

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Sunningdale Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.sunningdale-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

AGAR 2026/27 Statements and Evidence

We acknowledge as members of Sunningdale Parish Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

		Yes	No	'Yes' means that this authority:	RFO's Comment
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			Prepared its accounting statements in accordance with the Accounts and Audit Regulations.	<p>The Accounts and Audit regulations can be accessed on the Parish Council's website. Copies of the Practitioners Guide were made available to all councillors on the OneDrive on 4 February 2026.</p> <p>Adoption of the budget by Full Council on 24 February 2026.</p> <p>The Internal audit report (Oct 2025) notes: <i>The Council upgraded to the Rialtas Omega accounting software to record transactions through its principal Current and Deposit bank accounts held with Handelsbanken in a combined cashbook last year: they are now, also, operating the software through the Cloud.</i></p> <p>Internal Audit report (May 2026) notes: <i>"We are pleased to advise that, based on the work undertaken this year, the Clerk and Council continue to maintain adequate and effective internal control arrangements."</i></p> <p><i>"We also note that a CCLA Public Sector Deposit Fund account has now been opened in the new financial year."</i></p> <p><i>"We are also pleased to note that bank reconciliations and bank statements continue to be subject to routine independent review and sign off by members."</i></p> <p>The Committee are provided with reports produced from Omega which shows income and expenditure compared against a budget. Copies of accounting records on which the Annual Return is based were provided to the Finance</p>

					Committee (saved to the OneDrive) at their meeting on 14 April 2026. The agenda and OneDrive location were circulated via email to full council.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	<p>The Internal audit report (Oct 2025) notes: <i>"We are pleased to advise that, based on the work undertaken to date, the Clerk and Council have continued to maintain adequate and effective internal control arrangements."</i></p> <p>The Internal audit report (May 2026) notes: <i>"We are pleased to advise that, based on the work undertaken this year, the Clerk and Council continue to maintain adequate and effective internal control arrangements. We have duly signed off the IA Certificate in the 2025-26 AGAR assigning positive assurances in each relevant area."</i></p> <p>The Internal auditor's letters in full are presented to Finance Committee and published on the Parish Council's website.</p> <p>The Review of Effectiveness of Internal control document was approved by Full Council 17 March 2026.</p> <p>The council's Financial Regulations are reviewed annually (Next review June 2026) and adopted to reflect internal controls in place. In practice, particular regard is made to ensure there is supporting documentation for transactions and segregation of employees involved in setting up orders, confirming receipt of goods or a service, setting up payments and their authorisation.</p> <p>An internal checker role to carry out internal checks of bank reconciliations was approved at Full Council in May 2025 and May 2026. Due to the confidential nature of some of the transactions on the bank statement a member of the HR Committee was appointed to this role. Checks were undertaken by Cllr Hilton from April 2025 to March 2026. To date no issues have been brought to the members' attention. For the new financial year each check will be reported to the Finance Committee.</p>

					The bank reconciliation for March was not completed before the April Finance Committee, it will be reported at the June council meeting.
3	We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances			Has only done what it has the legal power to do and has complied with Proper Practices in doing so.	<p>The internal audit report of Corporate Governance (May 2026) notes: <i>"The Financial Regulations should be reviewed and updated to record a consistent value for formal tender action, ideally in line with that recorded in the adopted Standing Orders."</i></p> <p><i>"The Council's website should be upgraded to provide a clear cross-reference to the Council's adopted policies and procedures, particularly in relation to the new Assertion 10."</i></p> <p>The council policy's location on the website is something that the Clerk had identified as an improvement and mentioned to the Internal auditor during his visit in May.</p> <p>Adoption of Code of Conduct (Full council May 2025) The Policy review is on the agenda for HR Committee in June 2026 and will be reviewed alongside the policy from RBWM.</p>
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations			During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts	<p>The notice of public rights to view the unaudited accounts were published on the website and on the councils' notice boards on the 26 June 2025. The electors rights period ran from Monday 30 June to Friday 8 August 2005.</p> <p>The notice of conclusion of audit was published on the website on 30 September 2025 and on the council's noticeboards.</p>
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required			Considered and documented the financial and other risks it faces and dealt with them properly.	<p>A working group was set up to review the risk register, and committees were asked to review relevant sections. Full council approved the risk register on 20 January 2026.</p> <p>Report from internal auditor (May 2026) notes: <i>"We noted last year that the Council's Risk Register was formally adopted by the Council at its meeting in February 2024. In examining the year's minutes, we have noted that the Register has been subjected to further review and amendment a couple of times during</i></p>

					<i>the current financial year. We have reviewed the content of the document and consider that it remains appropriate for the Council's present needs."</i>
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems			Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	<p>The current internal auditor was appointed at Full Council on 20 May 2025. The Internal auditor visited on 20 October 2025 and 18 May 2026.</p> <p>Interim audit reports were received and considered by the Finance Committee as part of the agenda for the committee meeting held on the 9 December 2025.</p> <p>The report of the Internal Audit visit of the 18 May 2026 will be presented at Full Council meeting on the 16 June. (There is no Finance Committee meeting until July)</p>
7	We took appropriate action on all matters raised in reports from internal and external audit			Responded to matters brought to its attention by internal and external audit	<p>At the Finance Committee meeting on the 9 December 2025 the Internal auditor's report was received and considered. Items raised by the internal audit: <i>"Appropriate arrangements should be put in place to ensure positive action is taken to pursue recovery of all long-standing debts and appropriate clearance of unmatched receipts recorded in the Omega Sales Ledger "Unpaid invoices by date" report."</i></p> <p>A procedure has been put into place to chase outstanding debts, to follow up where required, and highlight long-standing debt to the Finance Committee.</p> <p>At the Full Council meeting held on the 20 January 2026, the External Auditors certificate and opinion regarding the completion of the annual return for the year ended 31 March 2025 was received and it was noted that the External Auditor raised the following matter for attention: <i>"Section 1, Assertion 5 has been incorrectly completed. Information received from the smaller authority highlights that risk management arrangements were not reviewed and approved by the authority as a whole during the year. As a result, this assertion should have been answered 'No'. The smaller authority has carried out a review post year end."</i></p> <p>The internal auditor report from May 2026 notes:</p>

						<p><i>"In examining the year's minutes, we have noted that the Register has been subjected to further review and amendment a couple of times during the current financial year. We have reviewed the content of the document and consider that it remains appropriate for the Council's present needs".</i></p> <p>The Internal auditor's report (May 2026) will be shared alongside this document to all councillors and included on the June Council Agenda. Items were raised under the following topics by the internal audit are:</p> <ul style="list-style-type: none"> • Review of Corporate Governance • Assessment and Management of Risk • Review of Income • Fixed Assets <p>These will be discussed at the June council meeting with appropriate procedures/actions agreed.</p>
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.		<p>The budget was reviewed at the January Full Council meeting alongside the budget assumptions document.</p> <p>Council noted requirement for regular updates on budgets, actuals and spend to improve communication and transparency.</p> <p>The budget was approved at an extraordinary meeting of Council on the 24 February 2026.</p> <p>The budget setting process considered and budgeted for adequate but not excessive reserves.</p> <p>As part of the year end process regular expenditure was reviewed to ensure all expected invoices had been received and recorded within the accounts for 2025-26.</p> <p>Invoices for work carried out (or orders reasonably expected to be received) but not invoiced before year end have been accrued for in the accounts.</p> <p>Outstanding moneys due to the Parish council have been chased and reminders sent to those customers with funds owing.</p>
9	(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the	Yes	No	N/A		N/A

	fund(s)/assets, including financial reporting and, if required, independent examination or audit				
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			Has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.	Internal Audit report (May 2026) notes: <i>"We have reviewed the Council's approach to ensuring compliance with the new, for 2025-26 Assertion 10 in the AGAR Governance Statement and are pleased to note the positive action taken and ongoing to meet the requirements with a raft of appropriate policies and procedures prepared and adopted by the Council. Consequently, we consider that the Council can give a positive assurance in this respect as will we in the IA Certificate at Box "O".</i> See detail below under appropriate headings.
	Email Management 1.47 Email management — Every authority must have a generic email account hosted on an authority owned domain, for example <i>clerk@abcparishcouncil.gov.uk</i> or <i>clerk@abcparishcouncil.org.uk</i> rather than <i>abcparishclerk@gmail.com</i> or <i>abcparishclerk@outlook.com</i> .			Sunningdale Parish Council operates via emails hosted on an authority owned domain	All officers and councillors have Parish council assigned email accounts. Both are hosted on a domain owned by Sunningdale Parish Council. Staff and councillors have Multi-Factor Authentication (MFA) activated on the user accounts.
	Website accessibility 1.48 — All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used. 1.49 — All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).			Sunningdale Parish Council website meets accessibility guidelines	The website has an accessibility score of 9.5/10 (Wave platform) and score of 99 on Google. Users of the website are also offered a plugin to view the website in an alternative format. They are also provided with an email address to contact. The accessibility statement can be found here: https://sunningdale-pc.org.uk/wcag-2-1-aa-website-accessibility-statement/
	Freedom of Information and Transparency 1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency Code for Smaller Authorities (where applicable).			Publishes data on the website as required in the transparency code	The Parish Council has a Publications Scheme on the website that outlines the freedom to information and who to contact to make a request. https://sunningdale-pc.org.uk/the-parish-council/council-governing-documents/ Following a review by the Clerk, a list of improvements has been identified, which would include making these documents easier to find on the website. The internal audit report (May 2026) notes:

					<p><i>"The Council's website should be upgraded to provide a clear cross-reference to the Council's adopted policies and procedures, particularly in relation to the new Assertion 10."</i></p> <p>SPC website contains all information required under the transparency code: https://sunningdale-pc.org.uk/transparency-code-2015/</p>
	<p>Data Protection and GDPR</p> <p>1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.</p> <p>1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.</p> <p>1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.</p>				<ul style="list-style-type: none"> • Data mapping exercise completed by Clerk/RFO, Deputy Clerk, Admin officer • Sunningdale Parish Council has a privacy notice on its website. It is mixed in with the cookie notice and would be best if it was separate pages with clearer headings. This has been added to a list of improvements to be made. • Training for GDPR and Cyber Security Training were undertaken by all councillors and officers in March 2026.
	<p>IT Policy</p> <p>1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.</p>			<p>Has an IT policy in place that has been adopted and circulated to officers and councillors</p>	<p>An IT Policy and BYOD policy was adopted at Full Council on 17th March (Minute ref: 113/25)</p> <p>An electronic copy of the adopted policy was circulated to officers and councillors and published on the website in March 2026.</p>

Section 2 – Accounting Statements 2025/26 for

Sunningdale Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	1,914,570	2,084,125	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	234,042	260,811	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	499,203	693,020	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	145,503	181,029	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	418,187	216,245	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	2,084,125	2,640,682	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	2,210,719	2,654,277	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,201,078	1,256,485	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Working details for ANNUAL RETURN - Year ended 31 March 2026

	<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
1	145,654	129,094			310		General Reserve
1	4,009	61,412			321		EMR Tennis
1	3,739	10,203			323		EMR Village Hall
1	1,724	1,724			324		S106 - Open Space
1	14,189	14,189			325		S106 - Public Art
1	138	138			326		S106 - Community Facilities
1	3,200	4,000			328		EMR In Bloom
1	58,722	76,722			329		EMR Cemetery
1	450	7,950			330		EMR Van
1	76,262	72,262			331		EMR Property Maintenance
1	21	21			332		S106 - Allotments
1	1,547,921	1,590,413			333		CIL Reserve
1	58,502	115,956			334		EMR Playground
1	40	40			338		EMR Training
1	Balances brought forward	1,914,569	2,084,124				Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	234,042	260,811	26,769	11.44	1176	101	Precept
2	(+) Precept or Rates and Levies	234,042	260,811	26,769	11.44		Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	1,588	2,389	801	50.44	1010	204	Rent Received
3	0	180	180		1011	202	Rent Received Field
3	770	45	-725	-94.16	1012	205	Electricity income
3	3,229	3,227	-2	-0.06	1012	207	Electricity income
3	2,200	2,694	494	22.45	1013	207	Rent Received Chalet
3	15,300	15,300	0	0.00	1014	207	Rent Received Flat
3	722	30	-692	-95.84	1016	207	Waste Income
3	1,850	1,915	65	3.51	1017	207	Trading pitch (car park)
3	521	0	-521	-100.00	1020	202	Letting Income
3	10,686	4,189	-6,497	-60.80	1020	207	Letting Income
3	11,929	11,314	-615	-5.16	1021	205	Tennis Court Season Ticket
3	4,880	5,305	425	8.71	1022	205	Tennis Court P&P
3	18,605	15,439	-3,166	-17.02	1023	205	Tennis Court Coaching
3	62	117	55	88.71	1024	205	Tennis Box League
3	26,065	26,554	489	1.88	1031	203	Cemetery Income
3	4,120	3,620	-500	-12.14	1032	203	Headstones
3	21,175	22,630	1,455	6.87	1033	203	Grant of Rights
3	4,565	4,666	101	2.21	1040	303	Sponsorship Income
3	50	764	714	1428.00	1040	304	Sponsorship Income
3	8	1,676	1,668	20850.00	1099	101	Sundry Income
3	0	2,165	2,165		1099	205	Sundry Income
3	0	392	392		1099	207	Sundry Income
3	105	210	105	100.00	1099	304	Sundry Income
3	312,170	516,093	203,923	65.32	1174	901	CIL Grant

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Working details for ANNUAL RETURN - Year ended 31 March 2026

	<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
3	58,606	48,132	-10,474	-17.87	1190	101	Interest Received
3	0	3,975	3,975		1195	101	Insurance Payout
3	499,203	693,020	193,817	38.83	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.		
4	145,503	181,029	35,526	24.42	4001	101	Salaries and Wages
4	145,503	181,029	35,526	24.42	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.		
5	0	0	0		Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).		
6	90	0	-90	-100.00	4003	202	Casual Labour
6	90	690	600	666.67	4003	206	Casual Labour
6	420	0	-420	-100.00	4003	207	Casual Labour
6	0	677	677		4003	305	Casual Labour
6	58,178	11,455	-46,723	-80.31	4006	101	Agency Staff
6	369	3,796	3,427	928.73	4007	202	Health & Safety
6	64	285	221	345.31	4007	207	Health & Safety
6	6,380	2,339	-4,041	-63.34	4008	101	Training
6	0	220	220		4008	102	Training
6	114	131	17	14.91	4009	101	Travel
6	3	0	-3	-100.00	4009	204	Travel
6	152	223	71	46.71	4010	101	Misc Staff Costs
6	1,393	995	-398	-28.57	4012	202	Water Rates
6	-29	104	133		4012	203	Water Rates
6	311	559	248	79.74	4012	204	Water Rates
6	0	494	494		4012	207	Water Rates
6	0	2,107	2,107		4014	202	Electricity & Gas
6	1,073	418	-655	-61.04	4014	205	Electricity & Gas
6	5,358	4,250	-1,108	-20.68	4014	207	Electricity & Gas
6	386	0	-386	-100.00	4015	202	Waste Services
6	0	7	7		4015	203	Waste Services
6	0	7	7		4015	204	Waste Services
6	1,748	1,378	-370	-21.17	4015	207	Waste Services
6	398	1,050	652	163.82	4016	206	Cleaning Costs
6	1,249	1,305	56	4.48	4017	206	Cleaning Supplies
6	39	34	-5	-12.82	4017	207	Cleaning Supplies
6	317	101	-216	-68.14	4020	101	Miscellaneous Expenses
6	0	238	238		4020	102	Miscellaneous Expenses
6	178	9,507	9,329	5241.01	4020	204	Miscellaneous Expenses
6	0	1,550	1,550		4020	205	Miscellaneous Expenses
6	58	0	-58	-100.00	4020	207	Miscellaneous Expenses

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Working details for ANNUAL RETURN - Year ended 31 March 2026

	<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	356	0	-356	-100.00	4020	901	Miscellaneous Expenses
6	4,788	5,358	570	11.90	4021	101	Telephone VOIP and Broadband
6	0	8	8		4021	203	Telephone VOIP and Broadband
6	100	0	-100	-100.00	4022	101	Postage
6	75	0	-75	-100.00	4022	102	Postage
6	6	0	-6	-100.00	4022	203	Postage
6	85	0	-85	-100.00	4022	205	Postage
6	1,289	856	-433	-33.59	4023	101	Printing, Stationery & Ref Bks
6	1,279	0	-1,279	-100.00	4023	102	Printing, Stationery & Ref Bks
6	590	0	-590	-100.00	4023	205	Printing, Stationery & Ref Bks
6	6,110	8,247	2,137	34.98	4024	101	IT Costs & Support
6	2,818	878	-1,940	-68.84	4024	102	IT Costs & Support
6	2,368	2,517	149	6.29	4025	101	Insurance
6	480	0	-480	-100.00	4025	202	Insurance
6	2,828	1,915	-913	-32.28	4026	101	Subscriptions
6	210	216	6	2.86	4026	205	Subscriptions
6	422	0	-422	-100.00	4030	101	Recruitment Advertising
6	0	53	53		4031	102	Advertising
6	0	175	175		4031	304	Advertising
6	1,674	1,462	-212	-12.66	4033	102	Parish Newsletter
6	636	0	-636	-100.00	4034	102	Parish Website
6	7,700	7,031	-669	-8.69	4037	203	Grave Services
6	0	3,720	3,720		4038	202	Tree maintenance
6	0	1,015	1,015		4038	204	Tree maintenance
6	10,888	11,072	184	1.69	4039	303	In Bloom Expenses
6	4,288	4,536	248	5.78	4040	202	Dog Bin Emptying
6	6	0	-6	-100.00	4041	202	Property Maintenance
6	0	157	157		4041	205	Property Maintenance
6	40	0	-40	-100.00	4041	206	Property Maintenance
6	2,554	23,772	21,218	830.78	4041	207	Property Maintenance
6	90	20	-70	-77.78	4041	208	Property Maintenance
6	1,036	0	-1,036	-100.00	4041	301	Property Maintenance
6	0	516	516		4042	101	Grounds Maintenance
6	580	1,793	1,213	209.14	4042	202	Grounds Maintenance
6	1,073	2,640	1,567	146.04	4042	203	Grounds Maintenance
6	386	478	92	23.83	4042	204	Grounds Maintenance
6	0	321	321		4042	207	Grounds Maintenance
6	5,645	4,504	-1,141	-20.21	4042	208	Grounds Maintenance
6	2,005	0	-2,005	-100.00	4042	309	Grounds Maintenance
6	110	0	-110	-100.00	4043	102	Equipment Maintenance
6	4,318	7,176	2,858	66.19	4043	202	Equipment Maintenance
6	216	0	-216	-100.00	4043	204	Equipment Maintenance
6	2,596	3,097	501	19.30	4043	205	Equipment Maintenance

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2026

	<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	744	0	-744	-100.00	4043	206	Equipment Maintenance
6	470	504	34	7.23	4043	207	Equipment Maintenance
6	11	579	568	5163.64	4043	208	Equipment Maintenance
6	248	0	-248	-100.00	4044	202	Equipment Hire
6	219	7	-212	-96.80	4045	101	Equipment & Small Tools
6	670	266	-404	-60.30	4045	202	Equipment & Small Tools
6	90	3,944	3,854	4282.22	4045	205	Equipment & Small Tools
6	342	1,048	706	206.43	4045	207	Equipment & Small Tools
6	45	0	-45	-100.00	4045	304	Equipment & Small Tools
6	19	0	-19	-100.00	4046	202	Vehicle Repairs/Mtce
6	411	0	-411	-100.00	4046	207	Vehicle Repairs/Mtce
6	176	362	186	105.68	4047	202	Vehicle Tax/Insurance
6	176	459	283	160.80	4047	207	Vehicle Tax/Insurance
6	330	373	43	13.03	4048	202	Vehicle Fuel & Oil
6	72	0	-72	-100.00	4048	207	Vehicle Fuel & Oil
6	310	275	-35	-11.29	4049	202	Other Fuel & Oil
6	402	338	-64	-15.92	4050	101	Bank Charges
6	1,365	1,365	0	0.00	4061	101	Audit Fees (External)
6	763	905	142	18.61	4062	101	Audit Fees (Internal)
6	3,724	3,540	-184	-4.94	4063	101	Accountancy Support
6	5,662	2,121	-3,541	-62.54	4064	101	Legal and Professional Fees
6	0	364	364		4064	205	Legal and Professional Fees
6	415	0	-415	-100.00	4065	101	Other Professional Fees
6	975	0	-975	-100.00	4065	301	Other Professional Fees
6	11,500	11,500	0	0.00	4070	302	Service Charge RBWM Library
6	7,733	0	-7,733	-100.00	4071	308	Service Charge CA Outreach
6	0	66	66		4201	102	Chairmans Activities
6	122	350	228	186.89	4202	102	Annual Parish Meeting
6	9,827	0	-9,827	-100.00	4211	102	Election Expenses
6	254	0	-254	-100.00	4221	208	Village Clocks
6	100	192	92	92.00	4231	102	Community Action
6	10,135	6,730	-3,405	-33.60	4301	304	Christmas Event
6	0	2,280	2,280		4301	305	Christmas Event
6	150	0	-150	-100.00	4302	204	Other Events
6	3,183	3,921	738	23.19	4302	305	Other Events
6	3,500	0	-3,500	-100.00	4701	101	Grants
6	200	0	-200	-100.00	4701	102	Grants
6	4,158	0	-4,158	-100.00	4701	901	Grants
6	50,344	0	-50,344	-100.00	4903	901	LCWIP Project
6	124,762	37,173	-87,589	-70.20	4904	901	Capital Works Recreation G
6	250	0	-250	-100.00	4905	901	CP
6	500	0	-500	-100.00	4908	901	Revenue Projects
6	19,336	0	-19,336	-100.00	4911	901	Woodland Walk Project

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2026

	<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	6,513	90	-6,423	-98.62	4918	901	Childrens Book Exchange
6	0	40	40		4919	902	Traders
6	418,188	216,245	-201,943	-48.29			Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	2,084,124	2,640,681					Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	2,210,719	2,654,277			200		Handelsbanken Current/Reserve
8	2,210,719	2,654,277					The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	0	0	0				The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	0	0	0				The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Explanation of variances – pro forma

Name of smaller authority:

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	1,914,570	2,084,125					Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	234,042	260,811	26,769	11.44%	NO		
3 Total Other Receipts	499,203	693,020	193,817	38.83%	YES		The variance encompasses a number of movements up and down a range of expenditure codes, the headline item creating the difference is from CIL grants, where receipts increased by £203,923.
4 Staff Costs	145,503	181,029	35,526	24.42%	YES		From November 2024 the parish council employed a full time clerk and a part-time Locum Clerk until September 2025. The costs of the Locum Clerk from April '25 - Sept'25 were £15,205.02. There was also a full time clerk in postition for the full financial year.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	418,187	216,245	-201,942	48.29%	YES		This variance encompasses a number of movements up and down across a range of expenditure codes (see sheet 1). The headlines creating the reduction in expenditure were as follows: CAEB outreach services were stopped at a cost of £7,733. No election expenses, reduction of £9,827. No community grants awarded (£3,500 in 2024/25) No cycling walking projects (£50,344 in 2024/25) Capital works of £37,173 for outdoor fitnesss, compared to expenditure of £124,762 in 2024/25 for playground works and tennis courts. Woodland walk project cancelled so no further costs.
7 Balances Carried Forward	2,084,125	2,640,682				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	2,210,719	2,654,277				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	1,201,078	1,256,485	55,407	4.61%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Box	2024/25	2025/26	Variance £	Variance %	Description
6	90	0	-90	-100	4003 202 Casual Labour
6	90	690	600	666.67	4003 206 Casual Labour
6	420	0	-420	-100	4003 207 Casual Labour
6	0	677	677		4003 305 Casual Labour
6	58178	11455	-46723	-80.31	4006 101 Agency Staff
6	369	3796	3427	928.73	4007 202 Health & Safety
6	64	285	221	345.31	4007 207 Health & Safety
6	6380	2339	-4041	-63.34	4008 101 Training
6	0	220	220		4008 102 Training
6	114	131	17	14.91	4009 101 Travel
6	3	0	-3	-100	4009 204 Travel
6	152	223	71	46.71	4010 101 Misc Staff Costs
6	1393	995	-398	-28.57	4012 202 Water Rates
6	-29	104	133		4012 203 Water Rates
6	311	559	248	79.74	4012 204 Water Rates
6	0	494	494		4012 207 Water Rates
6	0	2107	2107		4014 202 Electricity & Gas
6	1073	418	-655	-61.04	4014 205 Electricity & Gas
6	5358	4250	-1108	-20.68	4014 207 Electricity & Gas
6	386	0	-386	-100	4015 202 Waste Services
6	0	7	7		4015 203 Waste Services
6	0	7	7		4015 204 Waste Services
6	1748	1378	-370	-21.17	4015 207 Waste Services
6	398	1050	652	163.82	4016 206 Cleaning Costs
6	1249	1305	56	4.48	4017 205 Cleaning Supplies
6	39	34	-5	-12.82	4017 207 Cleaning Supplies
6	317	101	-216	-68.14	4020 101 Miscellaneous Expenses
6	0	238	238		4020 102 Miscellaneous Expenses
6	178	9507	9329	5241.01	4020 204 Miscellaneous Expenses
6	0	1550	1550		4020 205 Miscellaneous Expenses
6	58	0	-58	-100	4020 207 Miscellaneous Expenses
6	356	0	-356	-100	4020 901 Miscellaneous Expenses
6	4788	5358	570	11.9	4021 101 Telephone VOIP and Broadband
6	0	8	8		4021 203 Telephone VOIP and Broadband
6	100	0	-100	-100	4022 101 Postage
6	75	0	-75	-100	4022 102 Postage
6	6	0	-6	-100	4022 203 Postage
6	85	0	-85	-100	4022 205 Postage
6	1289	856	-433	-33.59	4023 101 Printing, Stationery & Ref Bks
6	1279	0	-1279	-100	4023 102 Printing, Stationery & Ref Bks
6	590	0	-590	-100	4023 205 Printing, Stationery & Ref Bks
6	6110	8247	2137	34.98	4024 101 IT Costs & Support
6	2818	878	-1940	-68.84	4024 102 IT Costs & Support
6	2368	2517	149	6.29	4025 101 Insurance
6	480	0	-480	-100	4025 202 Insurance
6	2828	1915	-913	-32.28	4026 101 Subscriptions
6	210	216	6	2.86	4026 205 Subscriptions
6	422	0	-422	-100	4030 101 Recruitment Advertising
6	0	53	53		4031 102 Advertising
6	0	175	175		4031 304 Advertising
6	1674	1462	-212	-12.66	4033 102 Parish Newsletter
6	636	0	-636	-100	4034 102 Parish Website
6	7700	7031	-669	-8.69	4037 203 Grave Services
6	0	3720	3720		4038 202 Tree maintenance
6	0	1015	1015		4038 204 Tree maintenance
6	10888	11072	184	1.69	4039 303 In Bloom Expenses
6	4288	4536	248	5.78	4040 202 Dog Bin Emptying
6	6	0	-6	-100	4041 202 Property Maintenance
6	0	157	157		4041 205 Property Maintenance
6	40	0	-40	-100	4041 206 Property Maintenance
6	2554	23772	21218	830.78	4041 207 Property Maintenance
6	90	20	-70	-77.78	4041 208 Property Maintenance
6	1036	0	-1036	-100	4041 301 Property Maintenance
6	0	516	516		4042 101 Grounds Maintenance
6	580	1793	1213	209.14	4042 202 Grounds Maintenance
6	1073	2640	1567	146.04	4042 203 Grounds Maintenance
6	386	478	92	23.83	4042 204 Grounds Maintenance
6	0	321	321		4042 205 Grounds Maintenance
6	5645	4504	-1141	-20.21	4042 208 Grounds Maintenance
6	2005	0	-2005	-100	4042 309 Grounds Maintenance
6	110	0	-110	-100	4043 102 Equipment Maintenance
6	4318	7176	2858	66.19	4043 202 Equipment Maintenance
6	216	0	-216	-100	4043 204 Equipment Maintenance
6	2596	3097	501	19.3	4043 205 Equipment Maintenance
6	744	0	-744	-100	4043 206 Equipment Maintenance
6	470	504	34	7.23	4043 207 Equipment Maintenance
6	11	579	568	5163.64	4043 208 Equipment Maintenance
6	248	0	-248	-100	4044 202 Equipment Hire
6	219	7	-212	-96.8	4045 101 Equipment & Small Tools
6	670	266	-404	-60.3	4045 202 Equipment & Small Tools
6	90	3944	3854	4282.22	4045 205 Equipment & Small Tools
6	342	1048	706	206.43	4045 207 Equipment & Small Tools
6	45	0	-45	-100	4045 304 Equipment & Small Tools
6	19	0	-19	-100	4046 202 Vehicle Repairs/Mtce
6	411	0	-411	-100	4046 207 Vehicle Repairs/Mtce
6	176	362	186	105.68	4047 202 Vehicle Tax/Insurance
6	176	459	283	160.8	4047 207 Vehicle Tax/Insurance
6	330	373	43	13.03	4048 202 Vehicle Fuel & Oil
6	72	0	-72	-100	4048 207 Vehicle Fuel & Oil
6	310	275	-35	-11.29	4049 202 Other Fuel & Oil
6	402	338	-64	-15.92	4050 101 Bank Charges
6	1365	1365	0	0	4061 101 Audit Fees (External)
6	763	905	142	18.61	4062 101 Audit Fees (Internal)
6	3724	3540	-184	-4.94	4063 101 Accountancy Support
6	5662	2121	-3541	-62.54	4064 101 Legal and Professional Fees
6	0	364	364		4064 205 Legal and Professional Fees
6	415	0	-415	-100	4065 101 Other Professional Fees
6	975	0	-975	-100	4065 301 Other Professional Fees
6	11500	11500	0	0	4070 302 Service Charge RBWM Library
6	7733	0	-7733	-100	4071 308 Service Charge CA Outreach
6	0	66	66		4201 102 Chairmans Activities
6	122	350	228	186.89	4202 102 Annual Parish Meeting
6	9827	0	-9827	-100	4211 102 Election Expenses
6	254	0	-254	-100	4221 203 Village Clocks
6	100	192	92	92	4231 102 Community Action
6	10135	6730	-3405	-33.6	4301 304 Christmas Event
6	0	2280	2280		4301 305 Christmas Event
6	150	0	-150	-100	4302 204 Other Events
6	3183	3921	738	23.19	4302 305 Other Events
6	3500	0	-3500	-100	4701 101 Grants
6	200	0	-200	-100	4701 102 Grants
6	4158	0	-4158	-100	4701 901 Grants
6	50244	0	-50244	-100	4903 901 LCWIP Project
6	124762	37173	-87589	-70.2	4904 901 Capital Works Recreation G
6	250	0	-250	-100	4905 901 CP
6	500	0	-500	-100	4908 901 Revenue Projects
6	19336	0	-19336	-100	4911 901 Woodland Walk Project
6	6513	90	-6423	-98.62	4918 901 Childrens Book Exchange
6	0	40	40		4919 902 Traders
6 (-) All other payments	418188	216245	-201943	-48.29	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **Sunningdale Parish Council**

County Area (local councils and parish meetings only): **Berkshire**


On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **Monday 22nd June 2026**

and ending on **Friday 31st July 2026**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2026 (i.e. Wednesday 1 July – Tuesday 14 July). The period should not commence before the approval of the AGAR.)

We have suggested the following dates: Wednesday 3 June – Tuesday 14 July 2026 The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026.)

Signed: 

Role: Clerk and RFO



SUNNINGDALE PARISH COUNCIL

SUNNINGDALE PARISH COUNCIL

SCHEME OF DELEGATION

Version 1.0 April 2025

Amended (draft) 1.1 May 2026

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1. DISCHARGE OF THE SCHEME

1.1 This Scheme of Delegation forms part of the Council's governance documents along with Standing Orders, Financial Regulations and the Code of Conduct. The Scheme will be reviewed every year at the Annual Meeting of Council and if there are significant staffing changes.

1.2 Those with delegated responsibility are referred to by job title e.g. Clerk.

1.3 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.

1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. PRINCIPLES OF DELEGATION

2.1 Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee, or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise Powers that have been delegated.

2.2 Any delegation to a Committee or the Clerk shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.

2.3 In an emergency the Clerk is empowered to carry out any function of the Council.

2.4 Where the Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chairman of the Council and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3. AUTHORITY TO ACT

3.1 It will be appropriate for the Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

3.2 The Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

4. CONFLICTS OF INTEREST

4.1 Under the Local Government Act 1972, section 117 the Clerk must make a formal declaration about council contracts where they have a financial interest.

4.2 Where the Clerk has a conflict of interest in any matter, the Officer shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5 COUNCIL RESERVED POWERS

5.1 The following matters are only to be resolved by the Full Council:

- Appointment of the Proper Officer/Responsible Financial Officer and any other council officers following a recommendation from the HR Committee.
- To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies.
- To approve and adopt the Budget.
- To set the Precept.
- To agree and/or amend the terms of reference for committees.
- To adopt the schedule of meetings for the ensuing year.
- To determine matters involving expenditure for which budget provision is not made or is exceeded.
- To address recommendations from internal or external auditors.
- To make byelaws.
- To borrow money.
- To annually approve the annual governance statement and the accounting statements.
- To declare eligibility for the General Power of Competence.

Furthermore

- Unless specifically delegated then a matter remains with Full Council. This includes but is not limited to:
 - Approval of the Council's Business Plan and any amendments to it.
 - Approval of CIL Projects.
 - Approval of Regulation 14 and Regulation 16 drafts of the Neighbourhood Plan and any amendments to the extant plan.
- No work should be initiated on projects outside of the delegated powers of committees.

6 DELEGATIONS TO COMMITTEES- SAFEGUARDS

6.1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a committee or Officer.

7 DELEGATIONS TO STANDING COMMITTEES

7.1 Finance Committee

Purpose: To oversee the annual budget process and to liaise and advise other Committees with the setting of their budgets and to be responsible for proposing short-term and long-term objectives for the Council for Full Council to approve.

Membership: Up to five Parish Councillors
Quorum: Three Parish Councillors
Meetings: A minimum of four times per civic year
Officer Support: The Clerk or other officer as appropriate.

Terms of Reference:

The Finance Committee will be responsible for the following:

- 1) Ensuring that financial procedures are being carried out in accordance with Financial Regulations;
- 2) Appointing a member (not a bank signatory) to verify bank reconciliations in accordance with Financial Regulation 2.6;
- 3) Working with, supporting, and co-operating with officers in their duties to comply with financial processes and to prepare any financial documentation on behalf of Full Council;
- 4) Ensuring that the Council's agreed spending objectives are met and regularly monitored against the Council's Budget and reserves position. Material variances should be reported to Full Council;
- 5) Considering loan and grant (including CIL) applications and making recommendations to Full Council;
- 6) Authorising small grants up to and equal to £500;
- 7) Reviewing and amending the Risk Register (quarterly) to identify, assess and evaluate risks including financial and H&S. Alerting Full Council to material changes and take appropriate action when necessary;
- 8) Producing, amending and annual review of Finance Committee Terms of Reference, Financial Regulations, and all finance related council policies each April in preparation for approval by Full Council in May. Currently:
 - Scheme of Delegation.
 - CIL and Grants Policy.
 - Financial Reserves Policy.
 - Investment Policy.
- 9) Considering any financial risks on behalf of the Full Council and recommending actions arising from any risks identified;
- 10) Preparing an annual budget in order to meet the council's objectives for recommendation to Full Council;
- 11) Recommending a precept to Full Council;
- 12) Ensuring the reserves are managed;
- 13) Overseeing all legal matters pertaining to leases, mortgages, insurance claims, easements, tenancies, contracts, loans, damage to property, vehicle insurance, debt recovery, and any other similar constructs and make recommendations to Full Council;
- 14) Verifying that the Council is adequately insured and reviewing insurance annually;
- 15) Setting the Chairman's allowance and Councillors' expenses and recommending to Full Council accordingly;
- 16) Seeking grant aid and appropriate financial support including S106 and CIL to meet the responsibilities of the Full Council. And recommending any CIL expenditure in accordance with the guidelines;
- 17) Making recommendation to Full Council on banking matters, short- and long-term investments, borrowings and Loan Sanction Applications for capital projects;
- 18) Verifying, as and when appropriate, that all loans and grants have been used by claimants for the purpose as described in the applications. If, in the opinion of the Committee, the funds have not been used appropriately a recommendation will be made to Full Council that the monies are recalled.
- 19) Making recommendations to Full Council on appropriate financial training needs for Council members and staff;
- 20) Producing an annual financial report for the Annual Parish Meeting, and ensure the completion of the Annual Governance and Accountability Return covering Year End until 31 March each year; and
- 21) Reviewing and considering any Internal and External auditors' reports and arranging for implementation of any recommendations.
- 22) Receiving schedules of payments and authorising payments in accordance with the requirement of Financial Regulation 6.

23) A clear agreement of priorities for the council year.

7.2 Facilities & Services Committee

Purpose: To oversee the provision, maintenance and enhancement of all the Councils services and facilities including the recreation ground, play area, tennis courts, allotments to ensure they are functional, attractive, well maintained and meet ROSPA safety requirements.

Membership: Up to five Parish Councillors
Quorum: Three Parish Councillors
Meetings: A minimum of four times per civic year
Officer Support: The Clerk or other officer as appropriate

Terms of reference:

The Facilities and Services Committee will be responsible for the following:

- 1) Considering and determining any new contracts and any renewals of contracts under the jurisdiction of this committee.
- 2)) Reviewing and revising budgets for all Facilities and Services income and expenditure for the following year and submitting to full council, via the Finance Committee in line with the budget programme.
- 3) Setting the level of charges for facilities in respect of all the services of the Committee.
- 4) Reviewing, annually, the Council's inventory of land and assets including buildings.
- 5) Monitoring all matters relating to leases and byelaws in connection with the facilities under the control of the Committee.
- 6) Managing the Council's woodland to enhance nature, sustainability, biodiversity, and conservation and overseeing the management of council owned trees including provision of the Tree Safety Inspection Programme.
- 7) Promoting safe walking and cycling routes.
- 8) Overseeing the management of Health & Safety policy and risk assessments and routine inspections to ensure safe practices are followed and tasks identified.
- 9) Propose projects to enhance these services.
- 10) Promoting the use of services and liaise with stake holders.
- 11) Verifying that council provides a consistent and high-quality service to all users.
- 12) Authorising individual purchases up to £5,000 within its agreed operating budgets (202, 204, 205, 206, 207, 208, 302, 303, 308 and 309) in accordance with Financial Regulation 5.15.
- 13) A clear agreement of priorities for the council year.

7.3 Human Resources (HR) Committee

Purpose: To be responsible for the Council's policies and procedures related to its employed staff, contracted staff, and volunteers and to make recommendations to Full Council about all human resources matters.

Membership: Up to five Parish Councillors
Quorum: Three Parish Councillors
Meetings: A minimum of four times per civic year
Officer Support: The Clerk

Terms of Reference:

The Human Resources Committee will be responsible for the following:

- 1) Establishing and regularly reviewing the staffing structure to best meet the Council's responsibilities & workload.
- 2) Keeping under review the Clerk's Job description and ensure it reflects the requirement of the role.
- 3) Reviewing salary pay scales for all staff and recommending any changes to Full Council.
- 4) Reviewing annually the budget for salaries and wages (Financial Regulation 4.2).
- 5) Reviewing performance management (annual appraisals) and staff training programmes with the Clerk.
- 6) Overseeing the recruitment process and appointment of staff and volunteers.
- 7) Overseeing the process for co-opting new Councillors to vacancies on the Council.
- 8) Reviewing staff working conditions including health, safety and wellbeing at work.
- 9) Considering any appeal against any decision in respect of pay – including overtime.
- 10) Supporting & performance managing the Clerk's work; administering that officer's leave requests and recording and monitoring their absences and authorising their overtime.
- 11) Reviewing and making recommendations to the Council on employment contracts.
- 12) Drafting policies relating to staff employment and making recommendations thereon to Full Council. Monitoring, reviewing and recommending revisions of those policies annually or as required.
- 13) Ensuring the Council complies with all legislative requirements relating to the employment of staff.
- 14) Offering an initial point of contact for the Clerk and Councillors and a point of escalation for other officers to raise questions/concerns relating to staffing levels, performance, pay and contracts.
- 15) Offering an initial point of contact for the Clerk and Councillors to raise questions/concerns relating to the recruitment, supervision and activities of volunteers.
- 16) Appointing panels to investigate grievance or disciplinary matters (excluding appeals) and making recommendations to Full Council. Each panel to consist of a minimum of three councillors not connected to the grievance or disciplinary matter
- 17) Appointing panels to consider appeals related to grievance or disciplinary matters and making recommendations to Full Council. Each panel to consist of a minimum of three individuals not members of the original panel nor connected to the grievance or disciplinary matter- these individuals need not be members of the Parish Council.
- 18) A clear agreement of priorities for the council year.

7.4 Planning Committee

Purpose: To monitor planning policy developments and planning applications and make appropriate representations.

Membership:	Up to five Parish Councillors
Quorum:	Three Parish Councillors
Meetings:	Every 28 days
Officer Support:	The Deputy Clerk

Terms of Reference

The Planning Committee will be responsible for the following:

- 1) Considering every planning application related to this Parish and making representations to the Borough on any application referred to the Parish Council.

- 2) Making representations at Development Control Panel and at appeal hearings on applications which affect the Parish.
- 3) Considering any planning application in the neighbouring parishes which impacts on this Parish.
- 4) Considering any development/local plan or strategy proposals under planning legislation affecting the Parish.
- 5) Upholding the principles of the Neighbourhood Plan and be party to any future update to that Neighbourhood Plan.
- 6) Considering any future development that impacts on the Parish and considering the infrastructure implications of such developments.
- 7) A clear agreement of priorities for the council year.
- 8) Authorising individual purchases up to £5,000 within its agreed operating Democratic Process budget (202) and Sunningdale Parish Council [Standing Orders](#).

7.5 Cemetery Committee

Purpose: To oversee applications outside the scope of the [Kiln Lane fees and conditions](#) and approve/consider improvements works at Kiln Lane Cemetery and Holy Trinity Cemetery.

Membership: Up to five Parish Councillors
Quorum: Three Parish Councillors
Meetings: A minimum of twice per civic year
Officer Support: The Deputy Clerk

Terms of Reference

The Cemetery Committee will be responsible for the following:

- 1) Working with, supporting, and co-operating with officers in their duties to comply with the [fees and conditions](#) of Kiln Lane Cemetery.
- 2) Consider and approve memorial permit applications which do not meet the usual criteria of Kiln Lane Cemetery.
- 3) Authorising individual purchases up to £5,000 within its agreed operating Cemetery budget (203) and Sunningdale Parish Council [Standing Orders](#).
- 4) Consider any improvement / extension works above £5,000 and provide recommendations to Full Council. For example, Kiln Lane Wall Memorial and extension works and Holy Trinity Remembrance Garden.
- 5) A clear agreement of priorities for the council year.

8 DELEGATIONS TO OFFICERS

8.1 Clerk

1. The Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair of Council (if practicable in the circumstances).

3. The Clerk will have the authority to dispose of the Councils assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. Power to authorise relevant training courses provided the expense can be met from approved budgets having considered the training needs of the employees.
5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget.
6. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the HR Committee members when such work is to be sanctioned.
7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the Full Council.
8. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972.
9. To sign and publish the annual public notice that the Audit of Accounts is to take place and has taken place.
10. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
11. Power to release press statements on any activities of the Council subject to prior consultation with the Chairman.
12. Power to act on own initiative to implement the Councils policies and objectives.
13. Power to take appropriate steps to ensure the Council does not exceed its powers.
14. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
15. In liaison with and after conferring with the Chairman, to make such Civic arrangements as are necessary.
16. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
17. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.
18. Within an agreed budget the Proper Officer/Responsible Financial Officer may incur expenditure on revenue items on behalf of the Council in accordance with Financial Regulation 5.15.
19. Authority to authorise payments in accordance with Financial Regulation 6.9.
20. The Clerk/Deputy Clerk, in consultation with the Chair of Planning Committee, to make comment on planning applications submitted to Sunningdale Parish Council by The Royal Borough of Windsor and Maidenhead within the statutory 21day consultation period.

8.2 Responsible Financial Officer

21. The Clerk is designated and authorised to act as the Responsible Financial Officer in accordance with Section 151 of the Local Government Act 1972 and all other statutes and regulations requiring the designation of a Responsible Financial Officer.
22. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.

23. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.

24. The Responsible Financial Officer shall ensure the approved precept request is issued to The Royal Borough of Windsor & Maidenhead (the billing authority).

25. The Responsible Financial Officer shall have authority to authorise payments in accordance with Financial Regulation 6.9

9. Working Groups

Any Committee of the Council may establish a Working Group (or task and finish group) to manage requests and help with a process. The terms of reference and deliverables of the Working Group will be established by the sponsoring Committee. Working Groups will operate in accordance with the Standing Orders 30.

Membership of working groups will include interested Councillors, a nominated officer and may also include members of the public, 9.1 Current Working Groups.

9.1.1 Business Plan Engagement Strategy Working Group

Reporting to: Full Council

Responsibilities:

- To plan and supervise community engagement about the Business Plan.
- To make recommendations to Full Council.

9.1.2 Events Working Group

Reporting to: Full Council

Responsibilities:

- To develop an Events Policy including the compliance with legal / organisation requirements (health & safety, insurances, safety advisory group).
- To plan, co-ordinate, deliver and report on successful events that achieve community engagement and entertainment for Sunningdale in 2027 including opportunities for sponsorship and engagement with local businesses.
- To recommend budget setting and resource requirements for events.

10. Focus Areas (to be reviewed annually)

A Focus Area requires a more focussed and detailed approach and managed as follows:

- Assigned to an Individual ('Lead Member') who may be a member or an officer of the council.
- The Lead Member may, optionally, work with other individuals to fulfil the activities required.
- A Focus Area can only be set-up (and disbanded) by a committee. The Committee will define the terms of reference of the Focus Area, and the scope of their activities.

Notes

- A Lead Member normally reports to a committee but may, exceptionally, report to the Clerk's Office

or the Chairman. The Lead member is responsible for managing the activities and harnessing resources to deliver the required outcomes.

- A Focus Area can only provide advice and information to the Council or a Committee. Any recommendations will be brought forward for approval to Full Council or to a committee if that Committee has appropriate delegated powers.

Current Focus Areas

10.1 Allotments

Reporting to: Facilities and Services Committee Responsibilities:

- To represent council to ensure safe, maintained, and desirable allotments are retained in Sunningdale.
- To represent council to liaise with the day-to-day management of the allotments with the Clerk.
- To represent council to monitor the allotment lease holders against the rules and regulations of their lease by conducting with the Clerk's Office team member quarterly inspections of the allotments.
- To attend 3 separate judging sessions from May to August at the Allotments as organised by the Clerk's Office team member to confirm the annual winners of the William Pack Cup.
- To represent council and host the Allotment Tea in early September along with the Chairman of the Council and award the William Pack Cup prizes.
- To annually review with the Clerk's Office team member the regulations for the allotments and suggest changes where appropriate.

10.2 Appointed representatives to external organisations:

Charters School – Cllr Evans

Holy Trinity CE School – Cllr Coxon

Traders – Cllr Pike

Responsibilities:

- To act as a point of contact for each organisation with the Council.
- To promote 2-way communication and engagement with those organisations.

Scheme of Delegation Feedback from Cllr Morgan – received 4/6/26

In general, the scheme is fit for purpose, but the following changes are required:

1. I believe there has been some confusion among committees and officers about when the delegated power should be used and this has meant some items going to Full Council unnecessarily. For those committees which have delegated spending power of £5k we should clarify which budget codes they can spend against and under what circumstances. The list of codes and clarification of the rules should be coordinated by FC in conjunction with the spending committees (Cemeteries, F&S & HR) and presented to Full Council as an addendum to the scheme.
2. The delegated powers of F&S should be amended to accommodate the introduction of the Cemeteries committee. Specifically, items 1 & 14 of F&S current responsibilities should be transferred to Cemeteries. However, where the Council has contracts or suppliers which provide a range of services across the Parish, responsibility for those should remain with Facilities & Services to ensure Council gets best value from these suppliers. Examples are tree works and grass cutting etc.



SUNNINGDALE PARISH COUNCIL

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Code of Conduct

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you.

It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct.

The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication

- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect as a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

2. Bullying, harassment and discrimination as a councillor:

- 2.1 I do not bully any person.
- 2.2 I do not harass any person.
- 2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

You must undertake training arranged by the Council on equality and diversity within two calendar months of your election and annually thereafter.

3. Impartiality of officers of the council as a councillor:

- 3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information as a councillor:

- 4.1 I do not disclose information:
 - a. given to me in confidence by anyone
 - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless

- i. I have received the consent of a person authorised to give it;
- ii. I am required by law to do so;
- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
- iv. the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute as a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community, and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position as a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities as a councillor

- 7.1 I do not misuse council resources.
- 7.2 I will, when using the resources of the local or authorising their use by others:
- a) act in accordance with the local authority's requirements; and
 - b) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- 7.3.1 office support
- 7.3.2 stationery
- 7.3.2 equipment such as phones, and computers
- 7.3.4 transport
- 7.4.5 access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct as a Councillor:

- 8.1 I undertake Code of Conduct training provided by my local authority.
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests as a councillor:

- 9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in [Table 1](#), is a criminal offence under the Localism Act 2011.

[Appendix B sets](#) out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality as a Councillor

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.
- 10.4 **I register with the Monitoring Officer any multiple or recurring gift or hospitality (with an individual value of less than £25 but a combined total of £50 over a three-month period) received from an individual or group, within 28 days of its receipt.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Declaration as a council member of Sunningdale Parish Council

I, _____ declare that I will abide by the standards of councillor conduct as set out in this code and honour my obligations, which are the minimum standards of conduct required of me as a councillor.

I confirm my understanding that, should my conduct fall short of these standards, a complaint may be made against me, which may result in action being taken.

I confirm that as detailed in section 8.4, I will comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

Signed:

Dated:

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in [Table 1 \(Disclosable Pecuniary Interests\)](#) which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in Table 2 (Other Registerable Interests).

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Nonparticipation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in [Table 1](#), you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest.
 - a. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests (as set out in [Table 2](#)), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative, close associate; or
- c. a body included in those you need to disclose under Other Registrable Interests as set out in Table 2

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter affects your financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director ¹ or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided, or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

¹ director includes a member of the committee of management of an industrial and provident society.

Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities of.</p>
Securities	<p>Any beneficial interest in securities² of a body where:</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either:</p> <p>(i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

² securities means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

Replace with this paragraph (inline with RBWM Code of conduct)

You must register as an Other Registerable Interest:

a) any unpaid directorships

b) anybody of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) anybody:

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

You have a personal interest in any business of your authority where it relates to or is likely to affect:

a) *anybody of which you are in general control or management and to which you are nominated or appointed by your authority*

b) *any body*

I. *exercising functions of a public nature*

II. *anybody directed to charitable purposes or*

III. *one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)*

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

Appendix D – Arrangements for dealing with breaches of the Code of Conduct

Complaints in respect of this Code of Conduct are made via the Council's Complaints Team.

1) 1. Receipt and Acknowledgment of the Complaint

The Complaints Team will deal with general enquiries relating to Code of Conduct complaints. Complainants will be asked to fill out the online form and will be directed to the Council's website to fill out the online form. Complainants with a disability who are unable to fill out the form may be provided with assistance in filling out the form where necessary or alternative arrangements may be made. The Complaints Team will acknowledge a Code of Conduct complaint within 5 working days and an initial response seeking further clarification or information (where required) will be sent within 10 working days after that. The onus is on the Complainant to ensure that all relevant information is given. The Complainant will be told that full details of their complaint will be given to the Councillor concerned ("the Subject Member").

Anonymous complaints will not be considered unless accompanied by documentary or photographic evidence, evidencing an exceptionally serious or significant matter.

If the Subject Member is a Parish or Town Councillor, the clerk will be informed of the complaint on a confidential basis.

2) 2. Response of the Subject Member

The Subject Member will be contacted by the Complaints Team and within 5 working days of having received all of the required information from the Complainant they will be asked to supply written

comments within 10 working days from the complaint being received or such longer time at the discretion of the Monitoring Officer. A Subject Member will be informed that he or she is entitled under the Localism Act 2011 to seek support from one of the Council's Independent Persons.

3) **3. Initial Assessment of the complaint by the Monitoring Officer**

Once a response has been received from the Subject Member, or when a reasonable time has passed and no responses has been received, the Monitoring Officer will carry out an initial assessment of the complaint. The purpose of the initial assessment by the Monitoring Officer is to determine whether the complaint should be accepted for further consideration or rejected. In determining whether a complaint should proceed the Monitoring Officer may apply the following criteria:

Acting as a Member: Was the Subject Member acting as a Member at the time of the allegation?

Seriousness of the complaint – is the complaint trivial, vexatious, malicious, politically motivated, or 'tit for tat'? Would the resources/cost involved in investigating and determining the complaint be disproportionate to the allegation if proven? Where complaints are raised by Members alleging a lack of respect or courtesy by the Subject Member then the Monitoring Officer may reject the complaint – please refer to "Guidance on Local Government Association Model Code of Conduct" published by the LGA on 8 July 2021.

Duplication – Is the complaint substantially similar to a previous allegation or is it subject of an existing investigation? If there is a current complaint about the same matter then a repeat allegation will be rejected unless the complainant is directly harmed by the allegation or they can provide new evidence.

Length of time – Did the events or behaviour to which the complaint relates take place more than six months prior to receipt of the complaint. Does the time lapse mean that those involved are unlikely to remember matters clearly, or does the lapse of time mean that there would be little benefit in taking action.

Public Interest – In all cases, is the public interest served in referring the complaint further. Has the Subject Member offered an apology or other remedial action which is satisfactory to the Monitoring Officer, taking into account the circumstances of the complaint?

The complainant(s) and the Subject Member will normally be informed by the Monitoring Officer of the initial assessment decision within 10 working days of it being made. Should it be determined by the Monitoring Officer, in consultation with an Independent Person where appropriate, that the complaint should not proceed, then the complaint shall be dismissed. There is no right of appeal for the complainant(s) under these rules.

4. Decision of the Monitoring Officer

Should it be determined, having regard to the criteria referred to in section 3 above, that the complaint be accepted for further consideration, the Monitoring Officer shall, subject to consultation with an Independent Person, have delegated authority to decide to take one of the following actions:

If there is clear evidence that there has been no breach of the Code of Conduct, the Monitoring Officer will write a No Breach Decision Notice explaining the reason for the decision which will be given to the complainant(s) and the Subject Member. The Parish or Town Clerk, if appropriate, will be informed that there is no breach.

Where there has been a clear breach of the Code of Conduct the Monitoring Officer will write a report with a recommendation for a decision for a breach of the Code of Conduct, giving reasons for that recommended decision, and then refer the matter to a Members Standards Sub-Committee for a formal decision. The Councillor Standards Sub-Committee will conduct a local hearing following the procedure in Appendix E of this Part, and make a decision in accordance with paragraph 2.2.

Where there has possibly been a breach of the Code of Conduct, the Monitoring Officer will require a formal investigation and a written investigation report by an Investigating Officer. An indicative timescale for the process should be given to the complainant(s) and the Subject Member. At least a monthly update report will be provided to all parties in an ongoing investigation. The investigation report shall conclude whether or not there has been a breach of the Code of Conduct and give clear reasons for that conclusion.

Finding on Investigation

5.1 No Breach of Code of Conduct

Where an investigation finds no evidence that the Subject Member has failed to comply with the Code of Conduct, the Monitoring Officer, in consultation with an Independent Person and the Chair of the Councillor Standards Panel, shall make a decision to take no further action. The Monitoring Officer will write a No Breach Decision Notice explaining the reason for the decision which will be given to the complainant(s) and the Subject Member. The Parish or Town Clerk, if appropriate, will be informed that there is no breach, but no further information will be supplied.

5.2 Breach of Code of Conduct

Where there is evidence that the Subject Member has failed to comply with the Code of Conduct, the Monitoring Officer, in consultation with an Independent Person and the Chair of the Councillor Standards Panel, shall refer the Investigating Officer's report to a Councillor Standards Sub-Committee. The Councillor Standards Sub-Committee will conduct a local hearing following the procedure Appendix E of this Part and make a decision in accordance with paragraph 2.2.

The Councillor Standards Sub Committee will usually hear a complaint within one calendar month of the date that the Monitoring Officer has referred the matter to the Sub Committee. The Subject Member and complainant(s) will be informed of the decision.

6. Appeals, Transparency and Confidentiality

6.1 Appeals

There is no right of appeal under the Code of Conduct and the decision of the Monitoring Officer, or the Councillor Standards Sub Committee will be final. However, Subject Members who have been found in breach of the Code of Conduct may make a statement about the complaint and the findings. This statement shall be published on the Council's website for the period stated in Transparency section below.

If the complainant(s) is unhappy with this decision, they may write to the Local Government and Social Care Ombudsman to complain if he or she believes that proper process has not been followed. The Ombudsman will not however have authority to change the decision itself.

6.2 Transparency

The decision of the Monitoring Officer or Councillor Standards Sub Committee will be sent to the Subject Member and the complainant(s). A decision that a Subject Member is in breach of the Code of Conduct will be

published on the Council's website. The decision will be publicised for 12 months unless the Councillor Standards Sub-Committee consider an alternative time is appropriate.

Unless the Councillor Standards Sub-Committee determines otherwise, the decision notice, the Group Leader/Chair's statement and the Subject Member's statement only will be published on the website.

6.3 Confidentiality

Subject to the requirements of Data Protection legislation, unless the Monitoring Officer or Councillor Standards Sub Committee decides otherwise or unless stated to the contrary in this Part, the complaint, all communications and correspondence, investigation reports, reports and decisions will remain confidential. Statements and investigations will be conducted with an expectation that such information will only be released to the parties involved under these arrangements.

The Members 'need to know' in relation to access to information shall only extend to the Subject Member, the complainant(s) (where such is a member) and members of the Councillor Standards Sub Committee.

Requests for information will be provided on the basis of the expectation of confidentiality by the parties and exemptions under the various statutory schemes. Where investigation reports have been prepared, only summary or the conclusions will be released.

Both sections will be formatted if agreed to be included in the updated version.

Appendix E – Procedure for Councillor Standards Sub Committee

1 Procedure for Councillor Standards Sub Committee

1.1 Appointment, Composition and Terms of Reference of the Councillor Standards Sub Committee

The Monitoring Officer is required to convene a Councillor Standards Sub Committee from the membership of the Councillor Standards Panel as necessary. The Councillor Standards Sub Committee will therefore not have a fixed membership.

The Councillor Standards Sub Committee shall comprise of two members of the Councillor Standards Panel, and one of the Council's Independent Persons as Chair. The Chair will not be the Independent Person who was consulted by the Monitoring Officer through the process, as they attend the hearing in that capacity. If the complaint relates to a Town or Parish Councillor, then a co-opted Town or Parish Councillor may also be an additional member of the Councillor Standards Sub Committee but will not have voting rights.

1.2 Pre Hearing Process

The date of the hearing will be arranged by the Monitoring Officer in consultation with the members of the Councillor Standards Sub Committee.

Once the date for the Councillor Standards Sub Committee has been arranged the Subject Member will be notified and asked if they:

- a) wish to attend the hearing;
- b) wish to be accompanied or represented at the hearing by any other person;
- c) wish to submit any written evidence or documentation to be considered by the Sub Committee. This must be sent no later than 3 working days prior to the hearing and will be passed to the complainant(s)

and the Investigating Officer for any comment. Additional evidence or documentation not submitted by this deadline may not be accepted by the Sub Committee;

d) wish to call relevant witnesses to give evidence at the hearing. The Chair of the Councillor Standards Sub Committee will have the final decision on how many witnesses may reasonably be needed.

The Councillor Standards Sub Committee and the Subject Member, and the Independent Person who was consulted by the Monitoring Officer through the process will each receive a report from the Monitoring Officer which will include a copy of the Investigating Officer's final report, on a strictly confidential basis.

The Councillor Standards Sub Committee will be held in private, and this will be confirmed at the hearing. The complainant(s) will not attend unless the Chair of the Councillor Standards Sub Committee agrees, or the Subject Member requests that they attend for the purposes of answering questions on the evidence provided.

1.3 Procedure for the Councillor Standards Sub Committee

The procedure for the Councillor Standards Sub Committee will be as follows:

a) The Chair will confirm the names and status of those attending. If the Subject Member is not present at the start of the hearing, and they had indicated their intention to attend, the Chair shall ask the Monitoring Officer whether the Subject Member has provided any reasons why he or she would not be present. From the response the Councillor Standards Sub Committee will decide whether to make a determination in the absence of the Subject Member or adjourn the hearing to another date.

b) If an Investigating Officer was used then the Investigating Officer, or in his/her absence the Monitoring Officer, shall present the Investigating Officer's report having particular regard to any points of difference identified by the Subject Member and why the Investigating Officer had concluded, on the basis of their findings of fact, that the Subject Member had failed to comply with the Code of Conduct. The Investigating Officer or Monitoring Officer may call witnesses as necessary in order to substantiate his/her findings.

c) The Subject Member will then be given the opportunity to ask the Investigating Officer, or any of the witnesses, questions relating to the report or matters that have arisen during the witness statements.

d) Members of the Councillor Standards Sub Committee, the Independent Person who was consulted by the Monitoring Officer through the process, and the Monitoring Officer will then have the opportunity of asking the Investigating Officer, or any of the witnesses, questions relating to the report or matters that have arisen in the witness statements.

e) The Subject Member will then be invited to respond to the Investigating Officer's report and provide evidence, either by calling witnesses or by making representations to the Councillor Standards Sub Committee as to why they consider that they did not fail to comply with the Code of Conduct.

f) The Investigating Officer will then be given the opportunity to ask the Subject Member and any witnesses, questions relating to the representations made to the Councillor Standards Sub Committee.

g) Members of the Councillor Standards Sub Committee, the Independent Person who was consulted by the Monitoring Officer through the process, and the Monitoring Officer will then have the opportunity to ask the Subject Member, and any witnesses, questions relating to the representations made to the Councillor Standards Sub Committee.

h) The Investigating Officer will then be given the opportunity to sum up.

i) The Subject Member will then be given the opportunity to sum up

j) The Independent Person who was consulted by the Monitoring Officer through the process will then be invited to comment and outline their view in respect of the complaint.

k) The Chair will check with the other members of the Councillor Standards Sub Committee whether they are satisfied that they have sufficient evidence to come to a considered conclusion on the matter. If it is decided that additional evidence is required before a determination can be made, then the hearing will be adjourned and the Investigating Officer or Monitoring Officer will be asked either to seek and provide such additional evidence and/or undertake further investigation on any point specified by the Councillor Standards Sub Committee.

l) If the Councillor Standards Sub Committee is satisfied that that they do have sufficient evidence to make a decision this will conclude the evidence gathering part of the hearing. The Investigating Officer, the Subject Member, the Independent Person who was consulted by the Monitoring Officer through the process, and any witnesses that might be present will be asked to leave at this point, but the clerk and Monitoring Officer to the Sub Committee will remain.

m) The Councillor Standards Sub Committee will then determine the complaint on the balance of probabilities. If the Councillor Standards Sub Committee determine that there has been a failure to follow the Code they shall seek advice from the Monitoring Officer as to what action they believe should be taken against the Subject Member.

2 Findings of the Councillor Standards Sub Committee

2.1 No Finding of a Failure to follow the Code of Conduct

If the Councillor Standards Sub Committee determine that the Subject Member has not failed to follow the Code of Conduct then the complaint will be dismissed.

The Monitoring Officer shall prepare a decision notice in consultation with the Chair of the Councillor Standards Sub Committee stating the Councillor Standards Sub Committee's findings in relation to a non-failure to follow the Code of Conduct. The decision notice will be provided to the Subject Member, the Investigating Officer if relevant, the complainant(s) and the Independent Person who was consulted by the Monitoring Officer through the process for their information.

2.2 Finding of Failure to follow the Code of Conduct

If the Councillor Standards Sub Committee determines that the Subject Member has failed to follow the Code of Conduct then it can decide to take any or more of the following actions:

- a) Formally censure the Subject Member in writing for their failure to follow the Code of Conduct;
- b) Recommend to the Subject Member's Group Leader (or in the case of un-grouped Members, recommend to Council or any subcommittee(s) of Council) that the Subject Member be removed from any or all subcommittee(s) of the Council;
- c) Recommend to the Leader of Council that the Subject Member be removed from the Cabinet, removed from particular portfolio responsibilities;
- d) Instruct the Monitoring Officer (or recommend that the relevant Town/Parish Council, as appropriate) to arrange training for the Subject Member;
- e) Remove (or recommend to the relevant Town/Parish Council that the Subject Member be removed) from all outside appointments to which he/she has been appointed or nominated by the authority (or by the Town/Parish Council);
- f) Withdraw (or recommend to the relevant Town/Parish Council that it withdraws) facilities provided to the Subject Member by the Council, such as a computer, website and/or e-mail and internet access;
- g) Exclude (or recommend that the relevant Town/Parish Council exclude) the Subject Member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council or Panel meetings; or
- h) Report its findings to the Crown Prosecution Service in respect of a Subject Member that has been found to have committed an offence under s30 and/or s31 Localism Act 2011.

2.3 Publication of the Decision on Finding a Breach of the Code of Conduct

Within 5 working days of the decision, the Monitoring Officer shall prepare a formal decision notice in consultation with the Chair of the Councillor Standards Sub Committee. A copy of the decision notice will be sent to the complainant(s), the Subject Member (and, if applicable, the relevant Town/Parish Council) and the Independent Person who was consulted by the Monitoring Officer through the process for their information.

A decision that a Subject Member is in breach of the Code of Conduct will be published on the Council's website for 12 months unless the Councillor Standards Sub-Committee consider an alternative time is appropriate.

The Subject Member has no right of appeal to the Council against a decision of the Monitoring Officer or the Councillor Standards Sub Committee.

Both sections (Appendix D and E) will be formatted if agreed to be included in the updated version.

Best Practice Recommendations

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies.

Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

Proposal

Supply, Manufacture & Installation of Double gates at the allotments

1. Introduction

This proposal is submitted for the supply, manufacture, and installation of a double steel access gate at the entrance to Sunningdale Allotments with pedestrian entrance on one of the gate leaves. The gate is designed to be robust, secure, and suitable for long-term use, providing effective protection while allowing practical access for allotment users and maintenance vehicles where required. The current gates have been in place for 36 years and is now at the end of its life.

The existing gates, installed in 1989, have deteriorated over time due to weather related movement of the supporting posts as well as rotting of the wooden slates. This has resulted in increasing difficulty for allotment users when opening and closing the gates.

As the gates are difficult to operate site security is being compromised.

2. Scope of Works

The works will include the following: -

- Site visit to confirm final measurements and installation requirements
- Fabrication of a double-leaf steel gate with built in pedestrian access
- Supply of all steel posts, fittings, and combination lock
- Removal and disposal of existing gate
- Installation of gates & posts

3. Gate Construction & Specification

See attached drawing

- Gate type - Double-leaf steel gate with pedestrian entrance
- Gate frames - 50 x 50 x 3 mm mild steel box section
- Posts - 150 x 150 x 8 mm steel posts
- Drop bolts to secure gate leaves
- Hinge cover plates
- Slam plate
- Combination lock - (The lock would be a combination lock where a new pin would be sent out each year)
- Finish - All steelwork to be professionally powder coated, suitable for external use

4. Programme

Following approval, manufacture and installation is expected to take approximately 3 – 10 weeks depending on supplier chosen and subject to weather and ground conditions.

5. Quality & Durability

The proposed materials and powder-coated finish will provide: -

- Long-term durability
- Resistance to corrosion and weathering
- Secure access control
- Low maintenance requirements

By using a combination code on for the gate, it will allow better control of who can get into the allotments. Currently if a plot holder quits, they don't always give the keys back and we've had the same keys for many years.

6. Quotes

Supplier	Costs	Notes
A	£6,675 + VAT	Preferred supplier
B	n/a	Supplier didn't quote as no capacity currently
C	n/a	Not able to help with this project, so no quote provided
D	£10,460 + VAT	Could offer 5% discount if we used this supplier. Lead time is 8-10 weeks. When order placed any associated costs for site visit and drawings will be chargeable if manufacturer doesn't go ahead.

As this is an infrastructure upgrade of one of our assets, the costs would come from CIL.

7. Conclusion

Replacing the existing gates at Sunningdale Allotments is a necessary long-term investment to improve security, accessibility, and functionality.

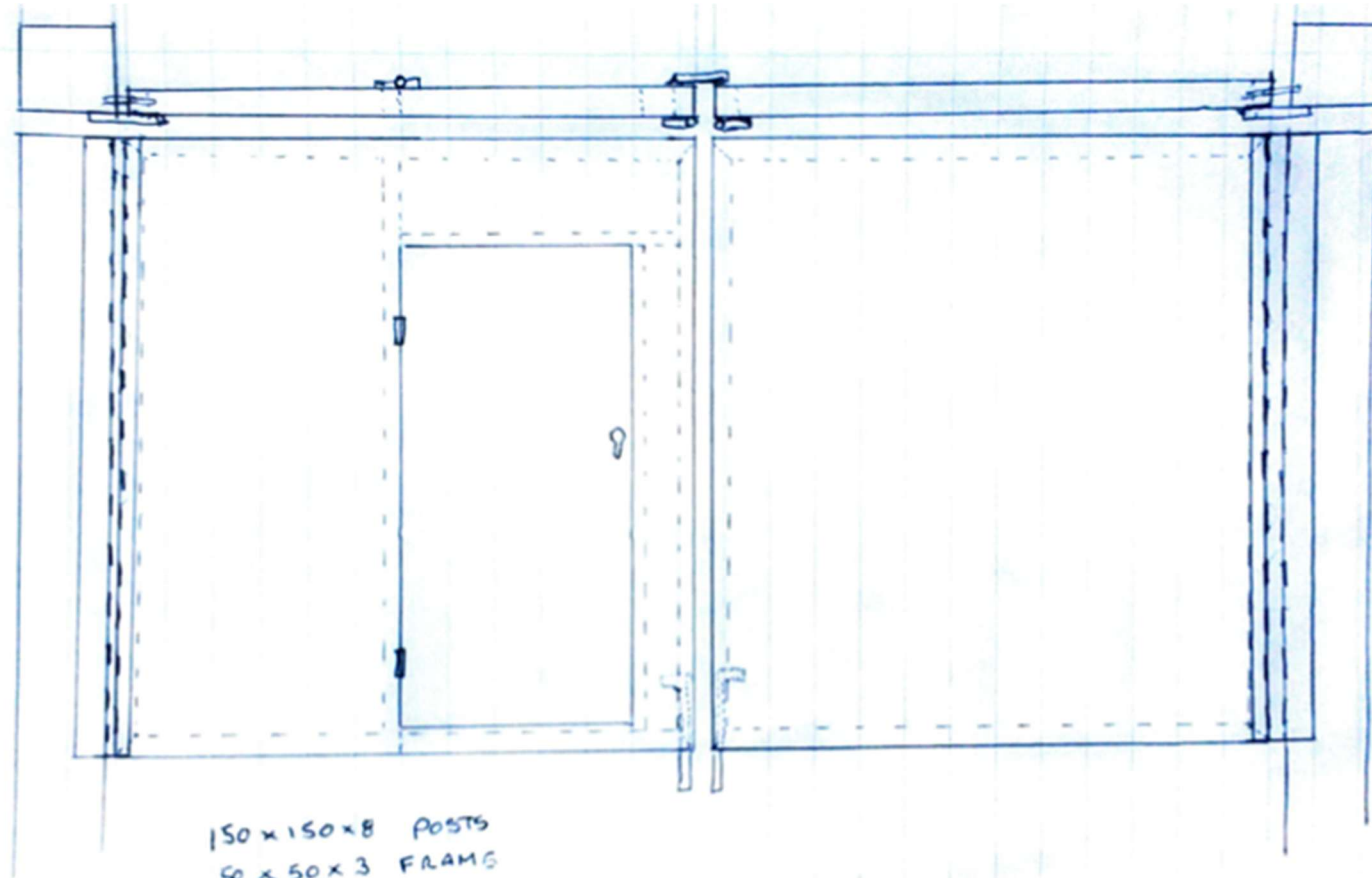
The proposed double-leaf steel gate with integrated pedestrian access will be durable and low-maintenance, resolving issues with the current ageing infrastructure.

With better access control, stronger structure, and a high-quality finish, the new gates will ensure safe, reliable use of the site for years.

Approving the proposal will allow the project to move forward to installation and keep the allotments secure and fit for purpose.

Design of proposed allotment gates

Drawing provided by Supplier A



150x150x8 POSTS
50x50x3 FRAMG
2^{NO} DROP BOLTS.
YALE LOCK.
4^{NO} 2.5-- STEEL SHEETS
HINGE COVER PLATES.
SLAM PLATE.
POWDER COATED.



SUNNINGDALE PARISH COUNCIL

To Full Council
Date 16 June 2026
Author Natalie Hayes, Clerk/RFO
Subject Authority to engage a payroll bureau
Budget Salaries & wages (4001/101)

Reason for report to seek Council authorisation to engage a payroll bureau to process payroll for all Sunningdale Parish Council employees.

Background

- The Council currently uses multiple applications to administer and process payroll for its four employees.
- Processing a standard monthly payroll takes approximately 1.5 hours, including:
 - Updating payroll records and spreadsheets
 - Logging into multiple systems
 - Generating and issuing payslips
 - Setting up bank payments and requesting authorisation
- When infrequent events occur (e.g. sickness, pay increases, or statutory adjustments), processing time increases significantly due to the need to research and ensure compliance with legal requirements.
- Enquiries were made with other local councils regarding payroll bureau services and recommendations.
- A detailed breakdown of the process is included in Appendix A.

Risk Management, Resource Resilience and Payroll Knowledge

The Council has a legal obligation to:

- Pay employees correctly and on time
- Submit payroll information to HMRC and NEST Pension by fixed deadlines

Currently, payroll is processed solely by the Clerk/RFO, creating a single point of failure. In the event of unexpected absence:

- Payroll processing would be disrupted
- Salaries could not be paid
- The Deputy Clerk is not trained to undertake full payroll duties

Engaging a payroll bureau would:

- Improve resilience and remove reliance on one individual
- Provide a clear and independent audit trail
- Strengthen internal controls by separating payroll processing from authorisation
- Allow the Clerk to focus on core council activities

Advantages

- Reduced reliance on a single officer
- Accurate tax, NI and pension calculations
- Timely Real Time Information (RTI) submissions to HMRC
- Full compliance with changing legislation
- Improved audit transparency and risk/fraud management
- Access to specialist payroll expertise
- GDPR-compliant systems and data protection
- Time savings for the Clerk/RFO

Disadvantages

- Parish council payrolls can be complex and may still require some internal input
- Not all queries may be fully outsourced

Quotes from payroll bureau

Supplier	Implementation Fee	Monthly Cost	Year 1 Cost	Other Notes
S	Set up fee of £6 per person (paid once only) Nest set up fee £75 (once only)	Payroll £15 per month base fee Payslips £2 per person Pension £3.50 per person per month Total monthly cost £37.00 + VAT for 4 employees	TOTAL: £543 Year 2 costs £444	Recommended service by another Clerk Would request link to bank to set up authorisation to pay employees/BACS bureau element. They can pay HMRC when BACS is in place
W	No set up and implementation costs	Fixed monthly Fee £103.95 + VAT Employee payslip- £8.40 each plus VAT AE Pension per employee £7.35 + VAT	TOTAL £2,003.40	Recommended service by local Clerk (smaller business, but now merged with this company)
D	£1,000 (one off cost, includes training)	Payroll management fee £100 Payment of employees monthly £22 Total £122 per month <i>[£5.50 per employee per pay thereafter]</i>	TOTAL £2,464 Year 2 costs £1,464	
A	£2,000	Processing Service £7 per pay slip £95 service fee £123 monthly costs Managed Service £10 per pay slip £190 service fee £230 monthly costs	Processing Service Total- £4,952 Year 2 costs £2,952 Managed Service TOTAL £7,520 Year 2 costs £5,520	Processing service would involve using software provided and managed inhouse by the Clerk. Managed service has an increased cost, they would manage the whole process.

Costs would be partially offset by officer time saving. Costs exclude VAT

Timings

- 1) Lead times will be confirmed with the selected provider.
- 2) The Clerk would work with the provider to coordinate an appropriate time to transition from the existing process to a new provider.

Recommendations

- While cost and time savings are relevant considerations, the primary justification for outsourcing payroll is risk mitigation.

The Council is at risk of:

- Failing to process payroll in the absence of the Clerk/RFO
- Making incorrect payroll submissions due to limited in-house expertise

Council is asked to:

Approve engagement of a payroll bureau subject to:

- Within budget
- Receipt of a satisfactory reference
- Assurance that:
 - Payroll data is securely stored
 - Systems comply with GDPR
 - Backup and recovery arrangements are robust
 - Privacy requirements are fully met

Notes from Clerk after review at HR Committee meeting (9 June 20206)

Supplier S is the recommended supplier by the Clerk due to a recommendation received from another Clerk. A further reference was received from a local Parish Council RFO who advised they have had no issues with their service, and the process is straight forward. It is a basic system which suits their requirements for a small number of officers. The costs are reasonable and come within budget.

Appendix A – Payroll Process Overview

Systems Utilised

- Microsoft 365 Spreadsheet software
- HMRC Government Gateway
- HMRC Basic PAYE Tools
- NEST Pension Portal
- Online banking systems (Handelsbanken)

Process Description

The payroll process consists of a series of structured stages carried out across the systems identified above.

1. Spreadsheet Management

Payroll records are maintained and updated within a spreadsheet. This includes:

- Recording and updating employee payroll data
- Reviewing any changes to pay, including adjustments and amendments

2. HMRC Government Gateway

The Government Gateway is accessed to ensure compliance with HMRC requirements. Activities include:

- Reviewing tax code updates
- Monitoring notifications and communications from HMRC
- Confirming payment contributions

3. HMRC Basic PAYE Tools

HMRC Basic PAYE Tools are used to administer and process payroll calculations. Key tasks include:

- Updating employee information
- Calculating payroll liabilities
- Producing payslips
- Submitting Real Time Information (RTI) returns to HMRC

4. NEST Pension Portal

Pension contributions are managed through the NEST platform. This involves:

- Updating contribution schedules
- Submitting pension data
- Confirming and arranging contribution payments

5. Online Banking

Financial transactions relating to payroll are executed via online banking systems. This includes:

- Setting up and processing employee salary payments
- Making payments to HMRC and NEST
- Completing all required payment authorisations

Approval Process

- All payroll-related payments are subject to review and approval by an authorised councillor prior to processing.