



Minutes of the Finance Committee Meeting Tuesday 15 July 2025

FC 1 / 25 Attendance and apologies.

Attendance: Cllr Pike (Chair), Cllr Morgan and Cllr Newman

Present: L Steele (Locum RFO) & N Hayes (Clerk)

There were 4 members of the public present at the meeting.

FC 2 / 25 To review minutes of the meeting of 1 April 2025

RESOLVED: That the minutes of the meetings were signed by the Chair as an accurate record of the meeting.

FC 3 / 25 Public Adjournment.

Representative from Charters School and Sunningdale Scouts each presented to the committee and answered questions from the councillors regarding their CIL applications.

FC 4 / 25 Application from Charters School for CIL funding for retractable seating unit for the school hall.

TO NOTE: that the Committee agreed to put forward the application to Full Council.

The Committee requested to see the three quotes received for the seating along with a copy of the school financial accounts.

FC 5 / 25 Application from Sunningdale Scouts for CIL funding for the significant refurbishment of the Scout Hut on Sandy Lane.

TO NOTE: that the Committee agreed to put forward the application to Full Council.

FC 6 / 25 Review of the additional information received from Sunningdale Bowling Club for their CIL application.

TO NOTE: that the Committee agreed to put forward the application to Full Council.

FC 7 / 25 Receipts and payments

APPROVED: The schedule of receipts and payments for February – March 2024/25 and April – June 2025/26 were approved.

FC 8 / 25 Bank reconciliation

APPROVED: that the bank reconciliation be approved and the committee had no comments. The committee requested it was noted that it had not been signed by the appointed councillor.

FC 9 / 25 Budget monitoring statement

RESOLVED: A report was received by the committee for the period ending 30 June 2025., noting the bank balances and understanding that activity has taken place.

FC 10 / 25 Variable direct debit to HMRC

APPROVED: that a variable direct debit be set up to facilitate the payment of National Insurance and PAYE to HMRC. (As per Financial Regulations 7.9)

FC 11 / 25 CCLA Investment Strategy

RESOLUTION: the Finance Committee agreed to implement the resolution made at Full Council on the 18 June 2024 that 4 councillors should be added to the CCLA mandate.

33/24 CCLA Mandate

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

TO NOTE: that the CCLA is being acquired by Jupiter Fund Management plc (Jupiter) CCLA will become part of Jupiter, retaining the CCLA branding, investment and client service approach. [subject to regulatory approval]

FC 12 / 25 Review the actions highlighted in the risk register

RESOLUTION: the committee received the update to the financial risk highlighted on the risk register.

It was agreed that the likelihood of risk F20 should be scored as a 2 and the severity should be reduced to 3. (F20 refers to RBWM declaring S114)

FC 13 / 25 Internal Audit report

TO NOTE: the committee agreed that the Standing Orders and Financial Regulations should be reviewed to accurately amend the formal tender level of £25, 000 plus VAT so that both documents are consistent.

FC 14 / 25 CIL report

RESOLUTION: the committee received a report from the RFO relating to CIL. It will now go on the website and a copy will be sent to the Royal Borough of Windsor and Maidenhead (RBWM)

FC 15 / 25 Office Equipment for Clerk and Officers

RESOLUTION: the committee made comments on a paper presented by the Clerk requesting the purchase of a company mobile phones and pre-paid debit card.

The request will go to full council in September for approval.

FC 16 / 25 Public Art funded project

TO NOTE: the committee discussed the options and ideas for spending of the public art funds. A proposal is to be taken to Full Council in November.

FC 17 / 25 Review costs of utilities for Sunningdale Parish Council

TO NOTE: the committee discussed the options supplied by Utility Aid and it was agreed that the paper could be taken to Full Council in September for approval.

The Clerk will liaise with Cllr Pike (Chair) to set parameters of the cost savings to be made.

At 9.30pm it was agreed to extend the meeting by 15 minutes.

FC 18 / 25 Information Sharing

TO NOTE: The AGAR will introduce another assertion for 2026. (number 10) The Clerk and RFO will report back to the committee with further details and work required.

The Clerk will publish the process for budgeting in advance of the October Finance Committee.

Part 2 – Confidential Session

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

FC 19 / 25 VAT and Tennis coaches' update

RESOLUTION: the committee received an oral report from the RFO regarding VAT and Tennis coaches. It was requested by HMRC that the matter be discussed with the Finance committee.

The finance committee will report the outcome to Full Council.

The meeting started promptly at 7.30pm

The meeting closed at 9.39pm

Signed as a true record of the meeting:

Signed: _____

Dated: _____