advance of the meeting are encouraged. If provided in advance this will make it easier for a question to be answered.
- Residents should be aware that rather than bringing questions to the entire council and those members of the public present, questions may be posted or emailed to the parish clerk. This would apply to business which is not on the Agenda. Items may be suggested no later than 2 weeks before each Parish Council meeting, however the agenda is subject to the approval of the chairman and the clerk.
- Any items raised will be documented in the minutes with any actions.



Financial Regulations

Version: November 2024

Revision Notes

Draft 1 – 19/11/2024

- New version based on NALC Model Financial Regulations 2024

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These Financial Regulations were adopted by the council at its meeting held on 19 November 2024

1. General

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

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

1.7. In addition, the council shall:

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

2. Risk management and internal control

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

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

3. Accounts and audit

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

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

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

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

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

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

4. Budget and precept

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

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

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

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

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

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

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

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £25,000 plus VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

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

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

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

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

6. Banking and payments

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

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

7. Electronic payments

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

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

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

8. Cheque payments

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

9. Payment cards

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

10. Petty Cash

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

11. Payment of salaries and allowances

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

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

12. Loans and investments

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

13. Income

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

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

14. Payments under contracts for building or other construction works

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

15. Stores and equipment

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

16. Assets, properties and estates

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

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

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

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

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

17. Insurance

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

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

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

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

18. Suspension and revision of Financial Regulations

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

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

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

Appendix 1 - Tender process

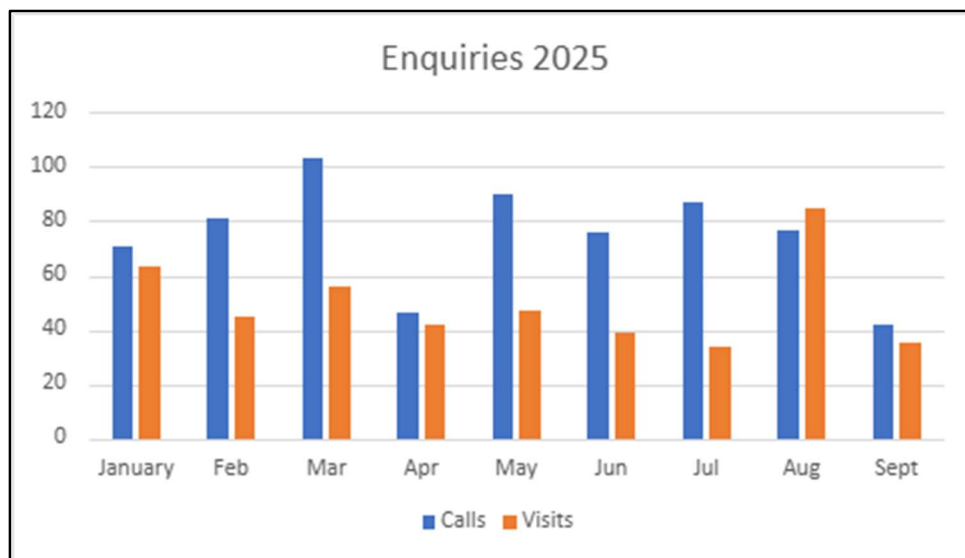
- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary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

Clerks Report – September 2025

Summary of calls and visitors to Sunningdale Parish Council

Enquiries 2025

Month	Calls	Visitors
January	71	63
February	81	45
March	103	56
April	46	42
May	90	47
June	76	39
July	87	34
August	77	85
Sept (as at 11 Sept)	42	35



Summary:

Overall calls into the office (as at end Aug) are on a par with 2024

Number of visitors has increased by 50 compared to 2024.

Community Room – update

We are investigating a leak in the community room and are working with a surveyor to determine the cause and the next steps. The insurance company are being kept up to date with any progress. We are due a report w/e 12 September and further details will be shared.

In the interim, Suzie has worked with the WI to relocate various bookings to the WI building. The mobile library is currently closed until further notice.

Nikki Tomlinson- Congratulations

Congratulations to Nikki Tomlinson who has successfully achieved the Certificate in Local Council Administration (CILCA)

The qualification is the equivalent of an A-level that is required to be completed within 1 year.

Royal Visit to the WI

On Monday 8 September we were made aware of a Royal Visit to the Sunningdale WI. During the morning a few residents and officers were interviewed by a BBC South Today reporter, and Suzie featured on the BBC South news that evening.



Village Life communication and E-newsletter

We are building a database of residents who would like to receive the Parish news by email each month. The most recent data is as follows:

Month	Recipients	Opened email
August newsletter	102	44
September newsletter	104	51

We will be looking to add new recipients using emails from the Outdoor Cinema Event.

Anti-social behaviour Meeting with Thames Valley Police

On the 25th July a meeting to discuss the local ASB issues. In attendance were SPC Clerk, SPC facilities officer, Michelle Race Thames Valley Police, Tammie Cudmore-Ray (PCSO), Keith Doward (PCSO), Abid Khan the Community Warden from RBWM and the Clerk from S & A Parish Council.

We discussed current concerns, and an approach for how to move forward within each parish, as to confirm the correct process for reporting anything.

It was established that it would be useful to reinstate the NAG group.

They were supportive of security at Broomhall recreation Ground e.g. gates and CCTV Especially with the rise in traveller community looking for locations to park and county line drugs.

We asked if Sunningdale area could be added to the public spaces' protection order list.

We now have contact details for the community warden. There are 4 that cover the whole of the borough.

Since the last Council meeting in June, we have had 13 incidents that we have recorded where we have logged them with the police. These include:

- teenagers drinking in the recreation ground
- groups gathering in the park/swearing upsetting children in the under 11's playground
- reports of groups of teens lighting BBQ in the woodland
- teens playing the park at night when it is officially closed and drinking in the under 11's playground
- Campervan parked over night at Kiln Lane cemetery/evidence of drug use
- Car's meeting in the car park at the recreation ground, multiple incidents over a 1-week period
- Gas cannisters found in the woodland

Next Steps: We have been exploring CCTV options with the RBWM who visited the office last week, and we will share all our findings with council in due course.

Events Update

See separate papers for reports on each of the events that have taken place over the summer.

Christmas Event

The Events working group are currently confirming the details of the Christmas Event, which will be held on Friday 28 November. Further details will be shared with Council nearer the time. If you are available to help in the run up to the event and on the day, please contact Suzie.

Website updates

The Deputy Clerk has been updating some pages on the website to bring it up to date.

Please let the office know if you spot anything that is out of date.

Tennis Usage over the Summer

Usage of the tennis courts over the summer months has been 50%- 60%

In winter the usage is between 40%- 50%

New office supplier

Suzie has found a new supplier that has reduced the costs of items such as printer ink, cleaning suppliers and toilet roll.

Fitness Equipment – resident feedback

"I just wanted to send you a note to say how good the new adult gym at Broomhall Park is. Well done for delivering such a wonderful public facility which everyone can enjoy"

Clear Councils insurance premium increase for Assets

Due to additional assets held, the premium will be increasing. When the insurance comes up for renewal these details will be shared. (Additional assets; tractor and drag brush for the tennis courts and the outdoor fitness equipment)

Risk Register update

Here is a summary of the risk register updates.

Risk	Update
F20	Downgraded as likelihood reduced
F21	Downgraded as likelihood reduced, but still high severity
R3	Reduced likelihood
R4	Reduced likelihood
CM4	Increase likelihood, so risk rating increased to red. Looking into what actions are required.
CM12	Increase likelihood, so risk rating increased to red. Severity stays at 3 as Clerk in place too manage the office
CM13	Increased severity so now red (was orange)
CM7	Cllr to update their register of interests on a yearly basis. Any changes to be updated with the RBWM
L2	Reduced the risk
L3	Increase to orange. HR Committee to monitor
L5	Increased to red

F = Financial risks

R = Reputational risks

CM = Council Management

L = Legal and Statutory risks

Key actions from Full Council Meetings

The table below shows the key actions from previous meetings dating back to Sept' 2024.

It is colour coded to show progress:

Green – complete. Orange – in progress. Red – not started.

Date of Meeting	Action	Outcome
Sept 2024	CIL Policy updated	Updated version added to the website
Oct 2024	Direct Debit for Castle Water	The Direct Debit has been set up which helps with payment processes.
Nov 2024	Grate for stream in the brook	The grate was fitted on the 9 th May
	Tree works in the Woodlands	The health and Safety works have now been completed
	Councillor training	Training sessions have been implemented before each council meeting since January
January 2025	A process for ensuring that contractor quotes are like for like	A form has been created which will be implemented by the officers for any new requests. The form is being used by officers.
	Increase fees for allotments and cemeteries.	Implemented from the start of the new financial year
February 2025	Tidying up of spoil area at the cemetery	The area has been tidied up with additional fencing in place.
	Book Exchange	Successful opening of book exchange with donations from the community
March 2025	Deer fence in allotment	Agenda item for Sept'25.
	CAEB outreach services stopped	Cllr Buxton and the officers are looking at alternatives. The website has been updated offering a range of information for anyone searching for the service.
	Tennis Maintenance Equipment – purchase of tractor and drag brush	Being used as part of the weekly maintenance schedule.
April 2025	Scheme of delegation document final version from Chair	Review of document at Council meeting in November.

	Council and Committee dates document added to website and shared	Added to website
	Update Grants tracker with details and email all applicants	Completed
	Risk Register	The Clerk is working with Cllr Evans on updating this working document.
	Woodland Walk	The Clerk has liaised with Toby regarding Council decision on the project
	Tree survey for health and Safety – to include all trees	Tree survey booked w/c 6 October'25
	Car Park Survey	Survey carried out on 29 th May. Awaiting further details and costs. Clerk to follow up end of June.
	Drainage of recreation ground	The Recreation Ground WG are investigating.
	Outdoor Fitness Equipment	Working with contractors to confirm a date for installation.
June 2025	Amend Standing orders and Financial Regs so consistent	As per internal audit report
	Asset register	Consider adding photographic evidence
	Asset and risk management	Increase level of Fidelity guarantee insurance cover
	Annual Governance statement	Ensure invoices are created for all burials at the cemetery
	Community Grant Policy – update dates using doodle poll	Take to Sept council

Bouncy Fun Days Summer 2025 Report

Free event – Budget £2,000 - Expenditure £1620.37

Date	Fri 25 July	Mon 11 Aug	Fri 29 Aug
Attendance	128 (R) + 255 (NR) = 383	81 (R) + 206 (NR) = 287	60 (R) + 123 (NR) = 123
Weather	Mild, sun and cloud	Very hot and sunny	Heavy rain early. Thundery shower later

Yearly Attendance

2025 – 850

2024 – 1,350

2023 - 932

Zoned area fenced off by using barriers and festival netting. Area moved slightly, from previous years, due to new adult fitness space. Entry/exit through yellow gate from playground to zoned area.

1 x 3m x 3m branded SPC gazebo.

1 x 3m x 3m blue gazebo (shelter against sun/rain for under 5s soft play area).

1 x Parasol and base (loaned by SP for shade for event assistants).

1 x trestle table.

4 x chairs

Signs various

1 x Bouncy Fun Run (on all 3 days)

1 x Giant Bouncy Slide (on 1st day only)

1 x Small bouncy castle with side slide (on 2nd day due to very hot weather)

1 x Large bouncy castle (on 3rd day due to wet weather)

Soft play area for under 5s – sited under a tree for shade

All provided by Surrey Bouncy Castles Ltd.

The event ran from 10am to 5pm with half hour sessions on the hour/half hour. Closed for lunch from 1 - 1.30pm. Different coloured wrist bands issued for each session and age groups (5 and under/6 to 14-year-olds).

Staff - Event officer – 8.00am to 6pm.

2 x Additional event assistants – 9.30am to 5.30/6pm.

Volunteer x 1 on two days for approximately 3 hours per day.

Facilities Manager for set up of zoned area.

Lunch covered by SPC officers.

Outcomes/Feedback

- As per previous years, the event is very well received, and everyone agrees that the free entry is an added benefit.
- Non-residents attended from Manchester, Bracknell, Ottershaw, Feltham, Ashford, Woking, Staines, Chobham, Wraysbury, Bisley, Camberley, Windlesham, Virginia Water, Datchet, Old Windsor, Windsor, as well as Ascot and local villages.
- Comments were made regarding the lack of shaded areas in the playground especially as the summers are becoming hotter.
- Suggestion was to put a ride on miniature railway on the same day.
- Suggest purchasing 2 x parasols and bases for the use of the event assistants to protect them from sun/rain.

Mrs Doubtfire – Cinema in the Park – 6 September 2025 - Report

Free event – Budget £2,070 - Expenditure £1,484.92

Dates	Saturday 6 September
Attendance	169
Ticket allocation	300
Tickets issued on the day	16
Early cancellation	8
Late cancellation	22
No shows	123
Weather	Clear and dry with a light breeze

Ticket registration managed through Ticket Source. Data captured on how the audience found out about the event is as follows: -

Event poster	28 (36.4%)
Word of mouth	18 (23.4%)
Facebook	14 (18.2%)
Event flyer	9 (11.7%)
Not specified	6 (7.8%)
Mailshot	2 (2.6%)

Event Organisation

Sunningdale Parish Council approved this event on 14th August 2026. Previously, Cordes Hall Cinema, ran two successful cinema events but were unable to do so this year.

Equipment

1 x trestle table.
4 x chairs
3 x walkie talkies with headsets
Wristbands
Guest list
Pens, etc
4 x Torches
Signs various
2 x floodlights (on standby)

From 4pm, the cinema and picnic area was fenced off by using barriers and festival netting. Entry/exit was through yellow gate from playground to zoned area. 1 x Inflatable screen plus sound equipment (Hired from Proscreens) were on site by 3pm.

After a briefing, the event team prepared the site including setting up the check in desk, putting up signs and organising the car park. Toilets checked.

4.30pm Naan and Sizzle arrived to set up on the field close to The Pavilion.

Car park managed by 2 x attendants from 5.30pm. 3 x dedicated blue badge allocated spaces. Once car park full, there was a drop off area.

First Aider arrived at 6pm. Clerk's Office designated as First Aid Station.

Gates opened at 6.30pm. On arrival, tickets were checked against a printed list by 2 x event staff/volunteer, and every ticket holder was issued a wrist band. This enabled guests to freely leave/return area without having to show tickets again.

Curly Wurly Café's licenced bar was open from 5.30pm. In addition, they offered pick 'n' mix sweets, ice creams, hot and cold beverages, etc.

The event ran from 6.30pm to 11pm. Prior to the film showing, Cllr Phillip Curtis address the audience and film commenced at 8pm, ending at approximately 11pm. Event team started clearing 30 minutes and finished at about 10.45pm. Proscreens cleared site at 11pm.

Staff - Event officer – 3pm to 11pm.

2 x Additional event assistants – 2 hours each.

Volunteers – Cllr Valerie Pike, Cllr Matt Newman, Cllr Phillip Curtis from 4pm until close. Cllr Julie Coxon from 9pm to close.

Thanks to

The volunteers for their assistance in running a great event and to Jane Richardson – Cordes Hall Cinema – for organising the licence and film.

Outcomes/Feedback

- Overall, the event was very well received by the audience, and some of the comments received were, "Great choice of film." "Wonderful evening." "Marvellous." "Well done."
- There was general appreciation for the event being free.
- Both Proscreens and Medic Paul agreed that Sunningdale Parish Council run well organised events.
- Lynne Turner and her team were incredibly supportive with the organisation and during the event.
- If the event is repeated, should consider releasing more tickets, this will take into consideration the high number of no-shows.
- Think about asking for sponsorship from local traders.
- This is an easily organised event and would recommend continuing as an annual event. If the screen was to be upgraded to an LED version, it would be possible to show two films – an early one for children/families and a later showing for adults. The LED screen would increase the expenditure by approximately £2,000.

Suzie Parker

Admin and Events Officer

11th September 2025

Sip Sip Hooray! – Fund Raising Event for Breast Cancer Now

Held in the Women's Institute Building on 19th August 2025 from 2pm to 4pm.

In association with Lynne Turner - Curly Wurly Café – Sunningdale Parish Council allocated a budget of £200.00 to help cover the cost of running the event.

The intention was not only to raise money for the charity but to create a sociable event to include all residents.

Lynne Turner was the principal organiser, who ordered the food and drink, tablecloths, napkins etc.

Suzie Parker ensured posters were displayed around the park and on notice boards. It was also promoted on the Sunningdale Parish Council social media pages and on the website.

The Women's Institute Hall was an ideal location to hold the event, and the WI were kind enough not to charge for the hall's use. The outside terrace provided alfresco dining.

The hall was decorated using materials provided by Breast Cancer Now.

Visitors were offered a selection of sandwiches/wraps and cakes. Louise Steele donated a delicious Hummingbird cake and Curly Wurly donated donuts and muffins.

Lynne Turner walked around the playground offering park users sandwiches and cakes. Many then visited the WI hall to make their donations.

Guests donated by cash or on-line through Breast Cancer Now's own site.

Funds raised was approximately £300.00 with a very generous £100.00 donation from one gentleman.

Visitors commented that the event was well organised and that they loved the ambiance. There were several tables with two or more generations of the same family enjoying the tea. Some stayed for an hour or two chatting to one another.

Volunteers included Lynne Turner, Suzie Parker and Chloe Parker.

The overall expenditure for the event was £166.69 for food, drink, table coverings and event staff.