



# SUNNINGDALE PARISH COUNCIL

Meeting of the Parish Council  
Tuesday 17 March 2026 at 7:30 pm

This meeting will be held at  
The Pavillion, Broomhall Lane, Sunningdale, SL5 0QS

## Agenda

### Summoned to Attend:

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

### Members of the Public are welcome to attend the meeting.

#### 105 / 25 Chair Welcome

Chair to welcome those present to the meeting, reminding them that all mobile devices are switched to silent for the duration of the meeting.

A reminder to all in attendance of the fire safety regulations for the venue of the meeting.

#### 106 / 25 Attendance and Apologies for absence

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

#### 107 / 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.

#### 108 / 25 Approval of the minutes: Full Council 20 January 2026 and Extraordinary meeting 24 February 2026

**DECISION:** To approve the minutes of the Full Council meeting held on 20 January and the extraordinary meeting held on 24 February 2026.

#### 109 / 25 Draft minutes of the Finance Committee.

**TO NOTE:** To receive the draft minutes of the Finance committee held on 10 February 2026 and extraordinary Finance Committee meeting held on 17 February 2026.

#### 110 / 25 Annual Parish Meeting 12 May 2026

**DECISION:** To approve a new date for the Annual Parish Meeting and to discuss the agenda.

The Clerk has provisionally booked the Police Community Support Officers for Ascot, Sunninghill and Sunningdale to attend as guest speakers.

#### 111 / 25 CIL Grant Applications

To receive a report from the Finance Committee on the CIL grant applications.

- DECISION:** To determine the CIL grant applications as listed below and decide funds to be awarded.
- 111/25/a Application for £30,000 funding for Sunningdale Bowling Club
- 111/25/b Application for £98,587 funding for Charters School for a retractable seating unit for the school hall.
- 112 / 25 Community Grant Applications**
- DECISION:** To determine the grant applications as listed below and decide funds to be awarded.
- 112/25/a Application for £4,000 from Ascot Day Centre towards the running costs of the centre.
- 112/25/b Application for £400 from Holy Trinity Church for a new plaque that names all those from Sunningdale lost in the second World War.
- 113 / 25 IT Policy**
- DECISION:** To approve and adopt an IT Policy in line with Assertion 10 of the AGAR.
- 114 / 25 Data Privacy Policy**
- DECISION:** To approve and adopt the updated version of the Privacy Policy.
- 115 / 25 Retention Management Policy and Data Map**
- DECISION:** To approve and adopt the Retention Management Policy and Data Map.
- 116 / 25 Facilities and Services Committee Update**
- DECISION:** To approve the review of contractors for grass cutting at Holy Trinity Church, resulting in an annual cost saving of £3,510.
- DECISION:** To approve the change of supplier for the emptying of dog Bins across the Parish, resulting in an annual cost saving of £2,774.
- DECISION:** To approve free use of the field and associated costs for Park Yoga at Broomhall Recreation Ground, at a cost of £2,000 from the events budget.
- DECISION:** To approve the replacement and installation of the trampoline in the playground at a cost up to £11,500 + VAT.
- DECISION:** To agree to legal costs of £4,750 plus VAT for the License agreement for the Woodland Path and to agree to the revised Heads of Terms.
- 117 / 25 To receive an update from the Recreation Ground Working Group**
- DECISION:** To approve, in principle, the reconfiguration of the existing car park and the construction of a new Southeast park, at an estimated budgetary cost of £417,000.
- DECISION:** To approve issuing a survey to residents regarding the Chalet at Broomhall Recreation Ground.

**118 / 25      Neighbourhood Plan update**

**TO NOTE:** To receive an update on the Neighbourhood Plan from the Chair of the Planning Committee, Cllr Buxton.

**119 / 25      Events Calendar 2026**

**DECISION:** To approve the 2026 calendar of events, continuing those held over the past three years, including:  
FREE Bouncy Fun Days, Outdoor Cinema Event and Christmas lights switch on.  
Exact dates to be confirmed.

**120 / 25      Business Plan 2026 - 3031**

**TO NOTE:** To receive an update from the Business Plan Engagement Working Group.

**121 / 25      Year End Process and Training costs**

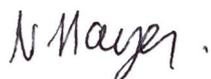
**DECISION:** To consider and approve the proposed year-end financial process costs of £900 plus VAT, to support statutory compliance, audit readiness, and improved financial management.

**122 / 25      Clerks Report**

**TO NOTE:** To receive a report from the Clerk

**123 / 25      Information Sharing**

**DISCUSSION:** To bring forward any item at the Chairman's discretion which is relevant to council.



Natalie Hayes, Clerk

12 March 2026



## Minutes of the Parish Council Tuesday 20 January 2026 at 7:40 pm

held at  
Sunningdale WI, Broomhall Recreation Ground, SL5 0QS

### 79 / 25 Attendance and Apologies for absence

**PRESENT:** Cllr Morgan (Chairman), Cllr Coxon, Cllr Curtis, Cllr Evans, Cllr Grover, Cllr Hilton (Vice-Chair)  
Cllr Newman, Cllr Pike & Cllr Penney

**APOLOGIES:** Cllr Buxton

**IN ATTENDANCE:** Natalie Hayes (Clerk/RFO), Nikki Tomlinson (Deputy Clerk), John Rose (Facilities Officer part)

**PUBLIC:** Three members of the public

### 80 / 25 Disclosure of pecuniary interests and other registerable interests

Cllr Coxon declared an interest in Tennis as a member of Broomhall Tennis and did not vote on item 96/25.  
Cllr Morgan declared an interest in Tennis as a former member of Broomhall Tennis.

### 81 / 25 Approval of Minutes of Council 16 September 2025 and 18 November 2025 and 22 April 2025

**APPROVED:** Minutes of the Council Meetings held on the 16 September and 18 November.

**NOTED:** Minutes of 22 April 2025 (approved on the 17 June 2025, minute 17/25) had not been signed, these were signed by the Chair at this meeting.

### 82 / 25 Minutes of Finance Committee of 14 October 2025.

**RECEIVED:** Minutes of the Finance committee meeting of 14 October.

### 83 / 25 Minutes of HR committee of 13 November 2025.

**RECEIVED:** Minutes of the HR committee meeting of 13 November.

### 84 / 25 Announcements from the Chairman

The Chair reminded councillors to be concise and avoid side conversations due to the full agenda.

### 85 / 25 Public Adjournment

No requests to speak had been received in advance. One member of the public advised they would seek information by other means due to the meeting running late.

The Chair advised that item 98/25 would be discussed within this agenda item.

The Clerk was thanked for her work on the budget reports produced via Rialtas.

Concerns were raised regarding the absence of recent Finance Committee reports to Full Council. Councillors noted the need for regular updates on budgets, actuals and spend.

Cllr Evans stated that no reports from the Financial Committee had been shared with Full Council since the 16 September. The committee are supposed to keep everyone up to date with the budgets, actuals and spend. The budget can't be agreed without this information.

### **Feedback on the Budget Assumptions 2026/27**

Cllr Evans queried point 8 of the document.

Cllr Penney asked for rationale from the Finance Committee as to why the earmarked reserve (EMR) for the Village Hall were being reduced. He asked that the EMR for the Village Hall be set at £7,500.

Cllr Evans asked that the overarching assumptions paragraph is reviewed. It was agreed that the numbers for pay award and contracts would be kept in the assumptions, but the introductory sentence be removed.

Cllr Pike advised the December inflation rate would be announced 21 January and this would be added to the budget assumptions.

Cllr Penney asked a question about the Budget notes and assumptions which the Clerk clarified. It was noted that there were not notes for all budget lines and this would be investigated and recirculated. e.g. Cycling and walking budget.

Cllr Hilton asked about budget notes in relation to the draft budget. The Clerk would investigate and reissue all the documents with updated information, so that there is a budget note for all accounting lines, even if no change so it is clear.

Cllr Hilton asked a question about the rationale behind reducing the earmarked reserves for Cemetery. Cllr Hilton updated the council on the rationale for buying land in the future.

Cllr Penney asked why we would not increase the Tennis Income as this could help with balancing the Budget. The Clerk advised that a further report would be shared with council after month 10 had been closed which would give an updated year to date figure (YTD) Any reduction in the income should also be included on the budget notes.

Cllr Evans advised that EMR and Virements should be approved as separate items, aside from the budget.

Cllr Pike also asked if the general reserve could be added to the reports when they are reissued. The budget would be bought back to the next meeting for approval.

**Noted:** An extraordinary meeting will be arranged to approve the 2026/27 budget.

**87 / 25      Community Room repairs**

Updates were provided on project management, quotations and the insurance claim.

**APPROVED:** Appointment of contractor A at a cost of £17, 050 to fix the source of the damp in the community room and to make good the window, wall and floor, to enable full usage of the room again.

**88 / 26      Approval of updated Grievance Policy**

Cllr Hilton provided an updated to align the policy with the NALC model.

**APPROVED:** Updated Grievance Policy was approved.

**89 / 25      Update from the Recreation Ground Working Group**

**Replacement of Chalet at Broomhall Recreation Ground.**

**TO NOTE:** The Deputy Clerk explained the purpose of the report was to seek direction on replacing the chalet.

Councillors raised questions regarding usage, value for money, CIL funding, planning considerations and alternative options

Cllr Penney proposed a further resident survey and investigation into planning, location and timescales. This proposal was supported.

**APPROVED:** Cllr Penney proposal was seconded and subsequently approved. The Recreation Working Group would investigate and report back to Council.

Two members of the public left the meeting.

**90 / 25      Business Plan 2026 – 2031**

**RECEIVED:** Council noted the Business Plan and asked to provide feedback to the Deputy Clerk or meet with members of the working group by Friday 13<sup>th</sup> February.

**91 / 25      External Audit**

**RECEIVED:** council received the external audit 2024/25 and noted that feedback regarding the risk register.

Deputy Clerk left the meeting at 9:30pm

**92 / 25      Proposal from the Cemetery Working Group for Kiln Lane extension and resurfacing works.**

Cllr Hilton provided an overview of the proposed extension and resurfacing work.

**APPROVED:** council approved for works to go ahead at an expenditure of £43,000 from CIL funds.

**93 / 25 Update from Facilities & Services Committee**

**APPROVED:** option 3 – one-year licence agreement to retain the existing path with St Johns College Cambridge.

**NOTED:** The working group would continue to look at alternative routes via the recreation ground.

**DEFERRED:** Car park item was deferred due to time constraints.

At 9:40pm the Council agreed to extend the meeting by 15 minutes.

**94 / 25 Risk Register**

**APPROVED:** The updated risk register was approved by council.

**95 / 25 Assertion 10**

The Clerk advised that a training session would be arranged as part of the AGAR for 2025/26 process.

**96 / 25 Update from the Tennis Working Group**

This item was taken earlier in the meeting due to public attendance. Questions were raised regarding surveys, bookings, rule changes and objectives.

Cllr Grover asked a question about the survey that was issued to tennis players and members.

Cllr Newman asked a question about the booking hours rule changes proposed.

Cllr Evans asked a question about the bookings system.

Cllr Penney asked about the original objectives of the working group.

**APPROVED:** Rules and regulations proposed were approved. It was noted that their impact would be monitored and reviewed annually. The new rules will be implemented 1 September 2026 inline with new season tickets.

**APPROVED:** Purchase of net dividers between courts 2 and 3 at a cost of £5,972 (subject to CIL funding)

**TO NOTE:** Only one quote provided, asked to raise as a concern as always mentioned that require 3 quotes. If can't be paid for from CIL, needs to come back to council for approval

**APPROVED:** A named councillor to hold an emergency access code.

**APPROVED:** Exploration of planning approval to extend floodlight usage to 21:00 hrs, seven days a week (subject to consent)

An amendment proposed by Cllr Penney to limit use to 20:00hrs was not upheld.

**97 / 25 Clerks Report**

A printed copy was circulated at the meeting.

**RESOLVED:** That the Clerk’s audio notes used for minute-taking at the Finance Committee meeting were for the sole purpose of preparing the formal minutes and will be deleted once the minutes have been approved by the Chair of the Committee.

**Part 2 – Confidential Session**

**98 / 25 Budget discussions regarding the Assumptions 2026/27, EMR and Virements**

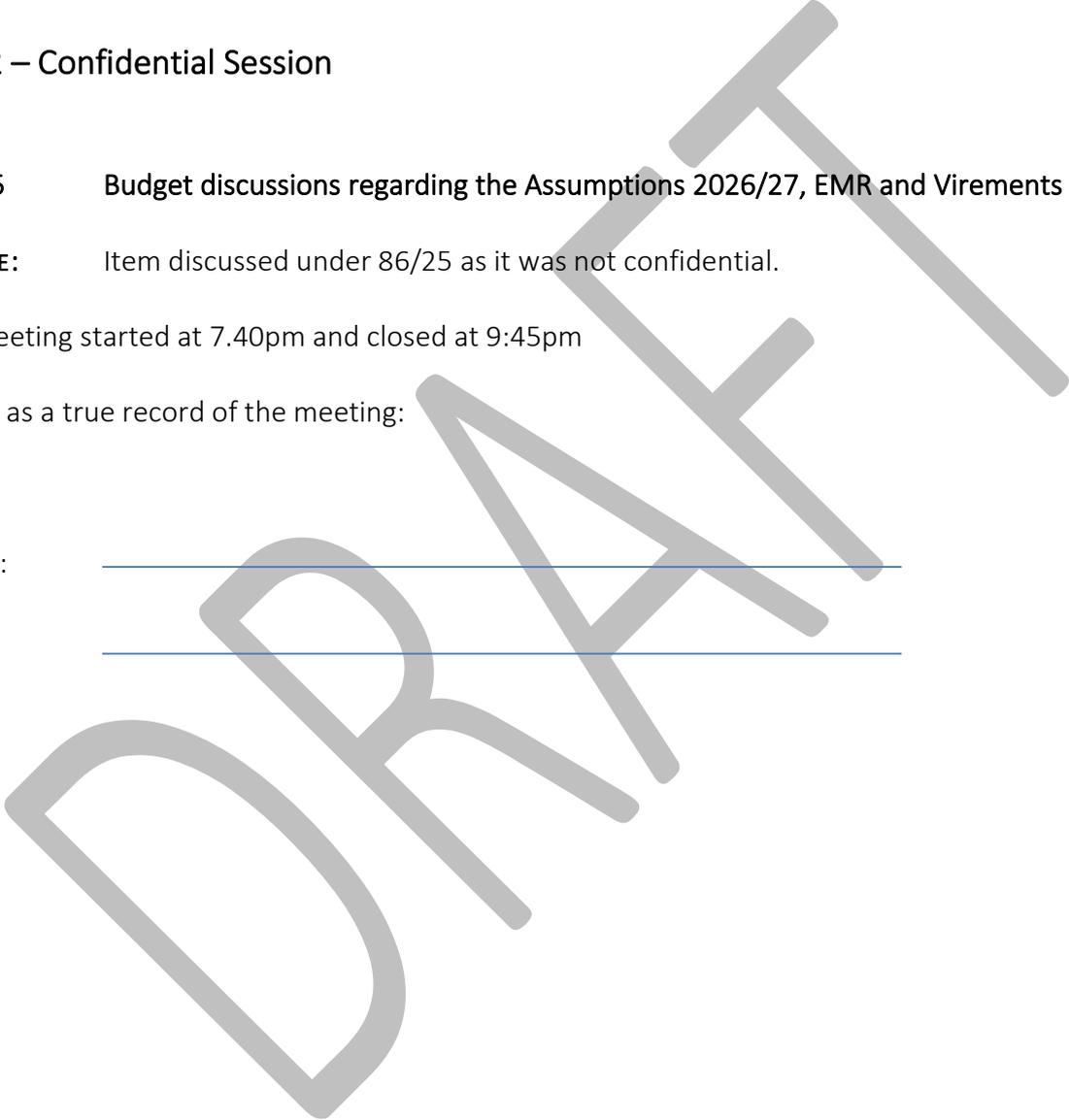
**TO NOTE:** Item discussed under 86/25 as it was not confidential.

The meeting started at 7.40pm and closed at 9:45pm

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_





## Minutes of the Extraordinary Full Council Tuesday 24 February 2026 at 7:40 pm

held at  
Sunningdale WI, Broomhall Recreation Ground, SL5 0QS

### 99 / 25 Chair Welcome

The Chair opened the meeting and confirmed proceedings would be recorded to support accurate minute-taking.

### 100 / 25 Attendance and Apologies for absence

**PRESENT:** Cllr Morgan (Chairman), Cllr Coxon, Cllr Curtis, Cllr Grover, Cllr Newman, Cllr Pike

**APOLOGIES:** Cllr Buxton, Cllr Evans, Cllr Hilton (Vice-Chair), Cllr Penney

**IN ATTENDANCE:** Natalie Hayes (Clerk/RFO)

**PUBLIC:** No members of the public were present

### 101 / 25 Disclosure of pecuniary interests and other registerable interests

**RESOLVED:** No disclosable pecuniary interests or other registerable interests were declared.

### 102 / 25 Earmarked Reserves and Reserves Policy February 2026

Cllr Pike advised that she and the Clerk had attended a course on Earmarked Reserves where it was recommended that a formal policy be adopted.

No questions were raised by councillors before or during the meeting.

**APPROVED:** Adoption of the Earmarked Reserves and Reserves Policy February 2026.

**ACTION:** Increase General Reserves to ensure they hold three months' worth of expenditure, in line with the policy.

### 103 / 25 Schedule of Fees and Charges for 2026/27

Cllr Grover confirmed that he had discussed the budget allocation with Cllr Morgan before the meeting and his questions had been answered.

As part of the 2026/27 budget discussions, the following fees and charges were agreed:

**APPROVED:** Cemetery fees to increase from **1 April 2026**

Allotment fees to increase by 25p to **£7.75 per pole** from **1 April 2027**

No increase to Tennis fees for **2026/27**

No increase to hire fees for Broomhall Park field or the Community centre for **2026/27**

No questions on the draft budget were submitted to the Clerk before the meeting or raised during the meeting.

**RESOLVED:** To approve the budget for the financial year **2026/27**

**RESOLVED:** To set a precept of £260,811 for the financial year **2026/27**

**RESOLVED:** that the Clerk Natalie Hayes should request the precept of the collection authority (the Royal Borough of Windsor & Maidenhead) as soon as possible.

**ACTION:** Correct the £1,000 adjustment to ensure the budget is balanced.

Cllr Grover expressed support for the resulting decrease in Band D for Sunningdale residents and asked that this be noted.

### Information sharing

#### SCHEDULE OF MEETINGS:

Cllr Morgan highlighted that meeting schedules were not aligned with supporting the budget-setting process at Finance Committee. He formally thanked the Clerk for her work producing the budget reports and for utilising previously unused tools in the Rialtas software, noting the volume and quality of work delivered as the new RFO.

#### TO NOTE:

The scheme of delegation and schedule of meetings will be reviewed at the April Council meeting. The Clerk will circulate these to councillors and officers for feedback.

#### FURTHER COMMENTS:

Cllr Grover commented that the budget reports were much clearer. He also mentioned that the potential new van and coffee chalet, which were outside the current budget. Cllr Pike confirmed that budget could be reviewed during the year to accommodate necessary projects, subject to Council approval.

**TO NOTE:** A virement policy would be on the agenda for the March Council meeting.

**RESOLVED:** That the Clerk's audio notes used for minute taking at Finance Committee meeting are solely for the preparation of formal minutes and will be deleted once the minutes have been approved by the Chair of the Committee.

The meeting started at 7:41pm and closed at 7:57pm

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



## Minutes of the Finance Committee Tuesday 10 February 2026

FC 64/ 25 Chair welcome.

The Chair opened the meeting and confirmed proceedings would be recorded to support accurate minute-taking.

FC 65/ 25 Attendance and apologies.

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

Present: N. Hayes (Clerk/RFO)

FC 66 / 25 Disclosable pecuniary interests and other registerable interests

**RESOLVED:** No disclosable pecuniary interests or other registerable interests were declared.

The Clerk advised that the meeting would be recorded for minute taking purposes

FC 67 / 25 Minutes of previous meetings

**RESOLVED:** The minutes of the Finance Committee meetings held on 11 November 2025, 9 December 2025, and the extraordinary meeting held on 12 January 2026 were approved and signed by the Chair.

Cllr Pike (Chair) queried whether she was permitted to sign the minutes for meetings at which she had not been present.

It was identified that the 9 December and 12 January minutes has been incorrectly signed. Standing Order 15(c) requires minutes must be signed by the chair of the meeting to which they relate. These minutes will be signed at the xx April meeting by the correct presiding councillor.

FC 68 / 25 Receipts and payments

### Receipts

There were no queries raised in relation to November or December receipts.

### Payments

Several queries were raised via email before the meeting, and during the meeting:

Cllr Newman asked for clarity regarding:

- **Proludic £88.15** – for Bolt and socket for playground rock n roll bowl

Cllr Pike asked for clarity regarding:

- **Shorts and ITQED** – clarification sought on contract's costs; Clerk confirmed these are under review by Facilities & Services committee
- **Payment to S.Sowerby (7 Nov)** – Clerk to investigate, payment was entered then reversed in Rialtas
- **LGRC (£2,414.53)** – Rialtas investigated and advised that the payment had been entered twice and would need to be reversed.
- **S.Parker (£339.89)**– the payment had been entered twice and would need to be reversed
- **R.J Hayward (£150), Red Kite (£819), D.Legg (£150)** – payments for works at Holy Trinity Church; query raised about whether contractor could also cut hedges.
- **Payments relating to the flat:** Purchases of a washing machine, dishwasher and glazing.
- **Payments to employees:** Queries regarding babysitting charges.
- **Bank Reconciliation statement** - process for checking the reconciliation against the bank statement and reporting to Finance Committee and Full Council.

Cllr Coxon asked for clarity regarding:

- **Payments relating to the flat:** Purchases of a washing machine, dishwasher and glazing.
- **Payments to employees:** Queries regarding babysitting charges.

Cllr Morgan asked for clarity regarding:

- £2,414.53 Longacres/Agency staff

The Clerk will provide follow up information via the appropriate process.

FC 69 / 25 Bank reconciliation 30 November 2025.

Chair requested clarification on the reconciliation signing process.

The Clerk explained differences between two November reconciliations arose during training with Rialtas, which produced extra reports reviewing unrepresented items.

December and January bank reconciliations will be provided at the next council meeting.

FC 70 / 25 Budget monitoring statement

**RESOLVED:** approved the budget monitoring statement to 31 December 2025.

**ACTION:** The committee requested if YTD figures be included in future reports, consistent with the style of the draft budget. The Clerk to investigate reporting options in Rialtas.

FC 71 / 25 EMR and Reserves Policy

The committee reviewed the April 2024 policy. The committee agreed it is adequate but required updates and better adherence.

Key discussion Points:

- General reserves currently £74,373.05; should be increased to approx. £90,000 to meet recommended 3-month expenditure guidelines.
- Policy should explicitly state this requirement
- Request for clearer narrative/explanations for each EMR
- Proposal that the Council should not maintain an EMR for Blooms.
- Cemetery income might be moved to an EMR annually, but only via Council approval.
- Clerk confirmed unspent funds automatically roll into General Reserves unless transferred to EMRs.

Actions:

- Clerk to investigate whether explanatory notes can be added to EMR lines in Rialtas.
- EMR policy will go back to Full Council for agreement as part of the 2026/27 budget process.

## FC 72 / 25 Budget Review for 2026/27

### Key Points Raised

- Consistency needed across leases, asset maintenance, and health & safety cost coding.
- Proposal to consolidate:
  - Vehicle fuel into one cost line.
  - Tree budget into a single centre.
  - Events budget into one line (£14,000 total).
  - Health & Safety under Administrative budget.
- Request for improved financial reporting:
  - Summary versions plus deeper detail where necessary.
- Cemetery income figure adjusted to £57,000 following review.
- Grounds maintenance and equipment budgets were reviewed; Clerk adjusted based on shared documents.
- Queries regarding allotments expenditure, including deer fencing funded by CIL but appearing under misc.
- Clarifications sought regarding cleaning costs and miscellaneous staff costs.
- Request for budget assumptions to clearly reflect increases and amendments.

### EMR Related Budget Points

- Request to remove £10,000 EMR allocations for grounds maintenance and cemetery (subject to Council approval).
- Clerk to confirm process for year-end EMR transfers following Rialtas training.
- Query raised about creating dedicated Christmas/Events EMR.

### Actions for Clerk

- Consolidate relevant cost centres after budget approval.
- Update projected Tennis income.
- Verify and update salary figures for 2026/27.
- Update budget assumptions.
- Update EMR structure in Rialtas in line with proposed changes.
- Clarify external audit fee budget (completed).
- Add H&S-highlighted tree works to the Risk Register with notes.
- Confirm costs following Facilities & Services meeting (12 Feb).

**UNRESOLVED:** Committee was unable to reach agreement on the final budget.

The extraordinary meeting scheduled for 17 February will now be an extraordinary Finance Committee meeting. Extraordinary Council meeting scheduled for 24 February 2026.

## FC 73 / 25 CIL Applications: Charters School

Cllr Pike proposed that this agenda item be postpone and moved to the next Finance Committee meeting. This was approved by the committee.

## FC 74 / 25 CIL Applications: Sunningdale Bowling Club

Cllr Pike proposed that this agenda item be postpone and moved to the next Finance Committee meeting. This was approved by the committee.

## FC 75 / 25 Community Grant Applications

Cllr Pike proposed that this agenda item be postpone and moved to the next Finance Committee meeting. This was approved by the committee.

## FC 76 / 25 Parish Council Credit Card and spending policy

Cllr Pike proposed that this agenda item be postpone and moved to the next Finance Committee meeting. This was approved by the committee.

## FC 77 / 25 Variable Direct Debit – Castle Water

Cllr Pike proposed that this agenda item be postpone and moved to the next Finance Committee meeting. This was approved by the committee.

## FC 78 / 25 Information sharing

Cllr Pike proposed that this agenda item be postpone and moved to the next Finance Committee meeting. This was approved by the committee. The Clerk added these notes to the minutes for information sharing.

**ACTION:** 3-year financial projection will be published with papers for the extraordinary meeting of council on the 24 February.

Virement Policy would be added to March Council agenda

Next scheduled Finance Committee meeting: Tuesday 14<sup>th</sup> April

### Meeting notes

The meeting started promptly at 7:30 pm.

The meeting closed at 21:34 pm.

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



## Minutes of the Finance Committee Tuesday 17 February 2026

FC 79/ 25 Chair welcome.

The Chair opened the meeting and confirmed proceedings would be recorded to support accurate minute-taking.

FC 80/ 25 Attendance and apologies.

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

Present: N. Hayes (Clerk/RFO)

FC 81 / 25 Disclosable pecuniary interests and other registerable interests

**RESOLVED:** No disclosable pecuniary interests or other registerable interests were declared.

FC 82 / 25 Budget Review for 2026/27

The committee discussed the budget for 2026/27, using all the documents provided to them in advance of the meeting.

**RESOLVED:** The budget presented was agreed to be put to Full Council.

FC 83 / 25 CIL Applications: Charters School

The committee reviewed the application considering the new information received using a Scrutiny of Application document. The completed document will be shared with council for the meeting in March.

Request to ask Charters for their response from Sunninghill and Ascot regarding their application for CIL funding for clarification.

**RESOLVED:** to put forward the application to council for consideration once the additional information has been received from Charters regarding CIL from Sunninghill and Ascot.

FC 84 / 25 CIL Applications: Sunningdale Bowling Club

The committee reviewed the application considering the new information received using a Scrutiny of Application document. The completed document will be shared with council for the meeting in March.

**RESOLVED:** to put forward the application to council for consideration approval once we have supported with updating his application using all the additional information he has supplied. Cllr Morgan will contact him and support him with this.

FC 85 / 25 Community Grant Applications

**RESOLVED:** To put forward the application from Berkshire Vision to council for consideration; a grant of £450  
The application supports the Community grant policy

FC 86 / 25 Variable Direct Debit – Castle Water

**RESOLVED:** approved for setting up the variable direct debit for castle water

FC 87 / 25 Information sharing

**TO NOTE:** The next meeting of Finance Committee is Tuesday 14<sup>th</sup> April

Cllr Newman advised that the Sunningdale and Ascot Parish applied a large increase to the precept.

Cllr Morgan spoke about the application of a Credit Card for the Parish Council. Cllr Newman suggested that debit cards and prepaid cards are explored as an option as well.

**Meeting notes**

The meeting started at 6:33 pm.

The meeting closed at 8:26 pm.

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## **FC 74/25 – CIL Application: Sunningdale Bowling Club**

### **Council feedback:**

During the meeting, the council referred to the CIL policy which states ‘applications from membership organisations must be able to demonstrate a wider community benefit. New or improved facilities must be accessible to a wide range of people in the community.’ Anything the Bowling Club can do to strengthen its response to that part of the policy would be well received.

The council would also like to clarify a few points regarding accessibility and inclusivity at Sunningdale Bowls Club.

1. Is it correct that a person using a wheelchair would currently be unable to access the green to play bowls?
2. If someone cannot afford a membership, are there any options for them to still play, or does the membership requirement prevent participation?
3. Are there any measures in place to ensure that individuals who cannot afford to pay are not excluded from playing or becoming members?

### **Additional Information sent to the Clerk from Sunningdale Bowling Club**

- 1) It is not correct that a person using a wheelchair is unable to access the green. Ramps are available for the process though these are not fixed as to ensure maximum use of the playing area they would need to be removed whilst play is in progress. Without them we would not be able to get our mowers and other equipment onto the green for maintenance purposes.
- 2) We have never to my knowledge prevented any member from continuing their membership if their personal circumstances make our fees and charges a financial challenge. Committee members are always alive for signs that a member may be facing financial difficulties and as treasurer I have in recent years allowed fees to be paid in instalments.
- 3) We have no formal policy in respect to these situations. Potential members who come to our 'try bowls' events and do not apply to join are always followed up so that we understand any barriers that exist to their potential membership and can

attempt to removed them. Ability to pay is always a consideration in these enquiries.

Please be aware that lawn bowling is not an expensive hobby. Our membership fee of £172 allows members to use the green every day between the end of April and the end of September, around 150 days, and to play indoors for the rest of the year at no additional charge. Lawn woods can be an expensive item if purchased new but second hand sets are readily available on ebay and the club has a large number of sets that any member can hire for £50 per year. Compare this cost with that of a local football club whose playing membership fee is £320 a year and the typical cost of being a Scout is £372 per year.

All members have full free access to the green and to the clubhouse. We also have Social Members who do not participate in bowling but have free access to the clubhouse and social events. The fee for a social membership is £15.

I hope this answers all the council's concerns and trust that they will now feel able to come to a conclusion about providing funding for our desire to make our facilities suitable for the whole community not just the able bodied.

Appendix 1  
Request for CIL Funding Form for Projects

Name of Proposer: <b>SUNNINGDALE BOWLING CLUB</b>	Date: <b>16 July 2024.</b>
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**Project Description**

Project Title:	<b>DISABLED ACCESS PROJECT</b>
Project Location:	
Description of the project:	<b>Modifications to the clubhouse and site to provide wheel chair access &amp; disabled toilet facilities</b>

**Project Justification:**

Does the project support the delivery of infrastructure as listed in the Business Plan?	Yes	<input checked="" type="checkbox"/>	No	
Which category does it fall under?	<b>SF1 # SF5</b>			
What is the legal power under which we can implement this project? <small>[If S137, please provide statement showing that this amount falls within our annual allowance]</small> <small>[If relying on another authority's power, please provide details]</small>	<b>The site is owned by the club and we are advised that only building regulation approval would be required</b>			
Explain the problem, issue or need that the project addresses.	<b>The English bowls governing bodies are keen to promote bowls as a sport for disabled people as it is a low impact form of exercise that can continue well into old age.</b>			
In what way does the project resolve these issues?	<b>The project will provide proper access and suitable facilities to allow the club to confidently promote bowls to the disabled community</b>			
Who are the likely beneficiaries of the project?	<ol style="list-style-type: none"> <li>1. Disabled residents interested in taking part in the sport</li> <li>2. Disabled residents interested in any social events that the club holds</li> </ol>			
What evidence do you have of consultation with the community or stakeholders for this project?	<b>We have found no means of securing data on the likely population that these changes might benefit. As a matter of principle we believe we should be able to cater for disabled people.</b>			
Would the project lead to any income generation? Provide forecasts of this.	<b>All members of the club pay playing and membership fees which is designed to cover the operating costs.</b>			

### Current Status of the Project

Aside from funding, is the project ready to commence?	Yes	<input checked="" type="checkbox"/>	No
If the project is not ready to commence, please list briefly the main constraints.	The project is fully designed. Tenders for the work will be invited once funding is secured.		

### Funding for the Project

Please indicate the total cost of the project	£30,000		
Please provide a detailed breakdown of the costs for the project	1. Internal remodelling & installation of disabled toilet ÷ £21,000 2. Replacement exterior door & glazing. ÷ £8,000 3. Access ramp ÷ £1,000		
How much funding does the project currently have?	The club has already committed £600 to produce the design for the works. We have verbal indications from two other sources of potential funding - see below		
Please provide a detailed summary of the total CIL funding required?	£30,000		
Would the scheme be fully funded if the CIL contribution is agreed?	Yes	<input checked="" type="checkbox"/>	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?*
ROUND TABLE	up to £5000	No	Both offers dependent on sufficient funding to allow the project to proceed & also dependent on other demands that the sources may have on their funds at that time.	
SUNNINGHILL TRUST	up to £1000	No		

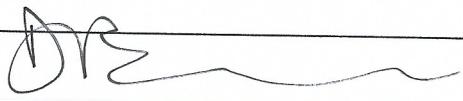
\*If no, please provide a date of when a decision is expected.

## Delivery Timescale

What is the current delivery timescale for the project?	Immediate	
	Within current year	
	Up to 2 years	✓
	Up to 5 years	
	5-10 years	
Please provide further details on the programme for delivering the project, including start and completion dates?	<p>Planning commitments mean that the works should only take place during the outdoor close-season: October to March. This is an ample time for the works but timing will depend on funding being available. We do not intend to invite tenders for the work until funding is confirmed.</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>This project is straightforward building works with little unusual risks involved. It is possible that external work will be affected by weather or ground conditions but effect will be limited.</p>
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Signed: 	Date: 16. July 2024
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## Appendix 2

### Request for CIL Grant Form

Name of Proposer/ Grant Funding Agency Name <b>SUNNINGDALE BOWLING CLUB / SUNNINGDALE P.C.</b>	Date: <b>16 July 2024</b>
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#### Grant Description

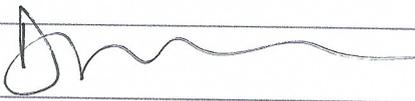
Grant Title:	<b>Bowling Club disabled project</b>
Objective/Purpose of the Grant	<b>Increasing availability of the sport to residents particularly those with disabilities</b>

#### Justification:

Does the grant support the delivery of SPC strategic objectives?	Yes	<input checked="" type="checkbox"/>	No	
Which category does it fall under?	<b>SFI → SFS</b>			
What is the legal power under which we can implement this project? <small>[If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]</small>	<b>Local Government (Misc Provisions) Act 1976 Section 19.</b>			
What are the tangible benefits of this grant?	<b>Facilities available to the whole population</b>			
Who are the likely beneficiaries?	<ol style="list-style-type: none"> <li>1. Disabled residents</li> <li>2. The Club through increased membership</li> </ol>			

#### Funding Request

Total Projected Cost	<b>£ 30,000</b>
Amount Sought	<b>£ 30,000</b>
When is the funding required? Please explain any phasing for this funding request.	<b>We would like to start work no later than January next year so funding would need to be confirmed no later than 1. Sept 2024 to allow tenders to be invited in the confidence that a contract would be agreed.</b>

Signed: 	Date: <b>16 July 2024</b>
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## Background to funding request and supplementary Notes

### Background.

Sunningdale bowling Club has been active in the village for over 100 years. The land on which it stands was formerly part of the Cahally Estate and was gifted to the club by Mrs Kruse to be developed as the club pleases; the only condition being that it may only be used as a bowling green or as a sports ground.

Lawn bowls is a low impact form of exercise that has considerable health maintenance properties as people age. We have several members in their eighties and have only this year lost our 94 year old member who has moved away from the area; he is still bowling. In summer months bowls is played in a green outdoor venue surrounded by trees and flowering shrubs. In the close season we play a form called Short Mat inside the clubhouse.

### Current situation

We are a thriving club but are not able to accommodate members with physical disabilities. Our clubhouse is accessed via a flight of steps and we do not have disabled toilet facilities. Our car park is only partly hard paved and does not have a smooth surface; indeed we use part of our frontage that has no paved surface which whilst being possible during the summer months any rainy weather during the closed season months makes life more difficult and can result in damage to the grassy area. This is a particular issue when, during this part of the year, the area is used by the public as a suitable start point for local walks

### Proposals

We want to make changes to our facilities so that we can accommodate members of the community with physical difficulties. This fits in with the Fit for the Future strategy of our national body Bowls England and our own views that bowls should be an activity that the whole population can derive benefit from. We have prepared a scheme of works that will provide disabled toilet facilities and suitable accesses to the clubhouse and have been advised that a suitable budget for the works is £30,000.

Special wheelchairs are available for those who are unable or find difficulty in walking. We would like to purchase such a wheel chair so that any wheelchair users who might be interested in the sport can try it out and hopefully join our friendly club. These chairs cost in the region of £1,200 and separate funding is being sought for this purchase.

### Car Parking

Ideally our roadside car parking area which is used regularly by the public as well as club members and visiting players from other clubs should be provided with a smooth long lasting surface suitable for wheel chairs and be extended to the full extent of our frontage to reduce any nuisance to neighbouring properties. The total area involved is approximately 400 square metres and we have not identified a budget cost of this work as much will depend on a full technical investigation of the existing construction and the construction specification finally selected. We are also aware that the Council is about to create a public footpath from this land continuing north along Whitmore Lane.

We know that much of the area is compacted stone which is believed to be some 250 thick. A minimum specification would be to level off and grade the existing substrate filling any un-stoned areas and any depressions to produce a suitable profile and then the preparation of the surface to make it suitable for disabled access. Whatever final specification is decided upon it will need to tie in with whatever the Council decides to do. The area is regularly used by local residents as a parking place when they take walks in the area. We do not object to nor do we seek to formally restrict this use though it does cause problems when there are matches against visiting teams at the club. As the area is designated Adopted Highway then perhaps the Parish Council would consider using CIL money to improve this area particularly as the new footpath may increase public demand for car parking.

CIL STAKEHOLDER GRANT - APPLICATION FORM

1. Applicant organisation	Charters School
2. Name & position of main contact	██
3. Applicant contact details (phone no, email & address)	Phone: 01344 624826 ██ Address: Charters School, Charters Road, Sunningdale, SL5 9QY
4. Type of organisation If a charity, please provide registration number	Academy School Charity registration number: Academies are exempt charities – not registered with the Charity Commission however our exempt charity number is EW10993
5. Is the organisation able to reclaim VAT?	Yes
6. Location of project	Main Hall, Charters School, Charters Road, Sunningdale, SL5 9QY
7. Summary of the project proposal	<p>The project involves the installation of a high-specification retractable and movable tiered seating system in the Main Hall at Charters School. The seating will significantly enhance the hall's flexibility and capacity for school assemblies, examinations, performances, conferences, and a wide range of community events. With a capacity of 244 seats, the system will allow the hall to be rapidly reconfigured to meet differing needs, transforming it into a genuinely multi-functional community venue.</p> <p>This seating project – alongside an upgrade to the hall's sound system which is currently being sourced by an ex-student - forms the <b>final phase of a wider programme of substantial investment in the Main Hall over the past five years</b>, fully funded by the school and its community. These improvements have been deliberately phased to modernise the space, increase accessibility, and expand its use by the wider Sunningdale community.</p> <p>Recent investments include:</p> <ul style="list-style-type: none"> <li>• Complete replacement of the hall flooring to improve safety, durability, and appearance - £12,970</li> <li>• Installation of new acoustically improved doors to enhance soundproofing and event quality - £8,780</li> <li>• Installation of an electronic retractable projection screen to support conferences, visiting speakers, and community presentations - £1,000</li> <li>• Upgrade of the hall lighting to cost-efficient LED fixtures – £9750</li> <li>• Investment in new Parabolic Aluminized Reflector (PAR) stage lights — versatile, professional-grade fittings that provide focused beams for stage washing, performer highlighting, and dynamic lighting effects for theatre, concerts, and events - £6,000</li> <li>• Modernisation of the honours boards to reflect the school's updated crest, contributing to a cohesive, sleek, and contemporary environment - £4,600</li> <li>• Replacement windows to boost energy efficiency, cutting heating/cooling bills and improving comfort - £17,000</li> </ul>

	<ul style="list-style-type: none"> <li>Plans are in place to upgrade the sound system in the hall with the help of an ex-student who now works in the media industry. The new audio equipment and audio mixer is being sourced at cost and is expected to cost in the region of £30,000. This will be funded by events including a Race Night, Summer Fair &amp; parental donations.</li> </ul> <p>Collectively, these improvements have transformed the Main Hall into a modern, welcoming, and highly usable space. The proposed seating system is the <b>missing infrastructure element</b> needed to unlock the hall's full potential as a shared community facility. The hall will be regularly used by local schools, youth organisations, arts groups, and community bodies, many of whom will access the space free of charge. The new seating will improve comfort, accessibility, safety, and audience experience, delivering long-term benefits for residents of all ages and directly supporting the objectives of the Sunningdale Parish Council CIL Policy and Neighbourhood Plan.</p>
8. Estimated project cost	£97,946.00 (excluding VAT)

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme.

	Amount	Detail
CIL funding sought	£90,946.00	Retractable seating system
Any other Local Authority Contribution	£0	
Third party contribution	£7,000.00	Funds raised by the school community
Total Cost	£97,946.00	

10. Details of additional sources of funding available	<p>The school community has already raised <b>£7,000 through a combination of a Christmas Draw and parental donations</b>, specifically allocated towards the tiered seating project. This figure reflects the <b>actual cost incurred to hire temporary tiered seating for the school's most recent major production</b>, demonstrating both the necessity of the seating and the value-for-money case for permanent installation.</p> <p>This contribution evidences strong local commitment and ensures that the application is not seeking full funding from Sunningdale Parish Council. In addition, Charters School has made significant capital investments in the Main Hall over the past five years (detailed above), representing a substantial financial commitment from the school itself.</p> <p>Ongoing parental donations and lettings income will support minor ancillary costs and future maintenance, ensuring the project's long-term sustainability without additional calls on public funds.</p>
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<p>11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding</p>	<p>CIL funding is being sought to support the <b>final and most capital-intensive element</b> of a wider hall improvement programme that directly benefits the Sunningdale community. While the school has already funded multiple infrastructure upgrades independently, the cost of a permanent, high-quality retractable seating system exceeds what can reasonably be raised through school fundraising alone within the required timeframe.</p> <p>The project meets the CIL requirement to support development in the area by providing improved community infrastructure that addresses increased demand for flexible, high-capacity venues resulting from local housing growth. No other local authority or external grant funding has been secured for this specific element, and the application demonstrates clear match funding and community backing in line with the Parish Council's policy.</p>
<p>12. Please indicate whether the organisation has previously received CIL or other funding sources from RBWM or Sunningdale Parish Council. If yes please, provide amounts and timings</p>	<p>In November 2021, Charters School secured CIL funding of £12,600 from both Sunningdale Parish Council and Sunninghill &amp; Ascot Parish Council to jointly fund the installation of a new canopy as part of a collaborative infrastructure improvement project.</p>
<p>13. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>Sunningdale has experienced continued residential development, increasing demand for accessible community spaces capable of hosting large-scale educational, cultural, and social events. The upgraded Main Hall, equipped with permanent tiered seating, will provide a flexible venue that supports this growth and relieves pressure on other local facilities.</p> <p>The project directly aligns with CIL regulations by funding improved infrastructure that supports development and enhances community cohesion, accessibility, and wellbeing.</p>
<p>14. What evidence is there of support from the community?</p>	<p>There is <b>extensive and demonstrable community support</b> for the seating project. Letters of support have been received from a wide range of organisations, including:</p> <ul style="list-style-type: none"> <li>• Berkshire County Football Club</li> <li>• Ocean Theatre Company</li> <li>• Cranbourne Primary School</li> <li>• Holy Trinity Primary School</li> <li>• St Michael's Primary School</li> <li>• Dormy House Care Home</li> <li>• Natalie Vinson School of Dance and Drama</li> </ul> <p>In addition, parents and carers have actively contributed financially through fundraising and donations. The £7,000 raised towards seating costs provides tangible evidence of public support and community demand. These organisations and individuals view the upgraded hall as a shared asset that</p>

	enhances cultural, educational, and intergenerational activity within Sunningdale.														
15. Proposed timelines for the project	<p>The project is fully specified and ready to proceed following confirmation of funding. All works will commence and be completed well within the twenty-four-month period required under the Sunningdale Parish Council CIL Policy. The proposed timeline allows for procurement, manufacture, and installation to be completed in line with school operational requirements and within the Parish Council's CIL delivery expectations.</p> <table border="0"> <thead> <tr> <th><b>Milestone</b></th> <th><b>Target Date</b></th> </tr> </thead> <tbody> <tr> <td>Funding confirmed</td> <td>January 2026</td> </tr> <tr> <td>Final specification and order placement</td> <td>February 2026</td> </tr> <tr> <td>Detailed design and manufacturing period</td> <td>March 2026</td> </tr> <tr> <td>Pre-installation site preparation</td> <td>May 2026</td> </tr> <tr> <td>Installation and commissioning of seating</td> <td>July 2026</td> </tr> <tr> <td>Seating fully operational and available for use</td> <td>September 2026</td> </tr> </tbody> </table> <p>This timetable ensures installation takes place during the summer holiday period, minimising disruption to school activities while enabling immediate community use from the start of the new academic year.</p>	<b>Milestone</b>	<b>Target Date</b>	Funding confirmed	January 2026	Final specification and order placement	February 2026	Detailed design and manufacturing period	March 2026	Pre-installation site preparation	May 2026	Installation and commissioning of seating	July 2026	Seating fully operational and available for use	September 2026
<b>Milestone</b>	<b>Target Date</b>														
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Pre-installation site preparation	May 2026														
Installation and commissioning of seating	July 2026														
Seating fully operational and available for use	September 2026														
16. Is there a related operating cost associated with the project? How will this be addressed?	Yes. The seating system requires annual servicing (estimated £1,000 - £1750 a year) to maintain its extended 10-year warranty. These costs will be covered through a mix of regular parental donations and lettings income. Profit-making organisations will be charged standard hire fees, while community groups will benefit from free access wherever possible.														
17. If the organisation is not in the public sector please provide details of the organisation's finances. Please include a copy of the most recently audited accounts, including unrestricted reserves.	<p>As an academy school, Charters School publishes audited annual accounts which are publicly available via the Department for Education and Companies House. We operate a balanced budget with prudent reserves, though capital funds for infrastructure such as this are limited.</p> <p><i>(Audited accounts available on request.)</i></p>														
18. Do you need planning permission to carry out the works?	<b>No.</b> The installation is internal and does not alter the building's structure or external appearance.														
19. If planning permission is required, is it in place to carry out the works? If so please provide the application number.	Not applicable.														

# Community Grant Application Form

Application for Grant Funding for Voluntary Organisations

Name and Address of Organisation:	The Arrow District Day centre
	The Chandler centre, Bagshaw 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.	269845	

Total amount of Grant Requested:	£7,000 <del>£144,000</del>
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.
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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.
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What are the Project Outcomes?	We combat loneliness amongst the elderly in the parish. I feel we are able to prolong their independence, please help support.
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Please return the application form to the Clerk via email: [clerk@sunningdaleparish.org.uk](mailto: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 <input checked="" type="checkbox"/>		NO <input type="checkbox"/>
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](mailto:clerk@sunningdaleparish.org.uk)



# Holy Trinity Sunningdale Church and Community

Sharing God's love



12<sup>th</sup> 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. (9<sup>th</sup> November)

Your sincerely

Revd Jon Hutchinson



# SUNNINGDALE PARISH COUNCIL

## Sunningdale Parish Council IT Policy

### 1. Introduction

Sunningdale Parish Council henceforth known as “The Authority” recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

### 2. Scope

This policy applies to all individuals who use IT resources, including computers, networks, software, devices, data, and email accounts. The authority endeavours to provide digital devices but acknowledges that some small authority staff and members may be using their own personal devices. Everyone must adhere to this policy to maintain digital security.

### 3. Training and awareness

The Authority will source regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. You should engage in regular training on email security and best practices, including but not limited to:

- the [Parish Council Domain Helper Service’s virtual cybersecurity workshops for councils](#)

- The National Cyber Security Centre [Cyber Security training for small organisations](#) and free [Cyber Action Toolkit](#).

#### **4. Acceptable use of council provided IT resources and email**

When using IT resources for the council's purposes, you must adhere to ethical standards, and respect copyright and intellectual property rights.

Where possible, authorised devices, software, and applications will be provided by the Authority for work-related tasks.

You must not install unauthorised software without checking with the clerk, and you must not use equipment or email to access or forward inappropriate or offensive content.

#### **5. What you must do if you use your own personal devices**

The Authority will endeavour to provide individuals with devices to use for council business. If you are using your own device you must make sure you are:

- using strong passwords for all your accounts (preferably using a password manager)
- downloading the latest operating system security updates
- using anti-virus software

#### **6. Network and internet usage**

You must be careful about which Wi-Fi networks you join. Public Wi-Fi networks in coffee shops or on trains can be targeted by hackers. Always make sure you are using a trusted internet connection, which is password protected when carrying out official business.

#### **7. Password and account security**

You are responsible for maintaining the security of your accounts and passwords. Use the National Cyber Security Centre's [advice for choosing a strong password](#). For business continuity, login details and passwords need to be stored securely so they can be accessed by trusted individuals in an emergency.

#### **8. Email communication**

The Authority will endeavour to provide you with an official email account for organisation-related communication only. If you are currently using a personal email account, you should aim to move over to an official email account as soon as practically possible. You must make sure that emails are professional and respectful in tone. You must always check you are sending any confidential or sensitive information to the correct recipients.

Always be cautious when downloading attachments and opening links to avoid phishing and malware. Before opening any attachments or clicking on links, verify the source by looking at the email it has come from carefully. Do not download and open anything if you are unsure who has sent it.

### **9. Email access**

The Authority reserves the right to check email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR. Clerks may need to access emails so that they respond to FOI or subject-access requests. If you are using a personal email account for council business, this is still subject to data protections laws and FOI requests.

### **10. Data management, data retention and security**

All sensitive and confidential data should be stored and transmitted securely. You must regularly backup any important data to prevent data loss and follow your organisation's data retention policies.

You should retain and archive emails in compliance with your data retention policies. Regularly review and delete unnecessary emails to maintain an organised inbox.

### **11. Reporting security incidents**

All suspected security breaches, including email breaches or incidents should be reported immediately to **The Clerk who will liaise with IT support.**

### **12. Compliance and consequences**

Breach of this IT and Email Policy may result in the suspension of IT privileges.

### 13. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

### 14. Contacts

For IT-related enquiries or assistance, users can contact IT QED by the following email: [tickets@it-qed.co.uk](mailto:tickets@it-qed.co.uk)

All staff and councillors are responsible for the safety and security of IT and email systems.

Date of adoption: \_\_\_\_\_ at a meeting of the authority on \_\_\_\_\_ [\[insert link to minutes of Minute Reference\]](#).

Date for next review: March 2027

## Version control and summary of changes

### Summary of changes:

<i>Version</i>	<i>Date review started</i>	<i>Author/Reviewer</i>	<i>Summary of changes</i>	<i>Adopted/Min ref</i>
1	n/a	The Clerk	Template from Practitioners Guide 2025	

Updated version of the Data Privacy Notice for the website:

## **Privacy Notice (Short Web Version)**

### **[Council Name]**

We are committed to protecting your personal data and being open about how we use it. This page provides a short summary of what we collect and why. A full Privacy Notice is available here: **[Link to full notice]**

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### **Who we are**

**[Council Name]** is the **Data Controller** for the personal data we collect.

Contact us at: **[email]** | **[address]** | **[phone number]**

Data Protection enquiries: **[DPO email or main email]**

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### **What personal data we collect**

We only collect the information we need to provide council services. This may include:

- Your name and contact details
- Information you send us in enquiries or applications
- Details for services such as allotments, burials, room hire or local consultations
- Payment information (where needed)
- Technical information needed to keep the website running (e.g., essential logs)

We only collect “special category” (sensitive) data if it is necessary — for example, accessibility needs.

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### **How we use your data**

We use your information to:

- Respond to enquiries
- Provide council services you have requested
- Manage bookings, applications and community facilities
- Contact you about services, meetings or local information
- Carry out surveys or consultations

- Meet our legal and regulatory duties
- Protect public funds from fraud or misuse

We do **not** use your personal data for marketing by third parties.

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### **Legal reasons we use your data**

We process personal data because:

- We need to deliver council services (**public task**)
- We must meet legal and regulatory duties (**legal obligation**)
- You have a contract or agreement with us (**contract**)
- You have given us your permission (**consent**)

You can withdraw consent at any time.

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### **Sharing your data**

We only share your information when necessary, for example with:

- The borough/county council (for joint services)
- Emergency services (in urgent situations)
- Professional advisers or service providers working on our behalf
- Survey companies acting for the council
- Law enforcement, where required by law

We do not sell your data.

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### **Website cookies**

Our website uses **only essential cookies** to make the site work.

We do **not** use tracking, analytics or advertising cookies unless stated clearly.

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### **How long we keep your data**

We keep your data only for as long as needed for the purpose it was collected and to meet legal requirements.

Our full retention schedule is available here: [\[Link\]](#)

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## Your rights

You have the right to:

- Access the personal data we hold
- Ask us to correct inaccurate information
- Request deletion (in many circumstances)
- Restrict or object to our processing
- Request transfer of your data (where applicable)
- Withdraw consent where you have given it

To make a request, email [\[DPO/contact email\]](#).

You can also complain to the **Information Commissioner's Office (ICO)** if you are unhappy: [www.ico.org.uk](http://www.ico.org.uk)

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## Updates

We will publish any updates to this notice on this webpage.

NB - Red text below = existing version

<http://sunningdale-pc.org.uk/cookie-privacy-policy>

Sunningdale Parish Council is classed under the Data Protection Act 2018 as the data controller, please see specific contact details below. This means it decides how your personal data is processed and for what purposes.

## **Cookies**

‘Cookies’ are small text files that are stored by the browser (for example, Internet Explorer, Chrome or Safari) on your computer or mobile phone.

This website only uses cookies to assist with your browsing of the site. This type of cookie is termed “strictly necessary”.

We DO NOT use cookies that are termed “not strictly necessary”, e.g. cookies that store any personal data, cookies for Google Analytics, user preferences, browser tracking or third-party advertising.

## **Privacy**

To ensure transparency on the length of time the council will retain data, the full list of Record retention is available to read here – [Sunningdale Parish Council – Record Retention Schedule 2018](#)

## **Your Personal Data**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the council’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

## **Processing Your Personal Data**

Sunningdale Parish Council complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes:

- To process enquiries and applications (for example, about allotments or burial plots).
- To provide services to residents including sending you information about current and future services. This includes lists of current allotment holders and waiting lists for allotments. It includes mailing lists for newsletters, agendas or minutes.
- To provide certain online facilities and/or services as referred to in the terms and conditions when you sign up for those facilities or services.
- To carry out market research to help us plan and improve our services. We may contact you ourselves or ask outside research agencies to do so on our behalf.

This might be done as part of preparing a Community Plan if we carry out a survey to find out what the community thinks.

- To produce aggregated statistical information, including data for monitoring equality of opportunity.
- To collect or process payments.

### **Sharing Your Personal Data**

We might share information with the borough council or emergency services where we consider this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing was considered necessary in an emergency or for health and safety reasons.

If you write to us your letter will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).

Your contact details may be passed to survey contractors to carry out surveys. This could be as part of a Community process. These contractors will use your details only for that purpose and will then delete them.

If you are in debt to us, we may give other people information for the purposes of recovering the debt.

Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so.

### **Length Of Time We Keep Your Personal Data**

Sunningdale Parish Council conforms to external regulations in relation to retention of data, the full list of what data is retained and for what length of time is available here.

Outside of the regulations, we will keep your data for the period required to complete an enquiry, the term of the lease or until the action is completed. Data will then be removed permanently.

### **Your Rights and Your Personal Data**

- Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:
- The right to request a copy of your personal data which the Sunningdale Parish Council holds about you;
- The right to request that Sunningdale Parish Council corrects any personal data if it is found to be inaccurate or out of date;

- The right to request your personal data is erased where it is no longer necessary for Sunningdale Parish Council to retain such data;
- The right to withdraw your consent to the processing at any time.
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Office.

### **Keeping Data**

We will publish on our website any changes we make to our data protection/information management policies and notify you by other communication channels where appropriate.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (e.g. anti-fraud and accounting matters). The 'right to be forgotten' is a qualified right and the public interest test will always be applied when a request for deletion of personal data is made.

### **Accessing The Information**

You are entitled to know what personal information the council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the council.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Please make any requests or complaints to:

The Data Protection Officer, Sunningdale Parish Council, The Pavilion, Broomhall Lane, Sunningdale. SL5 0QS. [info@sunningdale-pc.gov.uk](mailto:info@sunningdale-pc.gov.uk).

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal.

Contact details are:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow,  
Cheshire, SK9 5AF

## **Retention Policy, Schedule and Data Map Summary**

**Retention Policy** – Set of guidelines that governs how long certain types of records must be kept and the processes for their eventual disposal.

**Retention Schedule** – Formal document that outlines how long specific types of records should be kept (retention) and provides guidelines for their eventual disposal.

This was last reviewed in May 2023 and will be reviewed again in 2027.

**Data Map** – visual representation or structured document that illustrates the flow of data within an organisation. It typically outlines how data is collected, stored, processed, and utilised, along with the relationships between various data elements.

\*The Retention schedule and Data map are interrelated components.



# SUNNINGDALE PARISH COUNCIL

## Document Retention & Management Policy

Document Created on	11 March 2026
Policy adopted by resolution	
Minute Ref	
Next Review Date (Review every 3 years or sooner should legislation dictate.)	March 2029
Version 1	

Document Revised on	Revision Tracking

## 1. Purpose

This policy sets out how Sunningdale Parish Council manages, stores, and disposes of documents and records in accordance with statutory requirements, transparency obligations, and good governance practice. It also sets out how Dropbox and digital recordings will be used for both public access and councilor-only confidential access.

## 2. Scope

This policy applies to all records created, received, or maintained by Sunningdale Parish Council in the course of its business, including:

- Paper documents
- Electronic files
- Dropbox files (public and confidential)
- Audio recordings of meetings

## 3. Legal Framework

The Council will manage its records in compliance with the following legislation and regulations:

- **Local Government Act 1972** – requires minutes of proceedings to be kept indefinitely and made available for public inspection.
- **Freedom of Information Act 2000 (FOIA)** – provides public rights of access to information, subject to exemptions.
- **Transparency Code for Smaller Authorities (2015)** – requires publication of agendas, minutes, and supporting papers.
- **Data Protection Act 2018 & UK GDPR** – governs the storage, processing, and retention of personal data.
- **Accounts and Audit Regulations 2015** – requires accounting records to be retained for a minimum of 6 years.
- **Limitation Act 1980** – sets statutory time limits for legal claims.
- **Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012** – requires certain meeting papers to be accessible to the public.

## 4. General Principles

- Records will be retained for no longer than necessary, in line with statutory and best-practice retention periods.

- Signed minutes of council meetings will be kept permanently (Local Government Act 1972).
- Confidential and personal data will be securely stored and only accessed by those who need it (UK GDPR, Data Protection Act 2018).
- Financial and audit records will be kept in accordance with the Accounts and Audit Regulations 2015.
- The Council will ensure information is made available to the public in line with FOIA and the Transparency Code.

## 5. Dropbox Use

Sunningdale Parish Council use one Dropbox folder:

### 1. Councilor Dropbox

- It contains agendas, unapproved minutes, reports, and supporting papers for previous and subsequent meetings that are not confidential. Copies of these papers are saved to the website for Public to view.
- Access to confidential documents using Dropbox are only shared with the relevant committees.

## 6. Audio and Video Recordings

- **Audio Recordings:** Sunningdale Parish Council meetings may be recorded for minute-taking purposes only by the Clerk. Once the minutes of the meeting have been approved these recordings are deleted.
- Any recordings containing confidential or exempt items must not be published publicly.

## 7. Retention Schedule

Document Type	Where Stored	Retention Period	Notes / Legal Basis
Signed Minutes (hard copy)	Council archive	Permanent	Local Government Act 1972
Agendas & public meeting papers	Council archive / electronic	5 years	FOIA, Transparency Code 2015
Dropbox meeting papers (public/confidential)	Dropbox	6 months	Council Policy
Policies & procedures	Council archive	Current + 1 previous	Good practice

Councilor confidential papers (local copies)	Council archive	2 years unless ongoing	UK GDPR, Limitation Act 1980
Financial records (invoices, receipts, bank statements)	Council archive / electronic	7 years	Accounts and Audit Regulations 2015
Insurance policies & certificates	Council archive	Permanent	Good practice
Correspondence (routine)	Council archive / electronic	2 years	Good practice
Planning applications / decisions	Council archive / electronic	6 years	Limitation Act 1980
Audio recordings of meetings	Officer Mobile device	For minute taking purposes only	Transparency / FOIA

## 8. Review & Disposal

- The Clerk/RFO will review records annually and arrange for secure disposal (shredding for paper, permanent deletion for electronic files).
- Dropbox folders will be cleared **six months after each meeting** and will not be used as a permanent archive.
- Copies of all records that must be kept (as per the retention schedule) will be stored securely outside Dropbox.

## 9. Roles & Responsibilities

- **Clerk/RFO** – Responsible for implementing this policy, maintaining records, and reviewing retention schedules.
- **Councilors** – Responsible for respecting confidentiality and ensuring proper use of Dropbox.

## 10. Policy Review

This policy will be reviewed every three years, or sooner if required by law or changes in best practice.

**Signature:**

**The Clerk**

**Date:**

# PROPOSAL to Council 17 March 2026

## HOLY TRINITY CHURCH GROUNDS MAINTENANCE

### **FOR COUNCIL TO APPROVE THE CHANGE OF CONTRACTOR FOR HOLY TRINITY CHURCH GROUNDS MAINTENANCE**

#### Background

The grounds of Holy Trinity Church has been maintained by a 3<sup>rd</sup> party contractor for approx. 3 years using Contractor A. Contractor A costs £460 x 18 cuts = £8,640 per year.

#### The Resolution before the Council

This proposal is asking council to change contractor from Contractor A to Contractor B on a 12-month contract.

Contractor B's proposed charges are £285 x 18 cuts = £5,130 per year saving the council £3,510 per year.

In addition, hedge cutting has been quoted at a rate of £785 per cut, by Contractor B. This would be an alternative to the volunteering day which takes place in October each year.

# PROPOSAL to Council 17 March 2026

## DOG WASTE COLLECTION SUPPLIER

### FOR COUNCIL TO APPROVE THE CHANGE OF SUPPLIER FOR DOG WASTE COLLECTIONS

#### Background

The 11 dog waste bins around the village have been emptied by supplier A on a weekly basis for the last 5 + years. Supplier A costs per bin increases regularly and the charge is increasing again on 1<sup>st</sup> March from 7.94p per bin to £8.65p (+9%) = £4,948 per year.

#### The Resolution before the Council

This proposal is asking council to change supplier from Supplier A to Supplier B on a 12-month contract. Supplier B serve 48 other parish councils in or around Berkshire.

Supplier B's proposed charges are £3.80 per bin = £2,174 per year, saving the council £2,774 per year.

# PROPOSAL to Council 17 March 2026

## PARK YOGA

### FOR COUNCIL TO APPROVE FREE USE OF THE FIELD AND FUNDS FOR PARK YOGA AT BROOMHALL RECREATION GROUND AT A COST OF £2,000 FROM THE EVENTS BUDGET

#### Background

Following the resident survey in Spring 2024, feedback was received regarding the events and services the parish council provide around the village. Feedback included that the events and services the council provide could be viewed as favouring families and small children and was not always inclusive for all.

#### Park Yoga

Park Yoga is a national charity delivering FREE community yoga in nature, every Sunday morning from May to September to improve the health and wellbeing of participants.

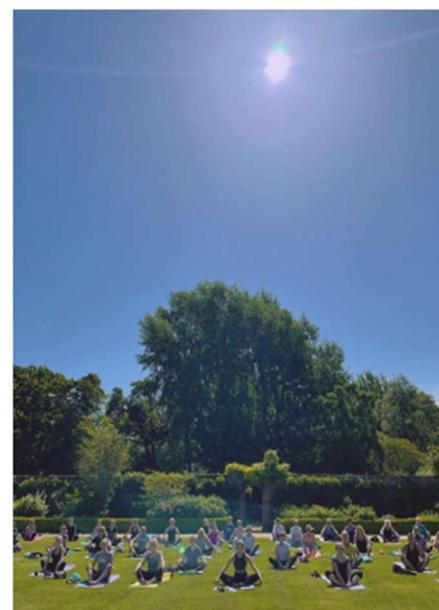
The beneficiaries extend to those living throughout the UK regardless of age, disability, gender or ethnicity.

Since starting in two parks in Dorset in 2017, Park Yoga has expanded to deliver at 55 venues in 17 counties in 2025 and hope to increase to around 75 venues in 2026.

The Park Yoga season runs for 20 weeks rain or shine on Sunday mornings from 9.30am - 10.30am. Donations for the charity are welcomed at the end of the sessions but not mandatory. If the session is cancelled due to extreme weather conditions the yoga instructor fee is waived however a £20 posting fee is charged.

The Park Yoga mission is to improve physical and mental wellbeing by introducing the transformative benefits of yoga in nature, fostering joy, connection and a deep sense of community.

For more information, please visit the Park Yoga website. <https://parkyoga.co/about-us/>



#### The Resolution before the Council

This proposal is asking council to approve free use of the field and a contribution of £2,000, which covers the Yoga Instructor (£75 per week) and venue onboarding fee (£500).

(The Park Yoga Charity will contribute £1,300 worth of administration support services and marketing).

## Recreation Ground & Café – Quick Survey (Open from Easter - May half term)

Thank you for your feedback. Your responses will help improve the park and café services.

### Park Usage

1. How often do you visit the recreation ground?

Daily  Weekly  Monthly  Rarely

2. How often do you visit the park in:

Summer:  Often  Sometimes  Rarely

Winter:  Often  Sometimes  Rarely

### Café Usage

3. Are you aware there is a café at the recreation ground?

Yes  No

4. How often do you use the café?

Every visit  Occasionally  Rarely  Never

5. If you rarely or never use the café, why? (Select all that apply)

Not open when I visit

Limited food/drink options

Prices

Prefer to bring my own

No indoor seating

Other: \_\_\_\_\_

### Café Offer

6. How would you rate the current café offering?

Very good  Good  Average  Poor

7. What would you like the café to offer more of? (Select all that apply)

- Hot food (toasties, paninis, breakfast items)
- Sandwiches / wraps
- Soup
- Cakes & pastries
- Healthy options
- Children's options
- Vegetarian / vegan options

#### 4. Seating & Facilities

9. Would new indoor seating make you more likely to visit the café?

- Yes  Maybe  No

10. How important is indoor seating during colder or wet weather?

- Very important  Important  Not important

11. What days & times would you visit the chalet if it had new indoor seating?

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12. If the café with new indoor seating ran groups and events, what type of groups would interested you? i.e. book club, knit n natter, toddler groups, cards etc

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#### 5. Final Question

13. What one change would most improve the café or your experience at the park?

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If you would like to receive monthly news from Sunningdale Parish Council please provide your email address \_\_\_\_\_

## Year End Process and Training costs

**Author:** Natalie Hayes, Clerk/RFO

### Objective

To establish a clear, efficient, and compliant year-end process for the Council and ensure the Clerk/RFO receives up-to-date training to support accurate financial reporting, audit readiness, and best-practice financial management.

### Background

Year-end is a statutory requirement and involves closing the accounts, preparing the Annual Governance and Accountability Return (AGAR), completing internal audit checks, and publishing documents that meet transparency regulations.

Recent changes in guidance and accounting systems mean an updated, formalised process will reduce risk and improve accuracy.

### Benefits of a formal year end process

**Compliance and reduced risk** – Ensure accurate AGAR submission and adherence to statutory deadlines.

**Audit readiness** – A standardised checklist streamlines the internal audit and reduces queries.

**Improved financial accuracy** – Clear reconciliations and workflows minimise errors.

**Continuity and resilience** – Documented procedures support the Clerk and provide continuity for councillors and any future staff.

**Stronger governance** – Builds confidence in financial management and supports decision-making.

### Budget Implications

Support	Costs	Notes
2 days in person training	£900 + VAT	LGRC (Working with previous Locum RFO of Sunningdale Parish Council)

### Recommendation

To approve the request for year-end support using the services of LGRC, who have worked with the Parish Council in a locum capacity and are aware of the processes and procedures.