



## Annual Meeting of the Parish Council Tuesday 12 May 2026 at 8:00 pm

This meeting will be held at  
The Pantry, Lynwood Care Centre, Rise Road, Sunninghill, SL5 0FG.

### Agenda

#### Summoned to Attend:

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

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

#### 1 / 26 Election of the Chair of the Council

To elect the Chair for the forthcoming year and the elected Chair to sign their Declaration of Acceptance of Office.

#### 2 / 26 Attendance and Apologies for absence

To receive and approve any apologies for absence.

#### 3 / 26 Declaration of interest for items on the agenda.

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.

#### 4 / 26 Election of the Vice-Chair of the Council

To elect the Vice-Chair of Council for the forthcoming year.

#### 5 / 26 Appointment of Committee Members

To receive nominations and appoint members to Council committees and focus areas in accordance with the approved structure.

#### 6 / 26 Appointment of Chairs of Standing Committees

To appoint a Chair to the following committees:

Finance Committee, Planning Committee, Human Resources Committee, Facilities and Services Committee and Cemetery Committee.

**7 / 26 Appointment to External Organisations**

To review the list of external organisations and appoint Councillors or officers as representatives.

**8 / 26 Adoption of Governing Council Documents**

To resolve to adopt the [governing documents](#) in the annual review being the statutory policies of Standing Orders, Code of Conduct and Financial Regulations.

**9 / 26 Council and Committee Meeting Schedule 2026 - 2027**

**DECISION:** To approve the schedule of Council and committee meetings for 2026-2027.

**10 / 26 Appointment of Internal Auditor 2026-27**

To confirm the appointment of the Council's internal auditor for the 2026-2027 financial year.

**11 / 26 Appointment of Councillor to Verify Bank Reconciliations**

To appoint a councillor to verify bank reconciliations prepared by the Responsible Financial Officer (RFO), in accordance with Financial Regulations (November 2024 2.6).

**12 / 26 Approval of the Minutes of Full Council held on 21 April 2026**

**DECISION:** To approve the minutes of the Full Council meeting held on the 21 April 2026.



Natalie Hayes, Clerk

7 May 2026

## Appendix

*This appendix relates to items on the agenda and is based upon the current schedule of delegation. The approval of the schedule of delegation will be an agenda item for the June meeting of Council.*

### 5 / 26 Appointment of Committees and focus areas as per approved structure

<b>Committee</b>	<b>Membership</b>
Finance Committee	Up to 6 councillors
Facilities & Services Committee	Up to 6 councillors
Human Resources (HR) Committee	Up to 5 councillors
Planning Committee	Up to 9 councillors
Cemetery Committee	Up to 6 councillors

### **Current Working Groups**

Membership to include interested councillors, a nominated officer and may also include members of the public.

<b>Working Group</b>	<b>Reporting to</b>
Business Plan and Engagement Strategy Working Group	Full Council
Recreation Ground Working Group	Full Council
Events Working Group	Full Council

### **Current Focus Areas**

Assigned to an individual (Lead member) who may be a member or an officer of the council

<b>Focus Area</b>	<b>Current members 2024/25</b>
Allotments	Cllr Newman
Village Hall Charity	Cllr Penney
NAG	Facilities Officer

## 6 / 26 Appointment of Chairs of Standing Committees

<b>Committee</b>	<b>Chair 2025/26</b>
Finance Committee	Cllr Pike
Planning Committee	Cllr Buxton
Human Resources Committee	Cllr Hilton
Facilities and Services Committee	Cllr Coxon

## 7 / 26 To review representatives to external organisations

To act as a point of contact for each organisation with the council

<b>External organisation</b>	<b>Representative</b>
Charters School	Cllr Evans
Holy Trinity School	Cllr Buxton

## Schedule of Full Council Meetings and Committees 2026-2027

	Full Council Meeting	Finance Committee	Planning Committee	Human Resources Committee	Facilities & Services Committee	Cemetery Committee
May-26	12-May*		05-May	19-May		
Jun-26	16-Jun	30-Jun	02-Jun			09-Jun
Jul-26			07-Jul	19-Jul	02-Jul	
Aug-26			04-Aug			
Sep-26	15-Sep	29-Sep	08-Sep	10-Sep		
Oct-26			06-Oct		01-Oct	
Nov-26	17-Nov	10-Nov**	03-Nov	12-Nov		
Dec-26		01-Dec	08-Dec		03-Dec	
Jan-27	19-Jan***		05-Jan	14-Jan		12-Jan
Feb-27	16-Feb	09-Feb	02-Feb		04-Feb	
Mar-27	16-Mar		02-Mar	04-Mar		
Apr-27		13-Apr	06-Apr		08-Apr	
May-27	18-May*		04-May			

\*Annual Meeting of the Council and Annual Parish Meeting

\*\*Budget setting meeting

\*\*\*Draft Budget presented



## Minutes Full Council Tuesday 21 April 2026 at 7:30 pm

held at  
The Pavillion, Broomhall Recreation Ground, SL5 0QS

### 124 / 25 Chair Welcome

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

### 125 / 25 Attendance and Apologies for absence

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

**APOLOGIES:** None received.

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

**PUBLIC:** ONE member of the public was present

### 126 / 25 Disclosure of pecuniary interests and other registerable interests

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

### 127 / 25 Approval of the minutes Full Council 17 March 2026.

**APPROVED:** The minutes of the Full Council meeting held on 17 March 2026.

### 128 / 25 Approval of the minutes HR Committee

**RECEIVED:** Minutes of the Extraordinary HR meeting of 4 December 2025 and the HR Committee meeting held on 15 January 2026.

A question was raised by Cllr Pike regarding BACS arrangements for payroll paperwork. Cllr Hilton advised that this would be brought to the next meeting of council, following further review by the HR Committee.

### 129 / 25 Approval of minutes Facilities and Services Committee

**RECEIVED:** Minutes of the Facilities and Services Committee held on 7 November 2025, 19 January 2026, 12 February 2026 and the 16 April 2026.

**130 / 25      Public adjournment**

No questions were received from any members of the public prior or during the adjournment.

**131 / 25      Replacement trampoline for the play park at Broomhall Recreation Ground**

**RESOLVED:** To approve the replacement of the trampoline at a cost of up to £11,500 + VAT, to be funded from the Playground EMR.

**TO NOTE:** Council requested that future reports include full specifications for repair or replacements. Council requested confirmation of guarantees and warranty arrangements for the new equipment.  
Members noted the importance of distinguishing between strategic decisions and operational matters.

**132 / 25      Events Calendar**

**RESOLVED:** To approve the continuation of the events held over the past three years:  
FREE bouncy fun days  
Outdoor Cinema Events  
Christmas Lights Switch On.

This approval was subject to budget constraints.

**TO NOTE:** Comments were made regarding officer time and the need for events catering to a wider range of age groups.  
The Events Working Group was identified as the appropriate forum for developing new event ideas.  
Members were encouraged to join the Events working Group.

During this item, a fire alarm sounded and all attendees evacuated the building. The Clerk confirmed this was a planned practice, successfully completed, and the meeting resumed thereafter.

**133 / 25      Business Plan 2026 - 2031**

**UNRESOLVED:** Consideration of the Business Plan was deferred to a future meeting due to an incorrect version of the document being circulated.

**TO NOTE:** Members provided initial feedback, including:  
The need for a more proportionate level of detail and clearer supporting data  
Consideration of whether existing EMRs remain appropriate  
Concerns that survey data may be dated  
A preference for collaborative discussion rather than individual written feedback

**TO ACTION:** The Clerk to arrange an informal meeting for all councillors to discuss the Business Plan collectively.

**134 / 25      Community Grant application for Berkshire Vision for £450 to support visually impaired people in the community.**

**APPROVED:** A community grant of £450 to Berkshire Vision, from the Community Grants budget.

**TO NOTE:** Members asked for reassurance that funding would support local residents and discussed whether conditions should be applied to future grants. The suggestion of a separate grant-review meeting with rotating councillor participation was noted.

**135 / 25      Review of Effectiveness of Internal Controls**

**RESOLVED:** To approve the Review of Effectiveness of Internal controls, subject to the following amendment:

Clarification be added regarding the absence of a training and development policy for officers. Cllr Coxon will share research with the Clerk to inform this.

**136 / 25      Scheme of Delegation**

Council reviewed the Scheme of Delegation.

**APPROVED:** To establish a Cemeteries Committee in place of the existing working group.

**TO NOTE:** Requests to streamline committee membership and review terms of reference  
Clarification that some working groups may be more appropriate as sub-committees  
Confirmation that the Tennis Working Group had completed its work  
Suggestions to review committee structures to reduce overlap  
To review the terms of reference in each committee and working group  
A proposal to add dedicated budget-focused meetings to the Finance Committee and Full Council timetable

The member of the public left the meeting following this item.

**137 / 25      Clerks Report**

The Clerk provided an oral update on officer workload pressures and committee priorities.  
The Clerk clarified procedures for raising finance queries and shared revised agenda templates for future meetings.

**138 / 25      Information Sharing**

**TO NOTE:** Cllr Buxton advised of a residents' meeting scheduled for 28 April at 7.30pm regarding a current planning application at Beverley Court.

Council agreed to extend the meeting by a further five minutes.

139 / 25 To resolve to exclude members of the public and press in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be transacted (Staffing arrangements)

**RESOLVED:** To exclude members of the public and press in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be transacted (staffing arrangements).

## Confidential – Part 2

Although discussed in confidential session, the following minute is not itself exempt from disclosure.

140 / 25 **Appointment of Internal Auditor 2026/27**

**RESOLVED:** To set a budget of £1,000 for the appointment of an Internal Auditor for 2026/27 and to delegate authority to the Clerk to select an auditor with whom they can work alongside.

**TO NOTE:** Formal appointment to be confirmed at the May Council meeting.

The meeting opened at 7:30pm and closed at 9:43pm

Signed as a true record of the meeting:

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

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