

Agenda for Finance Committee

Tuesday 14th October 2025 – 7:30pm

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

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

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

FC 27 / 25 Attendance and apologies.
Declarations of interest for items on the agenda.

FC 28 / 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.

FC 29 / 25 To review minutes of the meeting of 9 September 2025.
DECISION: The minutes are to be signed by the Chair as an accurate record of the meeting.

FC 30 / 25 Public Adjournment.
The meeting will be adjourned for a maximum of 15 minutes, 5 minutes per speaker, to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Anyone wishing to address the council or ask questions is requested to inform the Clerk prior to attending the meeting, no later than 10am on the Monday proceeding the meeting.

FC 31 / 25 Budget setting Process
DECISION: To agree the budget setting process and timescales

FC 32 / 25 Receipts and Payments
DECISION: To receive for approval the receipts and payments 1 July to 30 September 2025.

FC 33 / 25 Bank reconciliation
TO NOTE: To receive the bank reconciliation as of 30th September 2025.

FC 34 / 25 Budget monitoring statement
TO NOTE: To receive a budget monitoring statement as of 30th September 2025.

- FC 35 / 25** **CIL Policy review**
DECISION: To review and agree the proposed changes to the CIL Policy for approval at Full Council.
- FC 36 / 25** **Community Grant and CIL Applications – Ascot Day Centre, Holy Trinity Church and Berkshire County Football.**
DECISION: To review the grant and CIL applications received and make recommendations for Full Council.
- FC 37 / 25** **CCTV at Broomhall Recreation Ground**
TO NOTE: To receive an update regarding the costs for CCTV at Broomhall Recreation Ground from RBWM, to be considered as part of the budget setting process.
- FC 38 / 25** **Information sharing**
TO NOTE: To receive relevant updates from members of the committee.
- FC 39 / 25** **Items for future agenda**
TO NOTE: To discuss any items to be added to the agenda of the next meeting.



Natalie Hayes, Clerk

7 October 2025

Budget Assumptions 2026 / 2027

The following assumptions are drafted by the Clerk for the Finance Committee to consider and prepare recommendations to Full Council.

1. This is an incremental budget – that is based upon the budget set for 2025/26 with small variations where known (and set out in the Statement of Variation which will be circulated with this paper once the forecast has been completed) The assumptions used in bringing together the 2025/26 budget are appended to this paper for information.
2. In August 2025, the Consumer Price Index (CPI) was 3.8%, the same as the previous month and the highest since January 2024, a significant increase from the 2% rate in January 2024 and the 3.3% in January 2025.
3. Previous budgets have made generous provision for inflation and therefore it is not proposed to make any provision for inflation for 2026/27 save for provision of 3% for the 2026/27 pay award (at a cost of **XXX** to be included in the budget as a separate contingency to be allocated when the pay award is settled).
4. The Government's changes to Employers' National Insurance Contributions (ERNIC) are inflationary and a further **XXX** is provided for these additional costs.
5. That the contributions to and from earmarked reserves included in the budget will be the same as in previous years and are summarised in the following table:

Contributions to Reserves	2025/26	2026/27
Playground Equipment	£17,376	£17,376
New Van	£7,500	£7,500
Cemetery	£18,000	£18,000
Tennis	£11,045	£11,045
Village Hall	£7,500	£7,500
In Bloom	£800	£800
Allotments (To support future improvements and maintenance)	£0	
Contributions from Reserves		
Property Maintenance	£4,000	£4,000
NET CONTRIBUTIONS	£58,221	£58,221

(2025/26 playground equipment reserves were reduced from £27,645 in 2024/25 to allow for reduced increase in precept)

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

Risks and Sensitivities

Inflation may exceed forecast, impacting staffing and contract costs

Unexpected maintenance or capital costs could affect reserves

CIL receipts may vary depending on development timelines

CIL Strategy

A CIL spending strategy will be developed in Q1 2026 to align with emerging community priorities and infrastructure needs.

Glossary

EMR = Earmarked reserves (funds set aside for specific purpose or future projects)

CIL = Community Infrastructure Levy

CPI = Consumer price index (measures average change in time in the prices paid by consumers for goods and services)

ERNIC = Employers National Insurance contributions

Appendix A: Summary of 2025 / 2026 Budget Assumptions

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

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

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

Appendix B: Summary of 2024/2025 Budget Assumptions

Budget Assumptions 2024 2025

Budget Assumptions 2026-27

Finance Committee 14 Oct 2025

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

These are therefore proposed to the council for resolution.

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

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

- Inflation - Current Rate as notified by Bank of England on 6.10.2023 is 6.7% (<https://www.bankofengland.co.uk/monetary-policy-report/2023/august-2023>) with a target of 5% end of 2023 and 2% by the beginning of 2025. This committee therefore recommends an inflation rate for the budget period of 4%.
 - Cost impacts to residents are significant with utilities, food, and fuel prices still highly unstable and notes the inflation rate for the Retail Price Index (RPI) in the United Kingdom was 9.1 percent in August 2023, a slight increase on the previous month when it was nine percent. (28 Sept 2023)
- 1) To mitigate the effects of inflation on residents, the council should endeavour to limit precept increases for 'business as usual' to 5% year on year in 20 24 2025, 2025 2026 and 2026 2027 OR until inflation returns to the Bank of England target level of 2%.
 - 2) The council should only look to levy additional service costs on the precept after consultation with residents which clearly detail the cost implications of any decision the residents take.
 - 3) The council will work to increase the income generated from council assets, however keeping the community use as the top priority when setting charging schedules.
 - 4) The council will review all income generating opportunities, and where possible bring these forwards in the timeline.
 - 5) The council will continually review the spending on non-essential / non-statutory activities to ensure residents' benefit is the best use of council funds, e.g., Bloom, Christmas, Library.
 - 6) The council will review the previous policies set for reserving income generated by Council assets incomes to Ear Marked Reserves and other asset reserves.
 - 7) The council will continue to support the maintenance and where appropriate the replacement of the recreation equipment at the park.

- 8) The council will start a reserve the council van and grounds equipment replacement.
- 9) The council will apply a year-on-year uplift for the following:
 - External Contracts - 8% (Exceptions may be for Gas, Electricity and Fuel)
 - Remuneration – 5%
- 10) The council will apply only necessary increases to the charging schedule for council services.
- 11) Events: The council will host a programme of events in the park which are put on by 3rd parties at minimal cost to the council. The council will also organise a Christmas Event with an increase in budget of 8% to £10,000. The council will make a further provision of £10,000 for other events.
- 12) The council will continue to support the Bloom Project and will increase the budget in line with assumption 9.
- 13) The council projects for 2024 2025 as defined in the Business Plan are included and allocation of budget has included project management charge where appropriate.
- 14) The council will fund the pop-up library staffing provision to £12,500 per annum
- 15) Village Hall.
 - New trustees will be managing the Village Hall Charity, and the council will not provide any service to the charity post 1 April 2024.
 - The lease will be renegotiated in 2024. Assuming the provisions of the lease remain the same (full repairing and insuring) the council will build the existing EMR for the hall commensurate with the forecasted landlord liabilities for the building. (A full property survey will be undertaken during the lease negotiation period to determine the building status and requirements).
- 16) The council will always aim to present a balanced budget unless external budget pressures in these 3 years occur.
- 17) The CIL income included in the budget is based upon the CIL instalments due from Sunningdale Park and does not include any other CIL contributions which have not yet been notified to the council.
- 18) The budget based upon these assumptions does not include any provision for reduction in service delivery from RBWM during 2024 2025.
- 19) The budget based upon these budget assumptions does not include any provision for changes in Government Legislation during 2023 24.

Appendix C: UK CPI Trends (Jan 2024 – Aug 2025)

The following table shows the Consumer Price Index (CPI) trends in the UK from January 2024 to August 2025. This data provides context for inflation-related assumptions in the 2026/27 budget.

Month	CPI (%)
January 2024	2.0
January 2025	3.3
August 2025	3.8

Budget setting process

Natalie Hayes
Clerk to Council
October 2025



Budget stages and key dates 2025/26

- ▶ Finance Committee review current years income and expenditure - 14 October 2025 (Fin Comm)
- ▶ Set assumptions - 14 October
- ▶ Budget drop-in session - before end of October
- ▶ Each committee to review its draft budget and action plans, submit any proposed amendments to Clerk - 31 October
- ▶ Clerk creates draft budget - 7 November
- ▶ Draft budget presented to Council - 18 November (FC)
- ▶ Charges review - Committees review and agree changes to fees - 18 Nov
- ▶ First draft budget compiled by Finance Committee - 9 Dec
- ▶ Final budget approval - 20 January 2026 (FC)
- ▶ Council to set precept - 20 January
- ▶ RFO to issue precept to RBWM - 27 January
- ▶ Parish News communication - print date 12 March (April issue)

The background features abstract geometric shapes in two shades of green. On the left, a light green trapezoidal shape points towards the center. On the right, a dark green trapezoidal shape points towards the center. These shapes are separated by a white triangular area in the center. A thin, light green diagonal line runs from the bottom left towards the top right, passing through the white area.

Appendices

Notes from Financial Regulations

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.

Practitioners Guide

5.28 The key stages in the budget process are:

- ▶ Decide the form and level of detail of the budget
- ▶ Review the current year budget and spending
- ▶ Determine the cost of spending plans
- ▶ Assess levels of income
- ▶ Bring together spending and income plans
- ▶ Provide for contingencies and consider the need for general and earmarked reserves
- ▶ Approve the budget
- ▶ Confirm and submit the precept or rates and special levies
- ▶ Review progress against the budget regularly throughout the year - at least quarterly in all but exempt authorities - including a year end projection and a clear minuted commentary of likely variances from the budget
- ▶ Virements (transfers between budget lines) are permitted but not required - they should be used to clarify the situation of the authority alongside budget variances arising from unforeseen circumstances

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 EMR Tennis	61,412.35	-3,761.03	57,651.32
323 EMR Village Hall	10,203.17		10,203.17
324 S106 - Open Space	1,723.85		1,723.85
325 S106 - Public Art	14,188.95		14,188.95
326 S106 - Community Facilities	137.84		137.84
328 EMR In Bloom	4,000.00		4,000.00
329 EMR Cemetery	76,721.65		76,721.65
330 EMR Van	7,950.00		7,950.00
331 EMR Property Maintenance	72,262.05		72,262.05
332 S106 - Allotments	20.78		20.78
333 CIL Reserve	1,590,413.42	465,791.14	2,056,204.56
334 EMR Playground	115,955.59		115,955.59
338 EMR Training	40.00		40.00
	1,955,029.65	462,030.11	2,417,059.76

List of Payments made between 01/07/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2025	Net World Sports	71	130.89		Vermont wire for tennis nets
01/07/2025	4Com Network Services Ltd	DD 1/07 1	298.82		Service Charge for May 25
01/07/2025	Shire Leasing PLC	DD 1/07 2	187.61		Phone System no.2 Jul 25
02/07/2025	Croner Group Ltd	DD 2/07 1	126.65		Services for May 25
08/07/2025	Shorts Group Limited	DD 8/07 1	516.00		Wheelie & Dog bins May 25
11/07/2025	AO Retail Ltd	72	313.99		Dishwasher for flat
14/07/2025	Handelsbanken	75	28.98		Bank charges
14/07/2025	Handelsbanken	75ADJ	-1.18		Correct error Bank Chges
15/07/2025	All Seasons Window Cleaning Lt	76	48.00		Bus shelter clean Jun 25
15/07/2025	Chapmans the Ironmongers	77	28.98		Decorating materials for slide
15/07/2025	Longacres Garden Centre	78	54.94		Bedding plants for Chobham Rd
15/07/2025	Oxfordshie Association of Loca	79	120.00		Cilca Mentoring 25-26
15/07/2025	Suzanne Parker	80	51.66		Travel and Walkie Talkies
15/07/2025	John Rose	81	74.95		Fuel for mowers, tools & van
15/07/2025	Trade UK/Screwfix	82	227.83		Spring steel fish tape
15/07/2025	Seldram Supplies Camberley	83	197.41		Pavilion toilet supplies
15/07/2025	Nikki Tomlinson	84	35.40		Babysitter and travel expenses
16/07/2025	Castle Water (Recreation Groun	DD 16/07 1	76.60		R/Ground Water May 25
16/07/2025	ITQED Business Solutions	85	845.40		Microsoft 365 Jul 25
16/07/2025	Jaijo Limited	86	738.00		Annual website hosting 2025
16/07/2025	LGRC Associates Ltd	87	4,560.09		Locum/RFO services Apr 25
16/07/2025	Red Kite Conservation Services	88	1,350.00		Holy Trinity Church Mow Jun 25
16/07/2025	SLCC Enterprises Ltd	89	450.00		CILCA Fee for N Hayes
17/07/2025	Castle Water Allotments	DD 17/07 1	60.70		Allotments water June 25
21/07/2025	Ecotricity Ltd (tennis)	DD 21/07 1	97.54		Tennis electricity Jun 25
21/07/2025	Bury Hill Landscape Supplies L	73	390.96		P/Ledger Electronic Payment
21/07/2025	E.ON Next Energy Limited	74	59.70		Pavilion Gas Jun 25
21/07/2025	Lodge Brothers	90	80.00		Refund re Perry Headstone
25/07/2025	Ecotricity Ltd	DD 25/07 1	431.00		Electricity for May 25
30/07/2025	Croner Group Ltd	DD 30/07 1	126.65		BrightService provision Jul 25
31/07/2025	Various	BACS	14,743.65		July Payroll
01/08/2025	Shire Leasing PLC	DD 01/08 1	145.61		Phone System Jun 25
01/08/2025	Shorts Group Limited	DD 01/08 2	1,021.13		Skip for allotments
01/08/2025	All Seasons Window Cleaning Lt	91	120.00		Overflow parking signs x 4
01/08/2025	Ascot Tool Hire	92	25.80		Generator hire
01/08/2025	The Cartridge People Ltd	93	293.83		Stationary various & new desk
01/08/2025	Natalie Hayes	94	30.75		Travel & meeting refreshment
01/08/2025	Sue Hobbs	95	50.00		CiLCA mentoring N Tomlinson
01/08/2025	Longacres Garden Centre	96	82.84		Begonia pack of 6
01/08/2025	M&B Services (Southern) Ltd	97	136.80		Repairs to Ladies WC
01/08/2025	Village Life Publishing Ltd	98	133.20		Village Life Aug 25
06/08/2025	Drake & Kannemeyer LLP	99	3,540.00		Car Park Feasibility Study
06/08/2025	Fresh Air Fitness	100	18,463.81		2nd payment adult fitness

List of Payments made between 01/07/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/08/2025	Matthew Lane	101	480.00		Walker burial 30/6/25
06/08/2025	LGRC Associates Ltd	102	2,372.41		Locum/RFO services Jun 25
06/08/2025	Tarrants Tree Surgery Ltd	103	1,008.00		Tree work Willow & Ash Rec Grd
06/08/2025	Technical Surfaces Ltd.	104	450.00		Tennis maintenance 3 of 6
12/08/2025	John Rose	105	73.04		Fuel - mowers/tools/van etc
12/08/2025	Handelsbanken	115	19.00		Bank Charges - july-aug
12/08/2025	Team Blue Internet Services UK	113	43.19		2 yr renewal of domain name
12/08/2025	SLCC Enterprises Ltd	114	204.00		Bootcamp Fees - N Tomlinson
12/08/2025	National Association of Local	106	42.00		Event booking fee - V Pike
12/08/2025	Sunningdale Village Hall Trust	107	167.50		Hall booking for 16/09/2025
12/08/2025	Seldram Supplies Camberley	108	253.35		Cleaning supplies
12/08/2025	Workwear Express Ltd	109	202.70		Invoice total misentered
12/08/2025	Castle Water Cemetery	110	16.45		Water May 2025
12/08/2025	Chapmans the Ironmongers	111	78.91		Various hardware items
12/08/2025	John Rose	112	44.39		Fuel for mowers and tools
15/08/2025	Lydhurst Roofing Ltd	116	1,468.80		Repairs to Pavilion Roof
15/08/2025	ITQED Business Solutions	117	747.00		Microsoft subscription AUG 25
18/08/2025	Castle Water (Recreation Groun	DD 18/08 1	216.70		Adj wrong supplier code
18/08/2025	Castle Water Allotments	DD 18/08 2	216.64		Allotment Water JUL 25
26/08/2025	Ecotricity Ltd	DD 26/08 1	431.00		Purchase Ledger DDR Payment
29/08/2025	Various	BACS	17,522.45		August Payroll
01/09/2025	Shire Leasing PLC	DD 01/09 1	145.61		Telephone System Sept 25
01/09/2025	Croner Group Ltd	DD 01/09 2	126.65		Provision of services AUG 25
01/09/2025	Shorts Group Limited	DD 01/09 3	751.87		Collection old fridge
01/09/2025	4Com Network Services Ltd	DD 01/09 4	486.53		Phone systems JUN/JUL 25
03/09/2025	All Seasons Window Cleaning Lt	124	48.00		Bus Shelter clean AUG 25
03/09/2025	A & C Copying Ltd.T/A	125	273.00		Banners/Flyer Mrs Doubtfire
03/09/2025	E.ON Next Energy Limited	126	43.72		Gas charges JUL 25
03/09/2025	Sue Hobbs	127	25.00		CiLCA mentor N Tomlinson AUG
03/09/2025	ITQED Business Solutions	128	103.32		Manage anti virus JUL 25
03/09/2025	Lynne Turner	129	136.69		Food for Sip Sip Hooray event
03/09/2025	No Butts Bin Company Limited	130	535.74		Memorial Bench for Hainge
03/09/2025	Playfix Services UK Limited	131	234.00		Inspection August 2025
03/09/2025	Proscreens	132	850.00		Inflatable screen hire
03/09/2025	Trade UK/Screwfix	133	123.17		Fencing for events & CO alarm
03/09/2025	Surrey Bouncy Castle Hire	134	960.00		Bouncy Fun Day 11 Aug
03/09/2025	Nikki Tomlinson	135	68.40		Babysitter/travel/plaque
03/09/2025	Village Life Publishing Ltd	136	133.20		Village Life SEP 25
05/09/2025	DVLA	DD 05/09 1	181.13		Road Tax NX08ARU
08/09/2025	Direct Glazing	137	1,254.52		Replacement glazing for flat
08/09/2025	Matthew Lane	138	700.00		Burial services x 2
12/09/2025	Handelsbanken	139`	28.56		Bank Charges Aug/Sept
15/09/2025	Medic Paul	140	200.00		Medical Cover Cinema Event

List of Payments made between 01/07/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/09/2025	ITQED Business Solutions	141	103.32		Anti Virus Protection SEPT 25
15/09/2025	Trade UK/Screwfix	142	74.98		Torch and Tital Saw
16/09/2025	Castle Water Allotments	DD 16/09 2	218.08		Purchase Ledger DDR Payment
16/09/2025	Castle Water (Recreation Groun	DD 16/09 1	181.82		Purchase Ledger DDR Payment
16/09/2025	Red Kite Conservation Services	143	546.00		Grass mowing HT Church
16/09/2025	Giuseppe La Loggia	145	240.00		Tennis Refund
16/09/2025	ITQED Business Solutions	144	420.00		Support Contract SEPT 25
22/09/2025	LGRC Associates Ltd	118	2,385.37		Locum/RFO Services JUL 25
22/09/2025	Wicksteed Leisure Ltd	119	1,383.71		Parts for Rock'n'Bowl r'about
22/09/2025	Castle Water Cemetery	119	10.47		Cemetery Water Aug 25
22/09/2025	John Robinson	120	210.00		Holiday cover for park SEP 25
22/09/2025	John Rose	121	44.99		Fuel for van and mower
24/09/2025	C Asprey	147	1,310.35		Refund ref VAT Leisure Servs
25/09/2025	Ecotricity Ltd	dd 25/09 1	416.00		Electricity Office AUG 25
26/09/2025	ITQED Business Solutions	122	327.00		Microsoft premium SEPT 25
26/09/2025	Sunningdale Women's Institute	123	90.00		Hall hire 30/09/2025
30/09/2025	Various	146	15,474.73		Payroll September
Total Payments			<u>107,398.45</u>		

Handelsbanken

Cash Received between 01/07/2025 and 30/09/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
28/08/2025	BAYAR		Tennis Season	66.00
29/08/2025	Carmichael- Wilson		Tennis Season Ticket	32.00
15/08/2025	Charlton		Tennis - Family Season	134.00
11/09/2025	CHQ		Senior Tennis Season Ticket	56.00
16/09/2025	Clean Energy		Senior Tennis Season Ticket	56.00
04/08/2025	Clive Asprey		Invoice	372.00
04/08/2025	Cole		Plot 43	22.50
04/08/2025	Da Costa		EROB Plot FF7	2,850.00
04/08/2025	Da Costa		Adj Duplications	-2,850.00
31/07/2025	Handelsbanken		Interest Received	3,893.91
29/08/2025	Handelsbanken		Bank Interest August	3,902.28
30/09/2025	Handelsbanken		Bank Interest	3,599.25
11/07/2025	HMRC Vat		VAT Q1	10,945.57
22/09/2025	HMRC Vat		Refund re VAT Leisure Servs	5,312.00
23/09/2025	HMRC Vat		Refund re VAT Leisure Servs	5,693.79
01/08/2025	J Rose		Flat Rent	1,275.00
19/09/2025	J Rose		Rent	1,275.00
18/07/2025	John Rose		Rent	1,275.00
15/08/2025	Knox		Tennis Adult Season	66.00
29/07/2025	Lisa Bean		Admin Fee	50.00
06/08/2025	Lodge Brothers		Memorial Permit Thomas	120.00
06/08/2025	Lodge Brothers		Process S/L not C/B	-120.00
05/08/2025	Mack		Plots FCC 7 & 8	1,525.00
05/08/2025	Mack		Process S/L not C/B	-1,525.00
15/08/2025	Mear		Tennis Senior Season	56.00
22/08/2025	Miles (A)		Tennis Senior Season	56.00
22/08/2025	Miles (N)		Tennis Senior Season	56.00
11/08/2025	RB Windsor & Maidenhead		CIL (due May 2025)	245,001.36
30/09/2025	RBWM		Precept 2025/26 2nd Installmt	130,405.50
01/07/2025	Sales Recpts Page 66		Sales Recpts Page 66	240.00
03/07/2025	Sales Recpts Page 67		Sales Recpts Page 67	72.00
07/07/2025	Sales Recpts Page 68		Sales Recpts Page 68	364.80
29/07/2025	Sales Recpts Page 69		Sales Recpts Page 69	1,525.00
29/07/2025	Sales Recpts Page 70		Sales Recpts Page 70	591.41

Cash Received between 01/07/2025 and 30/09/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
04/08/2025	Sales Recpts Page 73		Sales Recpts Page 73	1,012.50
04/08/2025	Sales Recpts Page 74		Sales Recpts Page 74	2,850.00
05/08/2025	Sales Recpts Page 75		Sales Recpts Page 75	1,525.00
06/08/2025	Sales Recpts Page 76		Sales Recpts Page 76	120.00
06/08/2025	Sales Recpts Page 77		Sales Recpts Page 77	40.00
28/08/2025	Sales Recpts Page 78		Sales Recpts Page 78	240.00
28/08/2025	Sales Recpts Page 79		Sales Recpts Page 79	1,900.00
29/08/2025	Sales Recpts Page 81		Sales Recpts Page 81	1,151.00
29/08/2025	Sales Recpts Page 82		Sales Recpts Page 82	-880.43
29/08/2025	Sales Recpts Page 84		Sales Recpts Page 84	880.43
29/08/2025	Sales Recpts Page 85		Sales Recpts Page 85	880.43
11/09/2025	Sales Recpts Page 87		Sales Recpts Page 87	360.00
11/09/2025	Sales Recpts Page 88		Sales Recpts Page 88	469.80
11/09/2025	Sales Recpts Page 89		Sales Recpts Page 89	1,425.00
26/09/2025	Sales Recpts Page 90		Sales Recpts Page 90	1,573.50
30/09/2025	Sales Recpts Page 91		Sales Recpts Page 91	759.75
30/09/2025	Sales Recpts Page 92		Sales Recpts Page 92	60.00
17/09/2025	Sales Recpts Page 93		Sales Recpts Page 93	120.00
28/07/2025	Stripe online for Clubspark		Tennis Income July	1,130.10
28/08/2025	Stripe online for Clubspark		Student Season Fees August	4,378.44
29/09/2025	Stripe online for Clubspark		Tennis Income September	3,745.59
19/09/2025	Sunningdale Village Dr		Unidentified Income	100.00
16/07/2025	Thomas		Tfr of EROB Plot FA3	50.00
12/08/2025	Tomlinson		Tennis P&P	8.00
05/09/2025	Verma		Tennis Season Ticket	68.00
29/08/2025	WILLIAMS		Tennis Season Ticket	66.00

Total Receipts	440,427.48
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**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - Handelsbanken**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbank	30/09/2025		871,654.29
Handelsbank 35 day account	30/09/2025		1,809,381.50
			<u>2,681,035.79</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
22/09/2025 119	Castle Water Cemetery	10.47	
			<u>10.47</u>
			2,681,025.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,681,025.32
		Balance per Cash Book is :-	2,681,025.32
		Difference is :-	0.00

Clerk/RFO:

NameSignedDate

Councillor:

NameSignedDate

Detailed Income & Expenditure by Budget Heading 08/10/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1099 Sundry Income	8	1,676	0	(1,676)			0.0%	
1176 Precept	234,042	260,811	260,811	0			100.0%	
1190 Interest Received	58,606	23,718	50,000	26,282			47.4%	
Administration :- Income	292,656	286,205	310,811	24,606			92.1%	0
4001 Salaries and Wages	145,503	91,294	185,530	94,236		94,236	49.2%	
4002 Contingency for Cost of Living	0	0	5,680	5,680		5,680	0.0%	
4006 Agency Staff	58,178	13,193	0	(13,193)		(13,193)	0.0%	
4008 Training	6,380	1,070	3,000	1,930		1,930	35.7%	
4009 Travel	114	24	250	226		226	9.7%	
4010 Misc Staff Costs	152	65	100	35		35	65.4%	
4020 Miscellaneous Expenses	317	82	300	218		218	27.3%	
4021 Telephone VOIP and Broadband	4,788	2,586	3,780	1,194		1,194	68.4%	
4022 Postage	100	0	100	100		100	0.0%	
4023 Printing, Stationery & Ref Bks	1,289	689	1,300	611		611	53.0%	
4024 IT Costs & Support	6,110	4,327	6,000	1,673		1,673	72.1%	
4025 Insurance	2,368	2,517	2,500	(17)		(17)	100.7%	
4026 Subscriptions	2,828	1,687	3,500	1,813		1,813	48.2%	
4030 Recruitment Advertising	422	0	0	0		0	0.0%	
4031 Advertising	0	0	100	100		100	0.0%	
4043 Equipment Maintenance	0	159	0	(159)		(159)	0.0%	
4045 Equipment & Small Tools	219	0	0	0		0	0.0%	
4050 Bank Charges	402	163	700	537		537	23.3%	
4061 Audit Fees (External)	1,365	1,365	0	(1,365)		(1,365)	0.0%	
4062 Audit Fees (Internal)	763	510	850	340		340	60.0%	
4063 Accountancy Support	3,724	3,540	4,000	460		460	88.5%	
4064 Legal and Professional Fees	5,662	773	2,250	1,477		1,477	34.4%	
4065 Other Professional Fees	415	0	0	0		0	0.0%	
4701 Grants	3,500	0	5,000	5,000		5,000	0.0%	
Administration :- Indirect Expenditure	244,598	124,044	224,940	100,896	0	100,896	55.1%	0
Net Income over Expenditure	48,058	162,160	85,871	(76,289)				
102 Democratic Process								
4008 Training	0	35	1,000	965		965	3.5%	
4020 Miscellaneous Expenses	0	198	0	(198)		(198)	0.0%	
4022 Postage	75	0	0	0		0	0.0%	
4023 Printing, Stationery & Ref Bks	1,279	0	0	0		0	0.0%	
4024 IT Costs & Support	2,818	878	2,500	1,622		1,622	35.1%	
4031 Advertising	0	53	0	(53)		(53)	0.0%	

Detailed Income & Expenditure by Budget Heading 08/10/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4033 Parish Newsletter	1,674	554	1,750	1,196		1,196	31.7%	
4034 Parish Website	636	0	850	850		850	0.0%	
4043 Equipment Maintenance	110	0	0	0		0	0.0%	
4201 Chairmans Activities	0	0	500	500		500	0.0%	
4202 Annual Parish Meeting	122	75	250	175		175	30.0%	
4211 Election Expenses	9,827	0	4,000	4,000		4,000	0.0%	
4231 Community Action	100	192	1,200	1,008		1,008	16.0%	
4701 Grants	200	0	0	0		0	0.0%	
Democratic Process :- Indirect Expenditure	16,840	1,984	12,050	10,066	0	10,066	16.5%	0
Net Expenditure	(16,840)	(1,984)	(12,050)	(10,066)				
<u>202 Recreation Ground</u>								
1011 Rent Received Field	0	72	0	(72)			0.0%	
1020 Letting Income	521	0	1,000	1,000			0.0%	
Recreation Ground :- Income	521	72	1,000	928			7.2%	0
4003 Casual Labour	90	0	0	0		0	0.0%	
4007 Health & Safety	369	144	1,120	976		976	12.9%	
4012 Water Rates	1,393	464	3,500	3,036		3,036	13.3%	
4014 Electricity & Gas	0	979	0	(979)		(979)	0.0%	
4015 Waste Services	386	0	0	0		0	0.0%	
4025 Insurance	480	0	0	0		0	0.0%	
4038 Tree maintenance	0	840	1,080	240		240	77.8%	
4040 Dog Bin Emptying	4,288	2,615	4,280	1,665		1,665	61.1%	
4041 Property Maintenance	6	0	0	0		0	0.0%	
4042 Grounds Maintenance	580	724	3,630	2,906		2,906	19.9%	
4043 Equipment Maintenance	4,318	2,981	6,650	3,669		3,669	44.8%	
4044 Equipment Hire	248	0	610	610		610	0.0%	
4045 Equipment & Small Tools	670	252	760	508		508	33.2%	
4046 Vehicle Repairs/Mtce	19	0	500	500		500	0.0%	
4047 Vehicle Tax/Insurance	176	181	860	679		679	21.1%	
4048 Vehicle Fuel & Oil	330	174	750	576		576	23.2%	
4049 Other Fuel & Oil	310	188	960	772		772	19.5%	
Recreation Ground :- Indirect Expenditure	13,663	9,541	24,700	15,159	0	15,159	38.6%	0
Net Income over Expenditure	(13,143)	(9,469)	(23,700)	(14,231)				
6001 less Transfer to EMR	35,145	0	0	0				
Movement to/(from) Gen Reserve	(48,288)	(9,469)	(23,700)	(14,231)				

Detailed Income & Expenditure by Budget Heading 08/10/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Cemetery								
1031 Cemetery Income	26,065	11,344	21,700	10,356			52.3%	
1032 Headstones	4,120	2,240	2,500	260			89.6%	
1033 Grant of Rights	21,175	6,755	21,800	15,045			31.0%	
Cemetery :- Income	51,360	20,339	46,000	25,661			44.2%	0
4012 Water Rates	(29)	67	220	153		153	30.3%	
4022 Postage	6	0	0	0		0	0.0%	
4037 Grave Services	7,700	4,181	8,260	4,079		4,079	50.6%	
4038 Tree maintenance	0	0	360	360		360	0.0%	
4042 Grounds Maintenance	1,073	2,640	1,000	(1,640)		(1,640)	264.0%	
Cemetery :- Indirect Expenditure	8,750	6,888	9,840	2,952	0	2,952	70.0%	0
Net Income over Expenditure	42,610	13,451	36,160	22,709				
6001 less Transfer to EMR	18,000	0	0	0				
Movement to/(from) Gen Reserve	24,610	13,451	36,160	22,709				
204 Allotments								
1010 Rent Received	1,588	448	2,070	1,623			21.6%	
Allotments :- Income	1,588	448	2,070	1,623			21.6%	0
4009 Travel	3	0	0	0		0	0.0%	
4012 Water Rates	311	579	650	71		71	89.1%	
4020 Miscellaneous Expenses	178	120	180	60		60	66.7%	
4038 Tree maintenance	0	215	1,500	1,285		1,285	14.3%	
4042 Grounds Maintenance	386	478	1,000	522		522	47.8%	
4043 Equipment Maintenance	216	0	0	0		0	0.0%	
4302 Other Events	150	0	0	0		0	0.0%	
Allotments :- Indirect Expenditure	1,245	1,392	3,330	1,938	0	1,938	41.8%	0
Net Income over Expenditure	343	(944)	(1,260)	(316)				
205 Tennis								
1012 Electricity income	770	45	500	455			9.0%	
1021 Tennis Court Season Ticket	11,929	8,507	14,560	6,053			58.4%	
1022 Tennis Court P&P	4,880	4,264	2,850	(1,414)			149.6%	
1023 Tennis Court Coaching	18,605	6,798	12,000	5,202			56.6%	
1024 Tennis Box League	62	75	90	15			83.5%	
1099 Sundry Income	0	11,006	0	(11,006)			0.0%	
Tennis :- Income	36,245	30,694	30,000	(694)			102.3%	0

Detailed Income & Expenditure by Budget Heading 08/10/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 Electricity & Gas	1,073	279	870	591		591	32.1%	
4020 Miscellaneous Expenses	0	1,550	0	(1,550)		(1,550)	0.0%	
4022 Postage	85	0	190	190		190	0.0%	
4023 Printing, Stationery & Ref Bks	590	0	600	600		600	0.0%	
4026 Subscriptions	210	0	440	440		440	0.0%	
4043 Equipment Maintenance	2,596	1,949	3,000	1,051		1,051	65.0%	
4045 Equipment & Small Tools	90	3,761	0	(3,761)		(3,761)	0.0%	3,761
Tennis :- Indirect Expenditure	4,645	7,539	5,100	(2,439)	0	(2,439)	147.8%	3,761
Net Income over Expenditure	31,601	23,155	24,900	1,745				
6000 plus Transfer from EMR	0	3,761	0	(3,761)				
6001 less Transfer to EMR	11,045	0	0	0				
Movement to/(from) Gen Reserve	20,556	26,916	24,900	(2,016)				
206 Pavilion Toilets								
4003 Casual Labour	90	210	0	(210)		(210)	0.0%	
4016 Cleaning Costs	398	0	1,450	1,450		1,450	0.0%	
4017 Cleaning Supplies	1,249	835	1,300	465		465	64.3%	
4041 Property Maintenance	40	0	0	0		0	0.0%	
4043 Equipment Maintenance	744	0	0	0		0	0.0%	
Pavilion Toilets :- Indirect Expenditure	2,520	1,045	2,750	1,705	0	1,705	38.0%	0
Net Expenditure	(2,520)	(1,045)	(2,750)	(1,705)				
207 Facilities								
1012 Electricity income	3,229	1,826	2,500	674			73.1%	
1013 Rent Received Chalet	2,200	1,200	2,400	1,200			50.0%	
1014 Rent Received Flat	15,300	7,650	15,500	7,850			49.4%	
1016 Waste Income	722	627	750	123			83.5%	
1017 Trading pitch (car park)	1,850	920	2,400	1,480			38.3%	
1020 Letting Income	10,686	2,701	11,500	8,800			23.5%	
1099 Sundry Income	0	392	0	(392)			0.0%	
Facilities :- Income	33,986	15,315	35,050	19,735			43.7%	0
4003 Casual Labour	420	0	0	0		0	0.0%	
4007 Health & Safety	64	60	480	420		420	12.5%	
4012 Water Rates	0	201	0	(201)		(201)	0.0%	
4014 Electricity & Gas	5,358	1,428	7,870	6,442		6,442	18.1%	
4015 Waste Services	1,748	963	760	(203)		(203)	126.7%	
4017 Cleaning Supplies	39	65	0	(65)		(65)	0.0%	
4020 Miscellaneous Expenses	58	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 08/10/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Property Maintenance	2,554	3,008	4,000	992		992	75.2%	
4043 Equipment Maintenance	470	2,063	0	(2,063)		(2,063)	0.0%	
4045 Equipment & Small Tools	342	514	0	(514)		(514)	0.0%	
4046 Vehicle Repairs/Mtce	411	0	0	0		0	0.0%	
4047 Vehicle Tax/Insurance	176	0	0	0		0	0.0%	
4048 Vehicle Fuel & Oil	72	0	0	0		0	0.0%	
Facilities :- Indirect Expenditure	11,711	8,301	13,110	4,809	0	4,809	63.3%	0
Net Income over Expenditure	22,275	7,014	21,940	14,926				
6000 plus Transfer from EMR	4,000	0	0	0				
Movement to/(from) Gen Reserve	26,275	7,014	21,940	14,926				
<u>208 Heritage Assets</u>								
4041 Property Maintenance	90	0	0	0		0	0.0%	
4042 Grounds Maintenance	5,645	2,730	10,280	7,550		7,550	26.6%	
4043 Equipment Maintenance	11	0	0	0		0	0.0%	
4221 Village Clocks	254	0	300	300		300	0.0%	
Heritage Assets :- Indirect Expenditure	6,000	2,730	10,580	7,850	0	7,850	25.8%	0
Net Expenditure	(6,000)	(2,730)	(10,580)	(7,850)				
<u>301 Village Hall</u>								
4041 Property Maintenance	1,036	0	0	0		0	0.0%	
4065 Other Professional Fees	975	0	0	0		0	0.0%	
Village Hall :- Indirect Expenditure	2,011	0	0	0	0	0		0
Net Expenditure	(2,011)	0	0	0				
6000 plus Transfer from EMR	1,036	0	0	0				
6001 less Transfer to EMR	7,500	0	0	0				
Movement to/(from) Gen Reserve	(8,475)	0	0	0				
<u>302 Library</u>								
4070 Service Charge RBWM Library	11,500	11,500	12,000	500		500	95.8%	
Library :- Indirect Expenditure	11,500	11,500	12,000	500	0	500	95.8%	0
Net Expenditure	(11,500)	(11,500)	(12,000)	(500)				
<u>303 Borough in Bloom</u>								
1040 Sponsorship Income	4,565	2,102	7,260	5,158			29.0%	
Borough in Bloom :- Income	4,565	2,102	7,260	5,158			29.0%	0

Detailed Income & Expenditure by Budget Heading 08/10/2025

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Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4039	In Bloom Expenses	10,888	7,064	11,500	4,436		4,436	61.4%	
	Borough in Bloom :- Indirect Expenditure	10,888	7,064	11,500	4,436	0	4,436	61.4%	0
	Net Income over Expenditure	(6,323)	(4,962)	(4,240)	722				
6001	less Transfer to EMR	800	0	0	0				
	Movement to/(from) Gen Reserve	(7,123)	(4,962)	(4,240)	722				
<u>304</u>	<u>Christmas</u>								
1040	Sponsorship Income	50	0	0	0			0.0%	
1099	Sundry Income	105	0	0	0			0.0%	
	Christmas :- Income	155	0	0	0				0
4031	Advertising	0	175	0	(175)		(175)	0.0%	
4045	Equipment & Small Tools	45	0	0	0		0	0.0%	
4301	Christmas Event	10,135	348	10,000	9,652		9,652	3.5%	
	Christmas :- Indirect Expenditure	10,180	523	10,000	9,477	0	9,477	5.2%	0
	Net Income over Expenditure	(10,025)	(523)	(10,000)	(9,477)				
<u>305</u>	<u>S137</u>								
4003	Casual Labour	0	677	0	(677)		(677)	0.0%	
4302	Other Events	3,183	2,871	10,000	7,129		7,129	28.7%	
	S137 :- Indirect Expenditure	3,183	3,549	10,000	6,451	0	6,451	35.5%	0
	Net Expenditure	(3,183)	(3,549)	(10,000)	(6,451)				
<u>308</u>	<u>CA Outreach Project</u>								
4071	Service Charge CA Outreach	7,733	0	8,470	8,470		8,470	0.0%	
	CA Outreach Project :- Indirect Expenditure	7,733	0	8,470	8,470	0	8,470	0.0%	0
	Net Expenditure	(7,733)	0	(8,470)	(8,470)				
6000	plus Transfer from EMR	7,733	0	0	0				
	Movement to/(from) Gen Reserve	0	0	(8,470)	(8,470)				
<u>309</u>	<u>Woodland</u>								
4015	Waste Services	0	0	600	600		600	0.0%	
4042	Grounds Maintenance	2,005	0	2,000	2,000		2,000	0.0%	
4043	Equipment Maintenance	0	0	2,000	2,000		2,000	0.0%	
	Woodland :- Indirect Expenditure	2,005	0	4,600	4,600	0	4,600	0.0%	0
	Net Expenditure	(2,005)	0	(4,600)	(4,600)				

Detailed Income & Expenditure by Budget Heading 08/10/2025

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901	Parish Projects								
1174	CIL Grant	312,170	465,881	0	(465,881)			0.0%	465,881
	Parish Projects :- Income	312,170	465,881	0	(465,881)				465,881
4020	Miscellaneous Expenses	356	0	0	0		0	0.0%	
4701	Grants	4,158	0	0	0		0	0.0%	
4903	LCWIP Project	50,344	0	0	0		0	0.0%	
4904	Capital Works Recreation G	124,762	37,173	0	(37,173)		(37,173)	0.0%	
4905	CP	250	0	5,000	5,000		5,000	0.0%	
4908	Revenue Projects	500	0	5,000	5,000		5,000	0.0%	
4911	Woodland Walk Project	19,336	0	0	0		0	0.0%	
4918	Childrens Book Exchange	6,513	90	0	(90)		(90)	0.0%	90
	Parish Projects :- Indirect Expenditure	206,220	37,263	10,000	(27,263)	0	(27,263)	372.6%	90
	Net Income over Expenditure	105,950	428,618	(10,000)	(438,618)				
6000	plus Transfer from EMR	185,778	90	0	(90)				
6001	less Transfer to EMR	312,170	465,881	0	(465,881)				
	Movement to/(from) Gen Reserve	(20,442)	(37,173)	(10,000)	27,173				
902	More Parish Projects								
4919	Traders	0	0	1,000	1,000		1,000	0.0%	
	More Parish Projects :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
	Net Expenditure	0	0	(1,000)	(1,000)				
	Grand Totals:- Income	733,246	821,055	432,191	(388,864)			190.0%	
	Expenditure	563,691	223,363	373,970	150,607	0	150,607	59.7%	
	Net Income over Expenditure	169,554	597,692	58,221	(539,471)				
	plus Transfer from EMR	198,546	3,851	0	(3,851)				
	less Transfer to EMR	384,660	465,881	0	(465,881)				
	Movement to/(from) Gen Reserve	(16,560)	135,662	58,221	(77,441)				

CIL Monitoring report – October 2025 – CIL received, spent and held in reserves to date:

Date	Sum received (a) (to nearest £1)	Cumulative sum (b) received from April 2022 (to nearest £1)	Sum allocated/spent (c) (to nearest £1)	Purpose	Total Sum remaining (cumulative total) (d)	Spend deadline
18 April 2018	£30,450	£30,450	£0		£30,450	18 April 2023
2 July 2019	£64,078	£94,528	£0		£94,528	2 July 2024
29 April 2020	£46,290	£140,818	£0		£140,560	29 April 2025
26 Oct 2020	£5,742	£146,560	£0		£146,560	26 Oct 2025
19 April 2021	£290,682	£437,242	£4,950	£2,000 (ANPR Camera 20/04/21 item 126/20) £2,950 (MUGA feasibility survey 27/7/21 item 40/21)	£432,292	19 April 2026
5 Oct 2021	£276,728	£713,970	£0		£709,020	5 Oct 2026
13 April 2022	£362,996	£1,076,966	£69,887	Social inclusion project, CIL project management, TPO project, TPO tree work, NP project, LCWIP Project, MUGA	£639,133	13 April 2027
6 Oct 2022	£291,297	£1,368,263	£0		£930,430	6 Oct 2027
30 Mar 2023	£144,094	£1,512,357	£0		£1,074,524	30 Mar 2028
2 Oct 2023	£144,576	£1,656,933	£104,600	tbc	£1,114,500	2 Oct 2028
2 Apr 2024	£167,545	£1,824,478			£1,282,045	2 Apr 2029
7 Oct 2024	£144,576	£1,969,054	£193,510	Social inclusion project, MUGA, ANPR camera,	£1,233,111	7 Oct 2029

				upgrade bridleway 1, Whitmore Lane, Children's book exchange		
April 2025	£245,014	£2,214,068	£34,313		£1,443,812	April 2029
Oct 2025	tbc					Oct 2029

Key: Column b is the cumulative total of column a; Column c is allocated spend; Column d is remaining sum after spend from column c

Approved CIL spending (not yet spent)

Item	Sum	Approval reference
Novello Theatre	£100,000	164/24 (Full Council 22 April 2025)
Holy Trinity	£84,697	164/24 (Full Council 22 April 2025)

Future CIL

CIL received by RBWM, to be paid to SPC in (date tbc)		NIL (CIL sum paid in date tbc)
Parish CIL outstanding (demand notice issued, awaiting payment)	I have requested a report from RBWM to start to collate this information	
Potential CIL (planning applications granted and liability notice issued. Actual receipts will be dependant on development commencing and any relief applied for and granted)	I have requested a report from RBWM to start to collate this information	

Community Grant Application Form

Application for Grant Funding for Voluntary Organisations

Name and Address of Organisation:	The Arrow District Day Centre
	The Chandler Centre, Bagshot Rd. Sunninghill
Postcode:	SL5 9PD

Name and Role of Main Contact:	ROBERT ELLISON
	CHAIRMAN OF THE TRUSTEES

--	--

Is the organisation a registered Charity?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If yes, please provide Charity No.	269 845	

Total amount of Grant Requested:	£2,000 £1,000
----------------------------------	--------------------------

Purpose of the Grant or Project:

Last year the costs of running the Day Centre totalled £144,000. We provide a vital role in the local community serving the needs of the elderly.

Total cost of the Project:	—
----------------------------	---

From where will the remaining funds be sourced: (Please list funder and fund amounts)

All of our funds are sourced by our own fundraising activities, grants from local organisations, events and donations.
--

Who will benefit from the Project?

For some their visit to the Day Centre is the only time our members leave to leave their home we provide a vital role in stopping loneliness & isolation amongst our elderly.

How many of these beneficiaries will be residents of Sunningdale Parish:
--

We have over 100 members with 15 from the Sunningdale Parish some visiting us 4 times a week.

What are the Project Outcomes?

We combat loneliness & isolation amongst the elderly in the area. I feel we are able to prolong their independence, please help support.
--

Please return the application form to the Clerk via email: clerk@sunningdaleparish.org.uk

Community Grant Application Form

Application for Grant Funding for Voluntary Organisations

Name and Address of Organisation: Holy Trinity Parish Church, Church Road, Sunningdale		
Postcode: SL5 0PD		
Name and Role of Main Contact: - Revd Jon Hutchinson – Vicar		
[REDACTED]		
Is the organisation a registered Charity?		
YES ✓		NO
If yes, please provide Charity No.	1129882	
Total amount of Grant Requested:	£400	
Purpose of the Grant or Project:		
We are creating a new plaque that names all those from Sunningdale lost in the second World War. We have a WW1 plaque and this will be a companion to it.		
Total cost of the Project:	£2,000	
From where will the remaining funds be sourced: (Please list funder and fund amounts)		
The idea was formed by a parishioner who generously gave £500. Since then other gifts have been given by local people and relatives of those names on the parish memorial and funds currently stand at £1,340. We are confident of reaching the total from further local giving.		
Who will benefit from the Project?		
In an indirect way it is for the whole community, in that Sunningdale will honour the lives lost in WW2 not just on the memorial located at the junction of Bedford Lane, High Street and Church Road but in the church also.		
How many of these beneficiaries will be residents of Sunningdale Parish:		
The vast majority although relatives of those named live elsewhere and in other countries. It is primarily something that felt right to us as something we ought to do (see attached letter)		
What are the Project Outcomes?		
Correcting a long-standing omission and honouring the fallen.		

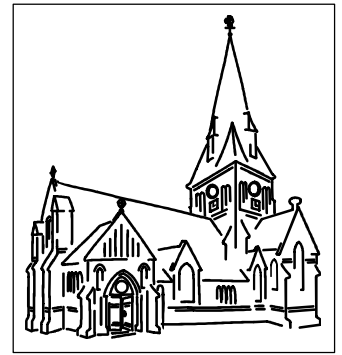
Please return the application form to the Clerk via email: clerk@sunningdaleparish.org.uk



Holy Trinity Sunningdale

Church and Community

Sharing God's love



12th August 2025

Dear Natalie

A new WW2 memorial in the Parish Church.

Please find attached an application for a Community Grant towards the above.

Last year we displayed in church some of the banners the council had previously placed around Sunningdale which listed the names of Sunningdale residents whose lives were lost in WW2.

During the remembrance service I commented that it felt right to have their names displayed in church as the existing plaque we have is for WW1 only.

This inspired a parishioner to petition us for a second plaque to be made and to begin the funding with a very generous gift of £500. The total cost will be £2,000. Since then, other residents have given money including some from overseas whose relatives are named on the memorial at the east end of the church grounds. Currently funds stand at £1,340.

I felt I ought to bring this matter to councillors' attention as it's a rather unique event and one they might feel is something the council A) should know about and B) be part of in terms of a small grant.

The WW1 plaque is to be relocated and together with the new plaque they will be positioned in the chancel, (the choir area and oldest part of church) a much more visible place and more suitable than the back wall where the original is now.

A small notice will highlight how the new plaque has been funded.

I'm mindful of the large and generous grant the council has awarded the church towards the Transforming Trinity project and would perfectly well understand the council thinking that the amount awarded to Holy Trinity is enough for now (!) however, I do want the parish council to be aware of this new memorial that we hope to have in place for this year's act of remembrance and church service. (9th November)

Your sincerely

Revd Jon Hutchinson

REQUEST FOR CIL FUNDING

Requesting CIL Funding

CIL Funding can be requested for a Capital Infrastructure Project, a Grant from a stakeholder or for funding a collaborative venture with another organisation.

Any request for CIL funding must meet the following eligibility criteria:

- A Request for CIL Funding has been completed
- We have the legal right to carry out the proposed project
- The project is clearly defined as 'Infrastructure' as per the CIL Regulations
- The project is listed in the Business Plan or supports a key business objective.

Completing the Request for CIL Funding Form for Projects

A Request for CIL funding Form for Projects must be completed (see Appendix 1).

The completed form should be sent to the Clerk, who will validate the details and ensure all relevant information is provided and that the work does fall within the powers we have and the CIL regulations.

Completing the Request for a CIL Grant

A Request for a CIL Grant must be completed (see Appendix 2).

The completed form should be sent to the Clerk, who will validate the details and ensure all relevant information is provided and that the work does fall within the powers we have and the CIL regulations.

Approval Process – within the development of the Business Plan

If a project/grant request is being proposed within the development of the annual Business Plan, then all the projects and grant requests will be considered at the same time to create the CIL expenditure plan for the year. This will be approved as part of setting the Budget for the year.

This CIL Expenditure Plan will also define the percentage of CIL funds that will form part of Stakeholder Reserve Fund for the coming year.

Approval process – Stakeholder Reserve Fund Requests

At any time, a project may be considered for CIL funding using the Stakeholder Reserve Fund.

A stakeholder from the parish may make ad-hoc requests for CIL funding and deliver “quick wins”. Using this route.

Financial Approval

Any proposed CIL funding request must be considered by the Finance Committee, prior to be put forward to full council.

Reporting

On an annual basis the amount of CIL spent, and what projects it has been spent on will be reported on our website.

Appendix 1

Request for CIL Funding Form for Projects

Name of Proposer: Stephen Kay on behalf of Berks County FC	Date: 25/06/2025
---	---------------------

Project Description

Project Title:	Charters School Fields Upgrade
Project Location:	Charters School, Sunningdale
Description of the project:	Improving Charters School pitches for use in the community by Berks County FC and the school itself.

Project Justification:

Does the project support the delivery of infrastructure as listed in the Business Plan?	Yes	x	No
Which category does it fall under?	SF5 - encourage outdoor exercise		
What is the legal power under which we can implement this project? [If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]			
Explain the problem, issue or need that the project addresses.	Drainage pipes were installed at Charters school pitches 20+ years ago but now, due to this installation being end of life, the pitches are flooding and often unusable for several weeks during the winter months.		
In what way does the project resolve these issues?	In partnership with Football Foundation funding the pitches will be upgraded over an initial period of 4 years		
Who are the likely beneficiaries of the project?	The project supports the school sports curriculum (year round) and 350+ children playing football for Berks County FC or Ascot United FC on Charters pitches.		
What evidence do you have of consultation with the community or stakeholders for this project?	Most of the children with our club who use the Charters pitches are local. We update parents and volunteers on the plans to improve the pitches.		
Would the project lead to any income generation? Provide forecasts of this.	Charters School receive income for pitch hire		

Current Status of the Project

Aside from funding, is the project ready to commence?	Yes	x	No
If the project is not ready to commence, please list briefly the main constraints.			

Funding for the Project

Please indicate the total cost of the project	£58140 over 4 years																																											
Please provide a detailed breakdown of the costs for the project	<table border="1"> <thead> <tr> <th>Charters School</th> <th>Football Foundation Funding (expected spend £11520 per year)</th> <th>Contribution required to Football Foundation Grant</th> <th>School side improvements (no grant)</th> <th>Total required excluding FF Grant</th> </tr> </thead> <tbody> <tr> <td>Field ></td> <td>detached field</td> <td>detached field</td> <td>school side field</td> <td>both</td> </tr> <tr> <td>2025</td> <td>£7,680</td> <td>£3,840</td> <td>£8,000</td> <td>£11,840</td> </tr> <tr> <td>2026</td> <td>£7,680</td> <td>£3,840</td> <td>£8,500</td> <td>£12,340</td> </tr> <tr> <td>2027</td> <td>£3,840</td> <td>£7,680</td> <td>£9,000</td> <td>£16,680</td> </tr> <tr> <td>2028</td> <td>£3,840</td> <td>£7,680</td> <td>£9,600</td> <td>£17,280</td> </tr> <tr> <td>Work covered ></td> <td colspan="3">Fertiliser x2, grass seed x1, decompacting x 2, additional cutting to that done by school x 4 (per year)</td> <td></td> </tr> <tr> <td colspan="5">Works recommended by PitchPower report March 2024 (attached to application)</td> </tr> </tbody> </table>				Charters School	Football Foundation Funding (expected spend £11520 per year)	Contribution required to Football Foundation Grant	School side improvements (no grant)	Total required excluding FF Grant	Field >	detached field	detached field	school side field	both	2025	£7,680	£3,840	£8,000	£11,840	2026	£7,680	£3,840	£8,500	£12,340	2027	£3,840	£7,680	£9,000	£16,680	2028	£3,840	£7,680	£9,600	£17,280	Work covered >	Fertiliser x2, grass seed x1, decompacting x 2, additional cutting to that done by school x 4 (per year)				Works recommended by PitchPower report March 2024 (attached to application)				
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Works recommended by PitchPower report March 2024 (attached to application)																																												
How much funding does the project currently have?	£ 23040 - Note that this Football Foundation grant doesn't allow for inflation or above inflation increases in contractor or product costs. We believe this was an oversight as we are currently experiencing increased costs. However, the club will cover any additional costs to ensure the full works are covered each year.																																											
Please provide a detailed summary of the total CIL funding required?	See table above: Year 1 £11840 Year 2 £12340 Year 3 £16680 Year 4 £17280																																											
Would the scheme be fully funded if the CIL contribution is agreed?	Yes	x	No																																									

Please indicate in the table below the source of additional funding that has been secured / is being sought.

Source	Amount	Conditions attached	Use by date	Funding confirmed?*
Football Foundation	£23040	No	Dec 2028	yes

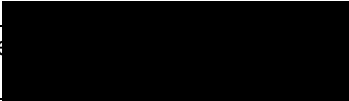
*If no, please provide a date of when a decision is expected.

Delivery Timescale

What is the current delivery timescale for the project?	Immediate	Immediate once works start
	Within current year	
	Up to 2 years	
	Up to 5 years	
	5-10 years	x
Please provide further details on the programme for delivering the project, including start and completion dates?	<p>Ongoing Programme to improve the pitches based on Football Foundation PitchPower recommendations (report attached)</p> <p>The original sand band drainage (now 20+ years old and failing) could be replaced at a cost of c.£120K but ongoing maintenance would still still required at around £15k per year.</p> <p>Up to 2000 children may benefit if include school pupils and Club players</p>	

Constraints and Risks

Please explain the risks involved in the project (e.g. delivery risks, financial risks, reputational risks etc) and identify how these can be overcome	<p>School decides to stop using the pitches &/or hiring to a community football club</p> <p>Ourselves or other club(s) using on the pitches fold</p>
--	--

Signed 	Date: 30/06/2025
--	------------------

Appendix 2

Request for CIL Grant Form

Name of Proposer/ Grant Funding Agency Name	Date:
Stephen Kay on behalf of Berks County FC	25/6/2025

Grant Description

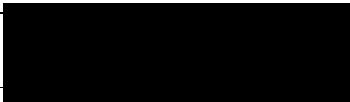
Grant Title:	Charters School Field upgrade
Objective/Purpose of the Grant	Improvement to Charters school football pitches

Justification:

Does the grant support the delivery of SPC strategic objectives?	Yes	<input checked="" type="checkbox"/>	No	
Which category does it fall under?	SF5 - encourage outdoor exercise			
What is the legal power under which we can implement this project? [If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]				
What are the tangible benefits of this grant?	Drainage pipes were installed at Charters school pitches 20+ years ago but now, due to this installation being end of life, the pitches are flooding and often unusable for several weeks during the winter months. The grant will improve the pitches and increase playing time for the children.			
Who are the likely beneficiaries?	The project supports the school sports curriculum (year round) and 350+ children playing football for Berks County FC or Ascot United FC on Charters pitches.			

Funding Request

Total Projected Cost	£81180
Amount Sought	£58140
When is the funding required? Please explain any phasing for this funding request.	Winter 2025 to Winter 2029 4 year improvement project

Signed: 	Date: 30/06/2025
---	------------------

15 Sept 2025

Thank you for your email and comprehensive quotes for CCTV.

We are hoping that the recreation ground working group will be meeting sometime this month, and I will share this quote with them.

Could you provide an example of ongoing maintenance and data costs, so I have an idea if it will be hundreds or thousands of pounds each year. We are starting the budget process, and it would be useful to have this information.

24 Sept 2025

The data cost would be somewhere between £600 - £800 PA for a sim card. This is the cheapest option. A dedicated IP connection would cost 1.5K – 4K PA without the installation cost.

With regards to ongoing maintenance. A contract would include a yearly cleaning and lubrication visit. It would also include labour and tooling costs in the event of a breakdown. But not replacement parts after expiration of warranties. I will request an estimate but would not expect it to be more than £400 - £500 PA

As the cameras are going to be adopted into RBWM's system, then the maintenance costs would be covered by my budget. We would look to the parish council to cover the costs of data and parts for repairs in the event of failure after the warranties have expired. This is something we do for all the Parish Council sponsored CCTV

RBWM - Sunninghill.

Main entrance in shown.



Location show for potential column shown in yellow.



View back towards column location from park.



Valid For 30 days

Royal Borough Of Windsor &
Maidenhead Tinkers Lane Depot
Windsor
Berkshire
SL4 4LR

Site: Tinkers Lane

Contact: Andrew Muggeridge

Salesperson: Sam Thomas

Date: 09/09/2025

Dear Andrew,

Sunning Hill CCTV Install

We acknowledge and thank you for your valued enquiry and have pleasure in submitting our quotation for the above project, all in accordance with the attached schedule of works, for the sum of **£11,136.80 plus VAT**.

2475 - CCTV Install

To supply and install one Altron CCTV column to a pre-cast base with fixings. Column to be delivered and bolted down in one visit.

Power to be provided locally by other in the form of a IP65 rated fused spur to the base of the column.

Two cameras shall be provided, one for recording entrances and exits to the carpark, offering visibility where possible of number plates (not ANPR). A fully functional PTZ will be installed on the column for review further afield on site.

Both cameras shall be connected to the cloud and sent back for review via 4G, recordings will be maintained locally for review via the cloud.

Item	Quantity
4MP PTZ Camera	1.00
Altron CCTV Column 6m Painted RAL9005	1.00
Static camera for number plate review, live video only.	1.00
4G Mobile Connectivity	1.00
Data SIM card and connection	2.00
Cloud Connection	2.00
SD Cards - 1TB - Local Recording	2.00
Non- Contracted Service Engineer	Complete
Sub-Total ex VAT	£11,136.80
VAT @ 20 %	£2,227.36

Total inc VAT

£13,364.16

Sub-Total ex VAT

£11,136.80

VAT @ 20 %

£2,227.36

Total inc VAT

£13,364.16

Assumptions

- Unless otherwise stated within the Proposal Scope of this document Computerised and Digital Security Systems Ltd have:
 1. Assumed installation will be carried out during normal working hours (Monday-Friday: 08:00-17:00).
 2. Computerised and Digital Security Systems Ltd terms and conditions will be applicable.
 3. Free access will be available to all site areas where works are to be carried out.

Inclusions

- The installation will be carried out in full accordance with the National Approval Council for Security Systems (NACOSS) and the Electrical Contractors Association (ECA) codes of practise and all relevant British Standards and prevailing legislation.

Exclusions

- Unless otherwise stated within the Proposal Scope of this document Computerised and Digital Security Systems Ltd have made:
 1. No allowance to provide a 230v un-switched fused spur(s).
 2. No allowance to provide network data point(s).
 3. No allowance to provide site wide network infrastructure.
 4. No allowance provide access equipment for working at height over 3 meters.
 5. No allowance to provide any ground works or ducting.
 6. No allowance has been made to provide primary containment.
 7. No allowance has been made to provide secondary containment.
 8. No allowance has been made to provide Fire Alarm Interfaces where applicable.
 9. No allowance has been made for any storage equipment or on-site welfare.
 10. No allowance has been made to provide any fire sealing.

General Notes

This document has consultative status only and it does not constitute a contract between Computerised and Digital Security Systems Ltd and any other party. Furthermore, Computerised and Digital Security Systems Ltd does not accept liability for the contents of the document, although it has used reasonable endeavours to ensure accuracy and correct understanding of the proposal client brief.

This quotation is subject to the following comments:

1. Our price is nett.
2. Our price will remain fixed for a period of 30 days from date of quotation.
3. Lead in Period is currently 6 weeks from receipt of order.

Confidentiality

This document and the information it contains, are confidential and remain the property of Computerised and Digital Security Systems Ltd. The document may not be reproduced, or the contents transmitted to any third party without express consent of Computerised and Digital Security Systems Ltd.

We trust our quotation meets with your approval and look forward to receiving your further instructions in due course.

Yours sincerely

For and on behalf of

Computerised and Digital Security Systems Ltd

Sam Thomas

Technical Manager

NSI INSTALLATION PRACTICES

Access Control

Reader Classification

Access points are classified by the requirements for successful legitimate access (see Class I, Class II, Class III and Class IV below).

- Class I (low risk) - At an access point to class I, access will only be granted following:
 - o The input of a correct common code (or the input of a correct PIN code) of not less than 10,000 differs. 10,000 differs requires a 4 digit code number such as 1234.
- Class II (low to medium risk) - At an access point to class II, access will only be granted following:
 - o Option A - the input of a correct PIN code of not less than 1,000,000 differs
 - o Option B - the presentation of a valid unique token to a reader. 1,000,000 differs requires a 6 digit code number such as 123456.
- Class III (medium to high risk) - At an access point to class III, access will only be granted following:
 - o Option A - the input of a correct PIN code of not less than 10,000 differs AND the presentation of a valid unique token to a reader
 - o Option B - the presentation of a valid biometric to a reader.
- Class IV (high risk) At an access point to class IV, access will only be granted following:
 - o Option A - the presentation of a valid biometric to a reader AND the presentation of a valid unique token using radio frequency identification (RFID)*
 - o Option B - the presentation of a valid biometric to a reader AND the presentation of a valid unique token to a reader AND the presentation of a correct PIN code of not less than 10,000 differs. * RFID must not rely on recognising the Chip Serial number only.

Operation during a power failure

A Battery will be located within the Control Equipment or any associated Power Supply Unit which will maintain the system in an operational state for a minimum of 4 hours. If a power failure exceeds 4 hours, the Battery will gradually discharge and the system will then fail with the door UNLOCKED.

Activation of a Fire Alarm

The Control Equipment will be linked to the Fire Detection and Alarm System. Activation of the Fire Alarm will automatically result in the door(s) being unlocked. It will be the responsibility of the company installing the Fire Alarm to provide a connection, in appropriate cabling, from the Door Access Control Equipment(s) to a dedicated pair of normally-closed relay contacts, which will open on the operation of the Fire Alarm

CCTV

Lighting

Camera performance is dependent on the prevailing light available, as discussed and agreed with the client. No additional lighting has been specified. Where public street lighting forms part of the lighting provision the customer should determine whether any arrangements are in place, or are being considered, to introduce energy saving measures (timers which could switch the lights off during certain hours of darkness) which would have significant detrimental effect on the quality of images recorded and/or transmitted. (Should lighting arrangements prove to be less than satisfactory, additional lighting could be provided. Please contact us for a quotation.

DATA PROTECTION ACT and ICO CCTV Code of Practice

Attention is drawn to the Data Protection Act 1998 and the Information Commissioner's Office (ICO) CCTV Code of Practice 2008. By Law the customer may be responsible for registering the system with the Information Commissioners' Office. Information can be obtained from the Information Commissioner's Office: Website: www.ico.gov.uk

CCTV Information Signs

Attention is drawn to the Data Protection Act 1998 and the requirement to provide signs.

BRITISH STANDARD CODE OF PRACTICE BS 7958

Attention is drawn to the above code of practice for the management and operation of CCTV (which is applicable to CCTV used in public spaces and also provides good practice for all other CCTV systems. (Note: this document may be obtained from the British Standards Institution or the National Security Inspectorate.)

Notes

The manufacturer's Handbooks, appropriate to the user, will be supplied on handover of the system. A System Record, describing the whole installation, will be provided on completion. This may be supplied as a schematic drawing. Reference images will be recorded during the handover of the system including those taken in low light conditions. A copy will be handed to the Customer's representative and a copy retained by the Commissioning Engineer. A site Log Book will be provided. This should be held where it will always be available to the visiting engineer. An NSI Certificate of Compliance will be forwarded on receipt of payment. Where a maintenance contract is entered into, annual preventive maintenance checks will normally be undertaken in the anniversary month of the handover of the system.

Definitions

1. Typical light levels

<i>Moonless, overcast night sky</i>	<i>0.0001</i>	<i>Well lit main road</i>	<i>10 lux</i>
<i>Moonless, clear (i.e. starlight)</i>	<i>lux 0.001</i>	<i>Stairs/Passages</i>	<i>60 lux</i>
<i>night sky</i>	<i>lux</i>	<i>Offices/Retail Store</i>	<i>250/500 lux</i>
<i>Quarter moonlight on a</i>	<i>0.01 lux</i>	<i>Daylight</i>	<i>10,000/25000</i>
<i>cloudless night</i>	<i>1 lux</i>	<i>Full sunlight</i>	<i>lux</i>
<i>Deep twilight</i>	<i>4 lux</i>		<i>32,000/130,000</i>
<i>Twilight</i>			<i>lux</i>

2. For Detection of an intruder the image should be greater than 10% of the picture height.

Additional Information

Continuous monitoring and recording are dependent upon the provision of a mains electricity supply. No provision has been made for any type of power back up in the event of mains failure. The quality of images will be entirely dependent upon the standard of camera, image management and transmission methods used. Lower light levels at the time of viewing/recording and the distance the object is from the camera's point of focus will also reduce the level of definition. Where the user has identified a specific purpose for the images, then this should be made clear to the surveyor who will tailor the design to meet this need.

TERMS & CONDITIONS

UK version – February 2025

The Company means the Johnson Controls contracting entity that is identified in the Quotation.

The Client's attention is particularly drawn to the exclusions and limitations of liability at Condition 10.

1. Definitions and Interpretations

In these conditions:

- 1.1. the following words and expressions have the following meanings and, in addition, any words and expressions defined in any Condition will have the same meaning when used in any other Condition:
- 1.1.1. **Business Day:** a day that is not a Saturday, Sunday or a public or bank England and Wales
- 1.1.2. **Charges:** the charges for the Services set out in the Quotation, as those charges may be varied from time to time in accordance with **Condition 8.5**
- 1.1.3. **Civil Procedure Rules** the rules of civil procedure used by the Court of Appeal, High Court of Justice, and County Courts in civil cases in England and Wales
- 1.1.4. **Client:** the person named as the customer in the quotation
- 1.1.5. **Confidential Information:** has the meaning given to it in **Condition 18.3**
- 1.1.6. **Contract:** these Terms and Conditions, the Quotation and the Purchase Order (excluding any terms and conditions contained in the Purchase Order)
- 1.1.7. **Deliverables:** any deliverable, including but not limited to reports, documents, plans, materials or other deliverables provided by the Company pursuant to the provision of the Services
- 1.1.8. **Delivery:** the date on which the Goods are delivered as shall be determined pursuant to **Condition 6.1**
- 1.1.9. **Event:** has the meaning given to it in **Condition 10.8**
- 1.1.10. **Goods:** has the meaning given to it in **Condition 2.2**
- 1.1.11. **Group Companies:** in respect of a person, its Holding Companies, its Subsidiaries of any of its Holding Companies from time to time ("Holding Company" and "Subsidiary" having the meanings set out in section 1159 Companies Act 0226)
- 1.1.12. **Insolvent:** any of the following occurs: (i) the Client has a monitor, receiver of any kind, administrator or provisional liquidator appointed in respect of the Client or the Client's business; (ii) any person (including the Client) takes any step or action to appoint a monitor or administrator in respect of the Client; (iii) the Client passes a resolution in respect of the Client's winding-up or have a winding up order made by a court in respect of the Client; (iv) the Client ceases to carry on business; (v) the Client is subject to anything analogous to any of the events above
- 1.1.13. **Liability:** liability arising out of or in connection with the Contract, whether in contract, tort, misrepresentation, restitution, under statute or otherwise, including any liability arising from a breach of, or a failure to perform or defect or delay in performance of, any of a party's obligations under the Contract and/or any defect in any of the Goods, in each case howsoever caused including if caused by negligence
- 1.1.14. **Purchase Order:** the written ordering document provided by the Client to the Company in relation to the Goods and/or Services (excluding any terms and conditions contained therein) and in the event there is any conflict between the signed Quotation and the signed Purchase Order, the signed Quotation shall take precedence
- 1.1.15. **Prices:** the prices for the Goods set out in the Quotation as those prices may be varied from time to time in accordance with **Condition 8.5**
- 1.1.16. **Quotation:** the written quotation provided by the Company to the Client in relation to the Goods and/or the Services, including written responses supplied by the Company in relation to tender proposals and portal bids
- 1.1.17. **Recoverable Liabilities:** all losses, liabilities, indemnified costs, damages and expenses that the indemnified person does or will incur or suffer, all claims or proceedings made, brought or threatened against the indemnified person by any person and all losses, liabilities, indemnified costs, damages and expenses the indemnified person does or will incur or suffer as a result of defending or settling any such actual or threatened claim or proceeding
- 1.1.18. **Services:** has the meaning given to it in **Condition 2.2**
- 1.1.19. **Specification:** the written technical specification for the Goods and/or the Services set out in the Quotation or any other specification for the Goods and/or Services as agreed between the parties in writing from time to time
- 1.1.20. **Term:** has the meaning given to it in **Condition 12.1**
- 1.1.21. **Third Party Specification:** has the meaning given to it in **Condition 3.1**
- 1.1.22. **VAT:** value added tax and any other tax of a similar nature above imposed in any country in the world
- 1.1.23. **Warranty Period:** the period starting on Delivery and ending on the earlier of:
- (a) 12 months from the date of Delivery; or
- (b) expiry of the warranty period as provided by the manufacturer of the Goods, as set out in the Quotation
- 1.1.24. **Trade Restrictions** shall mean: any additional, increased or new customs duties, tariffs, charges/duty, quota, tariff-rate quota, or cost associated with the withdrawal of tariff/duty concessions pursuant to a trade agreement(s).
- 1.2. all headings are for ease of reference only and will not affect the construction or interpretation of these Conditions
- 1.3. references to a "person" include any individual, body corporate, association, partnership, firm, trust, organisation, joint venture, government, local or municipal authority, governmental or supra-governmental agency or department, state or agency of state or any other entity (in each case whether or not having separate legal personality);
- 1.4. references to any legislation or legislative provision will include any subordinate legislation made under it and will be construed as references to such legislation, legislative provision and/or subordinate legislation as modified, amended, extended, consolidated, re-enacted and/or replaced and in force from time to time;
- 1.5. any words following the words "include", "includes", "including", "in particular" or any similar words or expressions will be construed without limitation and accordingly will not limit the meaning of the words preceding them and the ejusdem generis rule will not apply;
- 1.6. references to "in writing" or "written" include facsimile and e-mail but not other methods of electronic messaging; and
- 1.7. an obligation on a party to procure or ensure the performance or standing of another person will be construed as a primary obligation of that party

2. Contract Formation

- 2.1. Any Quotation given by the Company will be valid for the validity period stated in the Quotation and will constitute an offer.
- 2.2. The parties agree that upon the Company issuing a Quotation to the Client, for a binding contract to be formed, the Quotation will be signed by the Client which shall constitute the Client's acceptance of the Quotation. If the Quotation is not signed by the Client but instead the Client issues a separate Purchase Order to the Company, this Purchase Order shall be deemed to be acceptance of the Quotation. If the Purchase Order contains any terms and conditions, those will be disregarded and these Conditions shall apply. The Quotation will form a contract for the purchase of goods set out in the Quotation ("Goods") and/or the services set out in the Quotation ("Services") and the provision of Deliverables from the Company on these Conditions. If a Quotation or Purchase Order is not signed, finalised or provided prior to the commencement of the supply of the Goods, performance of the Services or provision of Deliverables by the Company, such Quotation will be deemed to have been signed on the date on which the Goods and/or the Services and/or the Deliverables are first delivered or provided and shall form the Contract under these Conditions.
- 2.3. These Conditions and any terms and conditions described or referred to herein are the only terms and conditions on which the Company will supply Goods, Services and/or Deliverables to the Client and shall apply exclusively to the entire business relationship between the Company and the Client for the Goods, Services and Deliverables. These Conditions will apply to the exclusion of all other terms and conditions (including any terms and conditions set out in the Purchase Order) and all terms and conditions diverging from these Conditions shall not be valid even if the Company has effected delivery of Goods or began providing Services without reservation, including any terms and conditions which the Client purports to apply under any purchase order, confirmation of order or similar document (whether or not such document is referred to in the Contract) regardless of the timing of sending such terms and conditions, and any terms and conditions which may otherwise be implied by trade, custom, practice or course of dealing. These Conditions will apply to the exclusion of all other terms and conditions even if the Conditions are not specifically referred to in future correspondences.
- 2.4. Delivery of the Goods or Deliverables or commencement of the performance of the Services will be deemed conclusive evidence of the Client's acceptance of these Conditions.
- 2.5. The Company will be entitled, at its discretion, to deliver Goods by separate instalments. The Company will be entitled to invoice the Price for each instalment separately in accordance with **Condition 8.6**. Each instalment will be deemed to be a separate contract and no cancellation or termination of any one contract relating to an instalment will give the Client the right to cancel or terminate any other contract

3. Third Party Specification

- 3.1. If the Client requests the Company to use any drawings, information, or alternative specification, quote or brief which has been prepared by the Client itself or a third party ("Third Party Specification"), the use of any Third Party Specification is at the Client's sole risk and the Company is not responsible for ensuring the accuracy, suitability or efficacy of any Third Party Specification. The Company shall have no Liability to the Client for any Goods, Deliverables or Services which do not comply with the terms of the Contract or are otherwise defective or unsuitable as a result of any Third Party Specification

4. The Services

- 4.1. Subject to **Condition 3.1** the Company will supply the Services to the Client in accordance with:
- 4.1.1. any services Specification set out in the Quotation;
- 4.1.2. any operations and maintenance manuals included in the Quotation; and

4.1.3. reasonable care and skill.

4.2. The Company will use reasonable endeavours to provide the Services on the estimated performance date set out in the Quotation, but time for provision of the Services will not be of the essence. Any performance dates given by the Company are estimates only.

4.3. The Company reserves the right, as it determines in its sole discretion, to make an improvement, substitution or modification to any element or part of the Services at any time provided that such improvement, substitution or modification will not have a material detrimental impact on the Services

5. The Goods

5.1. The Company will be entitled at any time prior to supply of Goods: (i) to vary the design, finish or Specification of Goods and/or their packaging; and/or (ii) to substitute any materials or parts which are used in Goods and which are unavailable for any reason with alternative materials or parts, provided that this does not materially affect their quality or performance or is necessary to comply with health and safety or other legal requirements. The Company will use reasonable endeavours to give the Client prior written notice of any such variation or substitution.

5.2. All samples, drawings, descriptive and illustrative matter and advertising issued or published by the Company (or the manufacturer of the Goods) whether in catalogues, brochures, websites, other promotional material or otherwise are for the sole purpose of giving an approximate idea of the relevant Goods

6. Delivery

6.1. The Company will deliver the Goods to the UK address specified in the Quotation or retain the Goods in a storage facility for a period and at rates agreed in writing by the parties. The Client will be responsible for off-loading the Goods from the delivery vehicle. The Company will inform the Client in advance of the date on which the Goods will be delivered. Where the Company is delivering Goods to UK address specified in the Quotation, Delivery will be deemed to occur when they have been off-loaded at the delivery address. Where the Company is retaining the Goods in a storage facility for the Client, Delivery will be deemed to occur when the Goods have been off-loaded at the storage facility.

6.2. The Client will not be entitled to cancel the Contract or to reject any Goods by reason of a delay in delivery or failure to deliver.

6.3. If Delivery occurs but the Client fails to accept delivery of the Goods, the Company will be entitled to:

6.3.1. store or arrange for storage of the Goods until the Client collect/accept delivery of them or they are disposed of under **Condition 6.3.2** (as applicable);

6.3.2. treat the Contract as repudiated by the Client and dispose of the Goods in any way it sees fit, including by sale to another person. If the Company sells any of the Goods under this **Condition 6.3.2** at a price which is less than the relevant Price plus any relevant packaging, insurance, carriage and delivery costs, the Company will be entitled to charge the Client for the shortfall; and

6.3.3. charge the Client for all costs and expenses which we incur under **Conditions 6.3.1** and **6.3.2**.

6.4. If the delivery of Goods is to an address outside the UK, the Goods will be delivered Ex Works Incoterms 2020, unless otherwise specified in the Quotation

7. Passing of risk and retention of title

7.1. Risk of damage to or loss of the Goods will pass to the Client on Delivery. Legal and beneficial ownership of the Goods will not pass to the Client until the Company has received in full in cleared funds all sums due in respect of the Goods, and all other sums which are or which become due to the Company from the Client on any account whatsoever.

7.2. Until ownership of the Goods has passed to the Client, the Client will hold the Goods on a fiduciary basis as the Company's bailee and note the Company's interest in the Goods on the Client's relevant insurance policy, store the Goods (at no cost to the Company) separately from all other goods in such a way that they remain readily identifiable as the Company's property, not destroy, deface or obscure any identifying mark or packaging on or relating to the Goods, not, without the Company's prior written consent, annex any Goods to the Client's premises, maintain the Goods in satisfactory condition; and keep the Goods insured for their full price against damage or loss on an "all risks" basis with insurers approved by the Company, (acting reasonably), whenever requested by the Company produce a copy of the policy of insurance in respect of the Goods to the Company, do nothing and not omit to do anything which in consequence permits any insurer to refuse to indemnify the Client in full in accordance with the terms of any insurance policy maintained in respect of the Goods in respect of any claim made under any such insurance policy and ensure that any insurance proceeds received by the Client under the relevant policy are applied to repairing damaged Goods or, in the event that they are not so applied, hold such proceeds on trust for the Company.

7.3. If the Client resells any Goods, the Client will hold such part of the proceeds of sale as represents the amount owed by the Client to the Company in trust for the Company and will account to the Company accordingly.

7.4. The Client's right to possession and use of the Goods will terminate immediately if, before ownership of the Goods passes to the Client in accordance with **Condition 7.1**:

7.4.1. the Client become Insolvent;

7.4.2. the Company gives the Client written notice that it has any concerns regarding the Client's financial standing;

7.4.3. the Client fails to pay any sum due to the Company under the Contract on or before the due date;

7.4.4. the Client encumbers or in any way charges any of the Goods; or

7.4.5. the Contract expires or terminates for any reason.

7.5. The Client grants, and will procure that the owner of any relevant third party premises grants, the Company, its agents, employees and sub-contractors an irrevocable licence at any time to enter any premises where the Goods are or may be stored in order to inspect them, or, where the Client's right to possession, use and resale has terminated, to recover them.

7.6. The Company's rights contained in this **Condition 7** will survive expiry or termination of the Contract however arising

8. Price and Payment

8.1. The Client will pay the Prices and Charges to the Company in accordance with this **Condition 8** and the payment terms set out in the Quotation.

8.2. The Prices and Charges are exclusive of packaging, insurance, carriage and delivery costs which will be payable by the Client in addition to the Prices and Charges.

8.3. Unless otherwise stated in the Quotation, the Company may, at its discretion, require the Client to pay to the Company, either the entirety of the Price and Charges as set out in the Quotation, or an amount equal to a percentage of the Price and Charges as set out in the Quotation, as advance payment within 3 days after the Quotation is signed.

8.4. The consideration for any supply made under the Contract is exclusive of any VAT which is due in relation to such supply, which will be payable in addition to that consideration in the manner and at the rate prescribed by law from time to time. The Prices and/or Charges do not include taxes, fees, customer duties, tariffs, or other charges imposed and/or enacted by a government, however designated or imposed (collectively, "Taxes"). All Taxes are the responsibility of the Client.

8.5. The Company will be entitled to vary the Prices and/or Charges:

8.5.1. by giving the Client written notice on an annual basis for any reason;

8.5.2. at any time by giving written notice to the Client to reflect any variation in the cost of supplying the Goods and/or Services which arises as a consequence of any:

8.5.2.1. change in law;

8.5.2.2. variation in the Client's requirements for the Goods and/or Services;

8.5.2.3. any events outside of the Company's control;

8.5.2.4. increase in cost of raw materials, component parts, third part products, labour rates, Trade Restrictions, other government actions or policies or similar events outside of the Company's control; and/or

8.5.2.5. for information provided by the Client being inaccurate or incomplete or any failure or delay by the Client in providing information.

8.6. The Company reserves the right to invoice the Client based on the progress of the Goods as a whole of the Prices or against a schedule of values (billing schedule) to be agreed between the parties and inserted into the Contract.

8.7. The Company reserves the right to invoice the Client based on the progress of the Services as a whole of the Charges or against a schedule of values (billing schedule) to be agreed between the parties and inserted into the Contract.

8.8. Each invoice will be payable by the Client within 30 days following the date of the invoice. The Client will make all payments in pound sterling in available cleared funds by electronic transfer to such bank account as the Company may nominate from time to time.

8.9. Without prejudice to the Company's other rights and remedies:

8.9.1. if any sum payable under the Contract is not paid on or before the due date for payment the Company will be entitled to charge the Client interest on that sum of 8% above the Bank of England base rate from the due date until the date of payment (whether before or after judgment), such interest to accrue on a daily basis;

8.9.2. if the Client fails to make any payment due to the Company under the Contract or any other contract between the Client and the Company on or before 7 days after the due date the Company will be entitled to withhold further deliveries of Goods and to suspend provision of the Services and Deliverables until payment of all overdue sums has been made;

8.9.3. if the Company has any concerns regarding the Client's financial standing the Company will be entitled, by giving written notice to that effect to the Client, to issue invoices prior to Goods and/or Deliverables being delivered and the Company will not be required to deliver the Goods and/or Deliverables until the relevant invoice has been paid in full;

8.10. the Company reserves the right to report the Client to any applicable credit bureau if any sum payable by the Client under the Contract is not paid on or before the due date for payment; and

8.11. the Client will pay to the Company its reasonable costs and expenses (including any legal fees) of collecting the Goods from the Client if the Client fails to make payment of any sum under the Contract on or prior to the date of payment.

8.12. Save as otherwise expressly provided in these Conditions or required by law, all payments to be made by the Client to the Company under the Contract will be made in full and without any set-off or any deduction or withholding including on account of any counter-claim.

8.13. Following termination of the Contract:

8.14. the Company will be entitled to invoice all Prices and Charges and any packaging, insurance, carriage and delivery costs incurred which have not yet been invoiced; and

8.15. all invoices (including any invoices issued under Condition 8.11.1) will become immediately due and payable by the Client.

- 8.16. If at any time the Client's financial responsibility is deemed unsatisfactory to the Company in its reasonable opinion, the Company may defer shipments of any Goods and commencement of any Services, require an advance payment or other security and/or terminate the Contract without Liability and without waiving any other remedies the Company may have against the Client

9. Warranty

- 9.1. The Company warrants to the Client that at the time of Delivery the Goods will:
- 9.1.1. subject to **Condition 5.1**, conform to the Specification in all material respects; and
- 9.1.2. be free from material defects in design, materials or workmanship.
- 9.2. If there is a breach of either of the warranties at **Condition 9.1**, the Client will:
- 9.2.1. give the Company written notice of the breach, such notice to be given:
- 9.2.1.1. in respect of any breach that should be apparent from a visual inspection of the relevant Good, within 3 Business Days from and including the date of Delivery; or
- 9.2.1.2. in respect of any other breach, within 5 Business Days after the Client become aware or should reasonably have been aware of the breach and prior to expiry of the Warranty Period;
- 9.2.2. at the Company's option either return to the Company (at the Client's cost) the relevant Good or permit the Company or the Company's agent or sub-contractor to inspect it at the Client's premises;
- 9.2.3. provide the Company with all information and assistance which the Company may reasonably require to investigate the alleged breach; and
- 9.2.4. not use the relevant Good after becoming aware of the breach
- 9.3. Subject to **Condition 10.5**, the Company's only Liability for breach of either of the warranties at **Condition 9.1** will be, at the Company's option, to repair or replace the relevant Good or to reduce the Price of the relevant Good by a sum which is equitable in the circumstances.
- 9.4. Subject to **Conditions 10.5**, the Company will not have any Liability for a breach of a warranty at **Condition 9.1** if
- 9.4.1. notice of the breach was not given to the Company in accordance with the relevant timescale as set out in **Condition 9.2.1**;
- 9.4.2. the Client does not comply with any of the Client's obligations at **Conditions 9.2.2, 9.2.3 or 9.2.4** in respect of the breach; or
- 9.4.3. the breach was drawn to the Client's attention before formation of the Contract or the Good was examined by the Client before formation of the Contract and the examination ought to have revealed the breach.
- 9.5. The Client acknowledges that, without limitation, the following defects are not to be taken as evidence of a breach of a warranty at **Condition 9.1**:
- 9.5.1. a defect in a Good caused by damage in transit after Delivery;
- 9.5.2. a defect in a Good caused by fair wear and tear; or
- 9.5.3. a defect in a Good caused or exacerbated by improper use, handling, alteration, installation, repair, maintenance, storage or failure to comply with instructions provided with the Good, in each case after Delivery.
- 9.6. Subject to **Condition 10.5**, all warranties, conditions and other terms implied by law (whether by statute, common law or otherwise) are excluded from the Contract

10. Exclusions and Limitation of Liability

- 10.1. Subject to **Condition 10.5**, the Company's maximum aggregate Liability will be limited to an amount equal to 100% of the total Prices and Charges paid under the Contract by the date of the relevant default.
- 10.2. The Company will have no Liability to the Client, in each case whether direct, indirect or consequential, for loss of revenue, loss of profit, loss of use, loss of production, loss of business, loss of opportunity, loss of goodwill, loss of reputation, loss of anticipated savings, loss of margin, loss of bargain, liability that the Client has to third parties, loss of use or value of any data or software, wasted management or expenditure or indirect, consequential or special loss, subject always to **Conditions 10.3 and 10.5**.
- 10.3. Without prejudice to **Condition 10.5** the financial limit in **Condition 10.1** will not operate to limit or restrict the Client's obligations to pay the Prices, the Charges or related interest payments.
- 10.4. The Company will not be in breach of the Contract or otherwise liable to the Client for any failure to perform or delay in performing its obligations under the Contract if such failure or delay is due to any event or circumstance beyond the Company's reasonable control.
- 10.5. Nothing in the Contract will operate to exclude or restrict any Liability of a party that cannot be excluded or restricted in the Contract in respect of death or personal injury resulting from negligence by operation of section 2(1) Unfair Contract Terms Act 1977, for fraud or fraudulent misrepresentation, for breach of its obligations arising under section 12 Sale of Goods Act 1979, for breach of its obligations arising under Section 2 Supply of Goods and Services Act 1982, or for any matter for which it is not permitted by law to exclude or limit, or to attempt to exclude or limit, its liability.
- 10.6. Any Liability of a party which falls within **Condition 10.5** will not be taken into account in assessing whether the financial limit in **Condition 10.1** has been reached.
- 10.7. Each of the Company's employees, agents and sub-contractors will be entitled to enforce all the terms of this Condition 10 subject to and in accordance with the Contracts (Rights of Third Parties) Act 1999 and the terms of the Contract. Accordingly and for the avoidance of doubt the financial limit on liability set out in Condition 10.1 is the maximum liability of the Company, Company's employees, agents and sub-contractors in aggregate. The parties may vary or rescind the Contract without the consent of the Company's employees, agents or sub-contractors.
- 10.8. The Client acknowledges that the Goods and Services do not eliminate the events they are intended to detect, avert or record (including for example, fire, flood, water ingress, leak or break in (an "**Event**")) and any loss, cost or expense arising from such Events is at the Client's sole risk. The Client acknowledges that the Company has advised the Client to obtain insurance covering the risk of loss from such Events for the Client's premises, property and equipment. If, notwithstanding the foregoing, the Company is found liable for any damage or expense arising, directly or indirectly, from a failure of the Goods or Services to detect, avert or record any occurrence, whether such failure to detect, avert or record resulted from the Company's negligence or otherwise, the Company's aggregate Liability is, subject to **Condition 10.5**, limited to the amount set out in **Condition 10.1**.
- 10.9. The Company shall have no Liability for any acts, omissions, negligence or tampering carried out by the Client itself, the Client's customers or any other third party.
- 10.10. The Company does not warrant that any Services will be uninterrupted, error-free, (including interruptions due to cyberattacks or malicious code or otherwise) free of harmful components, timely or secure.
- 10.11. **The Client acknowledges that the limitations and exclusions of the Company's Liability are reasonable and accurately reflect the risk in and value of the Contract**

11. Client Obligations

- 11.1. The Client will:
- 11.1.1. provide the Company with all such co-operation, information, assistance, site access, materials and resources that the Company may reasonably require from time to time in connection with the supply of the Services, the performance of the Company's obligations or the exercise of the Company's rights under the Contract;
- 11.1.2. not alter or modify the Goods in any way; and
- 11.1.3. obtain such licences, permits, consents and authorisations as may be required by applicable law.
- 11.2. The Client will comply with the Company's instructions and provide such cooperation and assistance as the Company may request in connection with:
- 11.2.1. any product recall initiated by or involving the Company and relating to Goods;
- 11.2.2. any other corrective action initiated by or involving the Company to address actual or potential defects, safety or compliance issues relating to Goods; or
- 11.2.3. any notification to and/or investigation by a regulatory authority concerning actual or potential defects, safety or compliance issues relating to Goods.
- 11.3. Notwithstanding any other term of the Contract the Company will not be in breach of the Contract to the extent the Company's failure to perform or delay or defect in performance of its obligations under the Contract arises as a result of:
- 11.3.1. any breach by the Client of the Client's obligations contained in the Contract;
- 11.3.2. the Company relying on any incomplete or inaccurate data provided by a third party; or
- 11.3.3. the Company complying with any instruction or request by the Client or one of the Client's employees.

12. Term and Termination

- 12.1. The Term of the Contract shall be for an initial period as set out in the Quotation, which will then roll for a further period of a year unless terminated by either party on no less than 30 days' written notice, such notice to expire no earlier than the end of that year.
- 12.2. If the Client commits a material breach of the Contract (which shall include any failure to make payment within 7 days after the due date) the Company may terminate the Contract by giving not less than 3 days' written notice to that effect to the Client.
- 12.3. The Company may terminate the Contract at any time by giving not less than 7 days' written notice to that effect to the Client. Subject to **Condition 12.4**, the Client may not terminate the Contract for any reason during the Term.

- 12.4. If an event or circumstance which gives rise to relief from liability under **Condition 10.4** continues for a period of more than 30 days, either party will be entitled to terminate the Contract by giving not less than 3 days' written notice to that effect to the other party.
- 12.5. Following expiry or termination of the Contract any Conditions which expressly or impliedly continue to have effect after expiry or termination of the Contract will continue in force; and all other rights and obligations will immediately cease without prejudice to any rights, obligations, claims (including claims for damages for breach) and liabilities which have accrued prior to the date of expiry or termination.
- 12.6. Within 7 days after the date of expiry or termination of the Contract each party will, subject to the exception set out in **Condition 12.7**, if requested to do so, return to the other party all of the other party's Confidential Information (including all copies and extracts) in its possession or control and cease to use the other party's Confidential Information.
- 12.7. Each party may retain any of the other party's Confidential Information which it has to keep to comply with any applicable law or which it is required to retain for insurance, accounting or taxation purposes. The provisions of **Condition 18** will continue to apply to retained Confidential Information.

13. Data Protection

- 13.1. Where the Company acts as a data processor on the Client's behalf, the following terms will apply: www.johnsoncontrols.com/dpa.
- 13.2. Where the Company acts as data controller, the Company will process all personal data in accordance with its privacy notice at www.johnsoncontrols.com/privacy.

14. Intellectual Property

- 14.1. The information obtained during the delivery of the Goods, provision of the Deliverables and performance of the Services shall be the Client's exclusive property. With the exclusion of personal data, the Company will access and use that information to deliver the Goods and provide the Services and the Deliverables. The Client grants the Company the universal, perpetual, and irrevocable right to use, manage, modify, sublicense, and create derivative products from such information at no additional charge to the Company. The Company will retain all intellectual property rights, data, materials, and products created as a result of the delivery of the Goods, provision of the Deliverables and performance of the Services

15. TUPE

- 15.1. The Client acknowledges that it is the shared understanding of the parties that the Transfer of Undertakings (Protection of Employees on Transfer of Undertakings) Regulations 2006 ("**TUPE**") will not apply upon either:
- 15.1.1. the commencement of Contract or the commencement of provision of the Services; or
- 15.1.2. the expiry or termination of the Contract, whether in whole or in part or the commencement of provision of replacement services by the Client or a replacement supplier.
- 15.2. If, despite **Condition 15.1**, the contract of employment or engagement of, or any other liability in relation to, any member of the Client's personnel transfers or is alleged to transfer to the Company (or any of its sub-contractors) pursuant to TUPE as a consequence of the commencement of the Contract or the commencement of provision of the Services (or any part of them), the Client will indemnify the Company (and Company's sub-contractors) against the Recoverable Liabilities, in each case arising out of or in connection with:
- 15.2.1. any claim for a failure to properly inform and consult under TUPE in relation to any of the Client's personnel; and
- 15.2.2. the employment or engagement and/or the termination of employment or engagement of any of the Client's personnel (including notice pay, any payment in respect of accrued holidays and any statutory and/or contractual redundancy payments) provided that this indemnity will not apply in respect of any Recoverable Liability arising from the Company's discriminatory acts or omissions.

16. Digital Solutions (if applicable)

- 16.1. **Digital Enabled Services; Data.** If the Company provides Digital Enabled Services under these Conditions, these Digital Enabled Services require the collection, transfer and ingestion of building, equipment, system time series, and other data to Company's cloud-hosted software applications. **The Client consents to and grant the Company the right to collect, transfer, ingest and use such data to enable the Company and its affiliates and agents to provide, maintain, protect, develop and improve the Digital Enabled Services and products and services. The Client acknowledges that, while Digital Enabled Services generally improve equipment performance and services, Digital Enabled Services do not prevent all potential malfunction, insure against all loss, or guarantee a certain level of performance.** The Client will be solely responsible for the establishment, operation, maintenance, access, security and other aspects of the Client's computer network ("**Network**"), will appropriately protect hardware and products connected to the Network and will supply the Company secure Network access for providing Company's Digital Enabled Services. As used herein, "Digital Enabled Services" mean services provided hereunder that employ the Company's software and related equipment installed at the Client's facilities and the Company's cloud-hosted software offerings and tools to improve, develop, and enable such services. Digital Enabled Services may include, but are not limited to, (a) remote servicing and inspection, (b) advanced equipment fault detection and diagnostics, and (c) data dashboarding and health reporting. If the Client accesses and uses Software that is used to provide the Digital Enabled Services, the Software Terms (defined below) will govern such access and use.
- 16.2. **Company Digital Solutions.** Use, implementation, and deployment of the software and hosted software products ("**Software**") offered under these Conditions shall be subject to, and governed by, the Company's standard terms for such Software and Software related professional services in effect from time to time at www.johnsoncontrols.com/techterms (collectively, the "**Software Terms**"). Specifically, the Company General EULA set forth at www.johnsoncontrols.com/buildings/legal/digital/general_eula governs access to and use of software installed on your premises or systems and the Company's Terms of Service set forth at www.johnsoncontrols.com/buildings/legal/digital/general_tos govern access to and use of hosted software products. The applicable Software Terms are incorporated herein by this reference. Other than the right to use the Software as set forth in the Software Terms, the Company reserves, and its licensors reserve, all right, title, and interest (including all intellectual property rights) in and to the Software and improvements to the Software. The Software that is licensed hereunder is licensed subject to the Software Terms and not sold. If there is a conflict between the other terms herein and the Software Terms, the Software Terms shall take precedence and govern with respect to rights and responsibilities relating to the Software, its implementation and deployment and any improvements thereto.
- 16.3. Notwithstanding any other provisions of these Conditions, unless otherwise agreed, the following terms apply to Software that is provided to the Client on a subscription basis (i.e., a time limited license or use right), (each a "**Software Subscription**"):
- 16.3.1. Each Software Subscription provided hereunder will commence on the date the initial credentials for the Software are made available (the "**Subscription Start Date**") and will continue in effect until the expiration of the subscription term noted in the applicable statement of work, order or other applicable ordering document. At the expiration of the Software Subscription, such Software Subscription will automatically renew for consecutive one (1) year terms (each a "**Renewal Subscription Term**"), unless either party provides the other party with a notice of non-renewal at least ninety (90) days prior to the expiration of the then-current term. To the extent permitted by applicable law, Software Subscriptions purchases are non-cancellable, and the sums paid non-refundable. Fees for Software Subscriptions shall be paid annually in advance, invoiced on the Subscription Start Date and each subsequent anniversary thereof. The Client will pay all invoiced amounts within thirty calendar days after the date of invoice. Payments not made within such time period shall be subject to late charges as set forth in the Software Terms. Unless otherwise agreed by the parties in writing, the subscription fee for each Renewal Subscription Term will be priced at our Company's then-applicable list price for that Software offering. Any use of Software that exceeds the scope, metrics or volume set forth in these Conditions and applicable SOW will be subject to additional fees based on the date such excess use began.

17. Monitoring Services (if applicable)

In this **Condition 17**, the following words and expressions have the following meanings:

"**Alarm Response Documentation**" means the documents produced by the Company which sets out the Keyholder details, the alarm response plan as agreed between the Company and the Client and other associated documents.

"**Confirmed Alarm**" has the meaning given to it in the Alarm Response Documentation.

"**False Alarm**" has the meaning given to it in the Alarm Response Documentation.

"**Keyholder**" means the person(s) designated by the Client that should be contacted by the Company as set out in the Alarm Response Documentation

"**Monitoring Centre**" means the Company's alarm receiving centre, remote video receiving centre, or any other monitoring centre the Company may use from time to time

"**Monitoring Services**" means the remote monitoring of relevant equipment or systems, including building automation, heating, ventilation and air conditioning (HVAC) equipment, industrial refrigeration, and fire, break-in, or other personal protection security systems for the notification of alarms and events through the Monitoring Centre

"**Standards**" means the relevant British Standards issued by the British Standards Institution and industry standards as recognised by the National Security Inspectorate which are applicable to the Monitoring Services at the time the Monitoring Services are provided to the Client

"**System**" means the system of hardware and software installed at the Client's premises and as set out in the Quotation or Alarm Response Documentation.

- 17.1. Where the Company provides Monitoring Services to the Client, this **Condition 17** shall apply.
- 17.2. The Company will use reasonable endeavours to provide the Monitoring Services in accordance with the relevant and applicable Standards.
- 17.3. If the Company provides Monitoring Services in relation to any equipment in the Client's premises which the Company has not expressly agreed to maintain under the Contract: (the "**Excluded Equipment**"):
- 17.3.1. the Company assumes no responsibility whatsoever for the maintenance, operation, actuation, non-actuation, or needless or erroneous actuation of the Excluded Equipment, and this is the sole responsibility of the Client;

- 17.3.2. the Monitoring Services may be terminated at any time by the Company if, as a result of the Client's failure to maintain the Excluded Equipment in good operating condition, the Company is unable to provide the Monitoring Services. The Company shall not be liable for any damages or subject to any penalty as a result of any such termination or inability to provide the Monitoring Services; and
- 17.3.3. any repairs to or the replacement of the Excluded Equipment by the Company will be charged to the Client on a time and materials basis at the Company's then current rates.
- 17.4. If the Company is not providing any maintenance services under the Contract, the Client shall maintain the System in good working order and ensure the System is capable of receiving the Monitoring Services at all times.
- 17.5. Prior to the commencement of the Monitoring Services, the Client will test all detection devices, sensors, or other equipment connected to the Monitoring Service according to the procedures prescribed or notified by the Company to the Client prior to setting the System. The Client must notify the Company promptly if such devices, sensors or equipment fails to respond to any such test. The Client is responsible for having in place and maintaining the necessary connections and equipment required to transmit signals from the System to the Monitoring Centre. The Client shall also be responsible for actioning any required IP address assignments and additional network software licencing.
- 17.6. The Company shall only be required to carry out the actions at **Conditions 17.7, 17.8 and 17.9** where the Alarm Response Documentation has been entered into by the Company and the Client and the information required in order for the Company to respond as agreed in the Alarm Response Documentation has been provided. The Company shall have no Liability to the Client for any failure to contact Keyholders where accurate and updated Keyholder details have not been provided by the Client to the Company. It is the Client's sole responsibility to ensure that the Keyholder details provided to the Company are correct and remain up-to-date at all times.
- 17.7. If a Confirmed Alarm registers at the Monitoring Centre, the Company will use reasonable endeavours to contact the Client's Keyholder as agreed in the Alarm Response Documentation, to verify whether or not the alarm is a False Alarm.
- 17.8. If the Company has been unable to confirm that the Confirmed Alarm is a False Alarm pursuant to **Condition 17.7**, the Company will use reasonable endeavours to notify the appropriate persons (such as the police, fire department, other private security service or emergency response provider and/or Keyholder, as relevant to the type of Confirmed Alarm) as agreed in the Alarm Response Documentation.
- 17.9. Where an alarm is triggered but that alarm is not a Confirmed Alarm, the Company will at its sole discretion, contact the Client's Keyholder as agreed in the Alarm Response Documentation. If the Company is unable to contact the Keyholder promptly, or is unclear regarding the nature of the response received upon such contact, the Company shall use reasonable endeavours to follow the process agreed with the Client in the Alarm Response Documentation.
- 17.10. If the Company fails to contact the Client's Keyholder, the Company will use reasonable endeavours to notify the appropriate persons (such as the police, fire department, or other private security service or emergency response provider, as relevant to the type of Confirmed Alarm) as agreed in the Alarm Response Documentation. If a guard response service is being provided, the Company will, for an alarm that requires police response, use reasonable endeavours to dispatch a Company representative to make an investigation of the exterior of the premises from their vehicle. Upon evidence of an attack, the Company will use reasonable endeavour to notify the appropriate police department. The Company will not arrest or detain any person.
- 17.11. The Client acknowledges that the Company will have no Liability pertaining to recording (or failure to record) or publication of any two way voice communications, internet or other video recordings, or the quality of such recordings, if any.
- 17.12. The Client acknowledges that the System may not operate with any additional or replacement hardware or software provided by any party other than the Company.
- 17.13. If the Client cancels any Monitoring Services, this may prevent the Client from continuing to use the System. The Company shall have no Liability to the Client for any losses suffered as a result of the Client being unable to use the System due to it cancelling a Monitoring Service.
- 17.14. The Client acknowledges that local laws and governmental policies may restrict or limit the Company's ability to provide certain Monitoring Services and/or necessitate modified or additional services and expense to the Client. The Client also acknowledges that the Company may employ measures in accordance with the Standards in order to help reduce occurrences of False Alarms, including but not limited to, implementation of industry recognised default settings on alarm panels, including those authorised under the relevant Standards, implementation of "partial clear time bypass" procedures of the Monitoring Centre, and/or other similar measures employed by the Company periodically at the Company's sole discretion. The Client acknowledges that these measures may result in no alarm signal being sent from an alarm zone in the Client's premises after the initial activation until the Client manually resets the alarm system.
- 17.15. The Client understands that, upon receiving notification that a fire or carbon monoxide signal has been received by the Company, the police, fire department or other responding authority may forcibly enter the Client's premises. The Company shall have no Liability to the Client for any damage to property resulting from a responding authority forcibly entering the premises following a fire or carbon monoxide signal.
- 17.16. If the Client chooses the Company approved cellular backup service, alarm signals may be transmitted to the Monitoring Centre from Client's premises over a cellular communications network if the Client's primary telephone service is interrupted.
- 17.17. The Client represents and warrants that it has obtained all consents and has the right to disclose to the Company all personal information disclosed hereunder concerning individuals, employees or other third parties including all formation and included in the Client's medical list (if applicable), and permits the Company to collect (including consent to record telephone conversations with the Company) use, disclose and transfer such personal information, and expressly authorises the Company to use such personal information to administer the relationship and the Contract between the Client and the Company, including, but not limited to, contacting the Client's personnel at the telephone numbers and e-mail addresses provided, using SMS, text, pre-recorded messages, or automated calling devices to deliver messages to set/confirm a service or installation appointment, and/or to provide information or offers about products and services of interest to the Client. The Client acknowledges and agrees that the Company may share all such information with the Company's Group Companies.
- 17.18. The Client acknowledges that the Monitoring Services are not guaranteed to be uninterrupted, and may be subject to periods of downtime.
- 17.19. The Client acknowledges that the Company shall have no Liability to the Client whatsoever in relation to any losses, costs liabilities or expenses suffered as a result of downtime in the Monitoring Services/ability of the System to detect and send alarms:
- 17.19.1. arising out of connectivity issues, irrespective of whether they have been caused by the Company (including but not limited to issues with internet, phone lines, phone signals and loss of electricity);
- 17.19.2. arising out of network issues (irrespective of whether they have been caused by the Company);
- 17.19.3. arising out of tampering of the System by the Client or a third party;
- 17.19.4. during any other periods of scheduled downtime whatsoever that have been notified by the Company to the Client (for example during upgrades, maintenance, or repairs); or
- 17.19.5. in the event of non-payment by the Client of any invoices in accordance with **Condition 8**.
- 17.20. The Company will (where reasonably practicable) notify the Client of any loss of connectivity or any downtime of the System in accordance with the relevant Standards. Upon notification from the Company, the Client will be responsible for putting in place suitable temporary security measures. The Company shall have no Liability to the Client for any losses, damages, costs or expenses the Client may suffer due to a failure by the Client to put in place appropriate security measures.
- 17.21. The Company shall have no Liability to the Client for any losses, damages, costs or expenses the Client may suffer as a result of any deficiency in the System resulting from the Client's own instructions or by those a third party (e.g. the position of motion sensors).
- 17.22. The Client acknowledges that the successful provision of the Monitoring Services is contingent on the Client providing the Company with accurate, timely and sufficiently detailed information on request.
- 17.23. The Client acknowledges that the Monitoring Services are not a substitute for employing common sense safety practices, and the Client will take all reasonable steps to ensure the premises are kept safe and secure.
- 17.24. If the Quotation has been signed on behalf of the Client by a property manager of the premises which will be receiving the Monitoring Services, or a Purchase Order has signed by such property manager and the Company, the Client and the property manager warrants and represents that it has the express agency and authority to bind the Client to the terms of the Contract and to the terms of any such Quotation and/or Purchase Order which the property manager or its representatives may sign.

18. Confidentiality

- 18.1. Each party will, subject to **Condition 18.2**:
- 18.1.1. Only use the other party's Confidential Information for the purpose of performing its obligations and exercising its rights under the Contract;
- 18.1.2. keep the other party's Confidential Information secret, safe and secure; and
- 18.1.3. not disclose the other party's Confidential Information to any other person.
- 18.2. Each party may disclose the other party's Confidential Information:
- 18.2.1. to the extent required by law, by an order of a court of competent jurisdiction or by any securities exchange, listing authority, governmental or regulatory authority to which it is subject or to which it submits; and
- 18.2.2. to those of its officers, directors, employees and professional advisers and, in our case, our agents and sub-contractors, who need access to that Confidential Information so that it can perform its obligations and exercise its rights under the Contract. A party disclosing the other party's Confidential Information under this **Condition 18.2.2** will procure that each person to whom it discloses that Confidential Information will not do or omit to do anything which if done or omitted to be done by that party would be a breach of this **Condition 18**.
- 18.3. For the purposes of this **Condition 18**, "**Confidential Information**" means the terms of the Contract and any information that relates to a party (or any of its Group Companies or businesses) and which is disclosed to the other party in connection with the Contract and any trade secret where the trade secret holder is the party disclosing the trade secret or any of its Group Companies, but excluding information that:
- 18.3.1. is at the relevant time in the public domain (other than by virtue of a breach of this **Condition 18**);
- 18.3.2. was received by the other party from a third party who did not acquire it in confidence; or
- 18.3.3. is developed by the other party without any breach of the Contract.
- 18.4. Each party acknowledges and agrees that damages alone would not be an adequate remedy for breach of this **Condition 18** by that party. Accordingly, the other party will be entitled, without having to prove special damages, to equitable relief (including injunction and specific performance) and to any remedies available to a trade secret holder for any breach or threatened breach of this **Condition 18** by the first party

19. **Non-solicitation**

- 19.1. The Client agrees that it will not, and will procure that no Group Company of the Client will, without the prior written consent of the Company, directly or indirectly, and whether alone or in conjunction with, or on behalf of, any other person during the Term or for a period of 12 months following the date of termination of the Contract, solicit or entice, or endeavour to solicit or entice, away from the Company or any of its Group Companies, any person employed by the Company or any of its Group Companies in the then preceding 12 months. For the purposes of this **Condition 19 "solicit"** or **"entice"** means the soliciting or enticing of such person with a view to engaging such person as an employee, director, sub-contractor, consultant or independent contractor or through a company owned by such person or their family, but will not apply in the case of any such person responding without enticement to a job advertisement which is capable of being responded to by members of the public (or sections thereof) generally.

20. **Notice**

- 20.1. Subject to **Condition 20.2**, any notice or other communication to be given by either Party will be in writing and will be deemed given as of (a) the date delivered if delivered by hand, or reputable courier service, (b) the date sent if sent by email or such other recognised electronic platform (including DocuSign, Adobe Sign) (with transmission confirmed), (c) the second Business Day (at the place of delivery) after deposit with an internationally recognised overnight delivery service, or (d) the fifth (5th) Business Day after mailing if mailed by registered or certified mail, postage prepaid and return receipt requested, addressed to the other Party at the addresses notified to the other in writing. This **Condition** is not intended to govern day-to-day business communications.
- 20.2. This **Condition 20** will not apply to the service of any proceedings or other documents in a legal action to which the Civil Procedure Rules apply

21. **General**

- 21.1. The Contract constitutes the entire agreement between the parties and supersedes any prior agreement or arrangement in respect of its subject matter and:
- 21.1.1. neither party has entered into the Contract in reliance upon, and it will have no remedy in respect of, any misrepresentation, representation or statement which is not expressly set out in the Contract;
- 21.1.2. the Contract excludes any information in any form (including in relation to emails or any other correspondence) passing or communicated between the parties other than as specifically set out in the Quotation;
- 21.1.3. the only remedies available for any misrepresentation or breach of any representation or statement which was made prior to entry into the Contract and which is expressly set out in the Contract will be for breach of contract; and
- 21.1.4. nothing in this **Condition 21.1** will be interpreted or construed as limiting or excluding the liability of any person for fraud or fraudulent misrepresentation.
- 21.2. A delay in exercising or failure to exercise a right or remedy under or in connection with the Contract will not constitute a waiver of, or prevent or restrict future exercise of, that or any other right or remedy, nor will the single or partial exercise of a right or remedy prevent or restrict the further exercise of that or any other right or remedy. A waiver of any right, remedy, breach or default will only be valid if it is in writing and signed by the party giving it and only in the circumstances and for the purpose for which it was given and will not constitute a waiver of any other right, remedy, breach or default.
- 21.3. If any term of the Contract (including any exclusion from, or limitation of, liability set out in **Condition 10**) is found by any court or body or authority of competent jurisdiction to be illegal, unlawful, void or unenforceable, such term will be deemed to be severed from the Contract and this will not affect the remainder of the Contract which will continue in full force and effect.
- 21.4. No variation to the Contract will be effective unless it is in writing and signed by a duly authorised representative on behalf of each of the parties.
- 21.5. Nothing in the Contract and no action taken by the parties in connection with it or them will create a partnership or joint venture between the parties or give either party authority to act as the agent of or in the name of or on behalf of the other party or to bind the other party or to hold itself out as being entitled to do so.
- 21.6. Each party agrees that it is an independent contractor and is entering into the Contract as principal and not as agent for or for the benefit of any other person.
- 21.7. Save as provided in Condition 10.7, the parties do not intend that any term of the Contract will be enforceable under the Contracts (Rights of Third Parties) Act 1999 by any person.
- 21.8. The Company's rights and remedies set out in these Conditions are in addition to and not exclusive of any rights and remedies provided by law.
- 21.9. The Client will not be entitled to assign, transfer, charge, hold on trust for any person or deal in any other manner with any of the Client's rights under the Contract. The Client will not be entitled to sub-contract and/or assign any of the Client's obligations under the Contract.

22. **Governing Law and Jurisdiction**

- 22.1. The Contract and any non-contractual obligations arising out of or in connection with it will be governed by the law of England and Wales.
- 22.2. The courts of England and Wales shall have exclusive jurisdiction to determine any dispute arising out of or in connection with the Contract (including in relation to any non-contractual obligations)

23. **Compliance with export control regulations**

- 23.1. The Client is required to comply with the applicable international export and/or embargo regulations, in particular the applicable UK, EU and US regulations. The Company reserves the right to terminate or withdraw from the Contract if it becomes apparent that the Client or the end user of the Goods or Services is a person or entity listed under UK, US, European, and/or international export or embargo regulations or that the delivery is intended for a country to which delivery is prohibited under these regulations. The Client undertakes to inform the Company in due time if Deliverables are to be passed on to an end user or transferred to such country and if this could violate the aforementioned regulations.