SUNNINGDALE
PARISH COUNCIL

Minutes of Council Meeting
Tuesday 16 June 2026 at 7:30 pm

held at Community Room, The Pavillion, Broomhall Lane, Sunningdale, SL5 0QS.

13 / 26 Welcome and update

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

14 / 26 Attendance and Apologies for absence

PRESENT: Cllr Hilton (Chair), Cllr Morgan, Cllr Buxton, Cllr Grover, Cllr Newman and Cllr Pike, Cllr Penney.

APOLOGIES: Cllr Coxon, Cllr Curtis, Cllr Evans

IN ATTENDANCE: Natalie Hayes (Clerk/RFO)

PUBLIC: No members of the public were present.

15 / 26 Disclosure of pecuniary interests and other registerable interests

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

16 / 26 Approval of the minutes of the Annual Meeting of Council 12 May 2026

APPROVED: The minutes of the Annual Meeting of Council meeting held on 12 May 2026.

17 / 26 Appointment of Councillors to Committees

RESOLVED: Cllr Penney was appointed as a member of the HR Committee.

It was raised prior to the meeting that it is not considered good practice for the Chair of the Council to sign the bank reconciliations. Cllr Hilton had been appointed to undertake this role on 12 May 2026 (Minute Ref. 11/26).
The Clerk advised that, following guidance from HALC, as the bank reconciliations contain confidential information, they should be verified by a member of the HR Committee.
Cllr Morgan stated that, in accordance with the current Scheme of Delegation, a member of the Finance Committee should undertake the verification of the bank reconciliations and requested that this be recorded in the minutes.
Cllr Pike stated that she was not satisfied that her questions regarding the decision-making process for the signing of the bank reconciliations had been answered and requested that this be recorded in the minutes.

RESOLVED: Cllr Penney, as a member of the HR Committee, be appointed to verify and sign the bank reconciliations until such time as salaries are paid via BACS, at which point the process will be reviewed.

TO NOTE: Cllr Newman requested clarification regarding committee meeting times and noted that, if Finance Committee meetings were held at 10.00am, he would be unable to attend. He was advised to liaise with the Chair of the Finance Committee and the Clerk.

18 / 26 Public Adjournment

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

19/ 26 Annual Governance Accountability Return (AGAR)

19/26A Internal Auditors Report

RESOLVED: To receive the interim and final Audit report for the year ending 31 March 2026. Any recommendations that require action would be discussed at the next finance committee meeting on the 14 July 2026.

19/26B Annual Governance Statement

Council considered the Annual Governance Statement (AGAR Section 1) for the financial year 2025-2026, upon the recommendation of the RFO the Council agreed that the question posed in the statement could be answered in the affirmative.

RESOLVED: That the council agreed the Annual Governance Statement for the Financial year 2025-2026.

Cllr Pike asked that it be recorded in the minutes that she voted NO for Assertion 2, Section 1.

19/26C Accounting statements 2025-2026.

RESOLVED: That the Accounting Statements 2025-2026 (AGAR Section 2) be approved.

19/26D Dates for Public Inspection of Accounts.

RESOLVED: That the dates for the public inspection of accounts be agreed as 22 June to 31 July 2026.

20 / 26 Scheme of Delegation

The updated draft, following feedback from the 21 April meeting (Min ref: 135/25), was discussed.

TO NOTE: Cllr Pike commented about the repetition within the document and suggested referencing other documents where appropriate.

Cllr Buxton raised how working groups should be progressed.

Cllr Grover suggested establishing strategy before forming committees or working groups.

Cllr Morgan advised the Business Plan Working Group will be reviewed after the informal meeting on 23 June.

Recreation Ground Working Group projects (Chalet, car parking, padel courts) may be incorporated into the Facilities & Services Committee.

ACTION: Cllr Morgan to be added as lead member for liaison with Village Hall Trustees under section 10.2.

21 / 26 Code of Conduct Policy

RESOLVED: To approve the Code of Conduct Policy.
TO NOTE: Cllr Morgan requested clarification within the policy that complaints are handled by the RBWM complaints team.

22 / 26 Allotment Gates

UNRESOLVED: Cllr Newman to review alternative material options, with support from Cllr Grover.

TO NOTE: Cllr Hilton and Cllr Grover supported the proposal but requested alternative designs and materials, possibly similar to the new deer fencing.

ACTION: Clerk/RFO to confirm whether CIL funding can be used and provide further information.

23 / 26 BACS Payroll Service

RESOLVED: To appoint supplier A to provide payroll services.

24 / 26 Relevant updates from Committees

RESOLVED: Cllr Buxton provided a verbal update from the HR Committee.
Cllr Hilton has been appointed Vice-Chair of the HR Committee.
Papers currently under review will be brought to Full Council in September.

25 / 26 Date of Future Meetings and Information Sharing

TO NOTE: Next Full Council meeting: Tuesday 14 July 2026
Informal Business Planning meeting: Tuesday 23 June 2026 at 6:00 pm (Lynwood Care Centre)
The Clerk's report was tabled and will be circulated with the draft minutes. Apologies will be sent to the Village Hall Trustees for absence at their AGM due to a scheduling conflict.

Cllr Pike provided updates on:
Changes to businesses on Chobham Road
Replacement of noticeboards with potential sponsorship from local businesses
Business networking event (3 November, Lynwood Care Centre)
NALC finance course, including discussion on devolution

ACTION: Clerk to circulate the recording of the NALC devolution session.

The meeting started promptly at 7:30pm and closed at 8:54pm.

Signed as a true record of the meeting:

Signed: ______________________________

Dated: ______________________________