Meeting of the Finance Committee
Tuesday 14th July 2026 – 10:00 am
Agenda

Venue: The Community Room, Sunningdale Parish Council, Broomhall Lane SL5 0QS

Summoned to Attend:

Cllr Pike (Chair), Cllr Evans, Cllr Morgan and Cllr Newman

Members of the public are welcome to attend.
Anyone wishing to address the committee must register with the Clerk by 10:00 am on the working day prior to the meeting.

FC 01 / 26 Chair's Welcome

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

A reminder will also be given regarding the venue's fire safety regulations.

FC 02 / 26 Attendance and Apologies for Absence

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

FC 03 / 26 Disclosable Pecuniary Interests and Other Registerable Interests

To receive from members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Sunningdale members' Code of Conduct.

FC 04 / 26 Minutes of the Finance Committee meetings held on 10 February and 14 April 2026

APPROVAL: To approve the updated minutes of the Finance Committee meeting held on 10 February and the minutes of the Finance Committee held on 14 April 2026.

FC 05 / 26 Election of Vice-Chair of the Finance Committee

DECISION: To elect the Vice-Chair of Finance Committee for the forthcoming year.

FC 06 / 26 Public Adjournment

The meeting will be adjourned for a maximum of 15 minutes (up to 5 minutes per speaker) to allow members of the public to make representations, ask questions and give evidence in respect of the business on the agenda. Anyone wishing to address the council or ask questions is requested to inform the Clerk no later than 10:00 am on the Monday preceding the meeting.

This session will be conducted in accordance with Standing Order 6e-h.

FC 07 / 26 **Receipts and Payments**
TO NOTE: To receive the receipts and payments for the periods 1 – 30 April and the 1 – 31 May.

FC 08 / 26 **Bank Reconciliation**
TO NOTE: To receive the bank reconciliations as at 31 March 2026, 30 April 2026 and the 31 May 2026.

FC 09 / 26 **Budget monitoring statement**
TO NOTE: To receive the budget monitoring report as at 31 May 2026.

FC 10 / 26 **CIL Applications**
FC 10 / 26a **Holy Trinity Church**
DISCUSSION: To discuss the application received from Holy Trinity Church for CIL funding of £111,162 for provision of disabled-access lift, accessible WC and battery storage for power generated from solar PV.
FC 10 / 26b **Health Hub**
DISCUSSION: To discuss the application received from Health Hub for CIL funding of £60,000 for project set up and operational costs for one year.

FC 11 / 26 **CIL Applications review process**
DISCUSSION: To discuss the process and timings for reviewing CIL applications and any updates required to the CIL policy.

FC 12 / 26 **Financial Regulations**
DISCUSSION: To review the Financial Regulations, as discussed at the April meeting, and put forward amendments for consideration by Full Council.

FC 13 / 26 **Outstanding Actions**
DISCUSSION: To review the outstanding actions from previous meetings and confirm the priorities of the committee.

FC 14 / 26 **Date of the next meeting and Information sharing**
TO NOTE: The date of the next Finance Committee meeting is Tuesday 15 September 2026 at 4:00 pm.

N Hayes.

Natalie Hayes, Clerk to the Council
8 July 2026

SUNNINGDALE PARISH COUNCIL

Minutes of the Finance Committee
Tuesday 10 February 2026

FC 64/ 25 Chair welcome.

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

FC 65/ 25 Attendance and apologies.

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

Present: N. Hayes (Clerk/RFO)

FC 66 / 25 Disclosable pecuniary interests and other registerable interests

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

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

FC 67 / 25 Minutes of previous meetings

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

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

It was identified that the 9 December and 12 January minutes has been incorrectly signed. Standing Order 15(c) requires minutes must be signed by the chair of the meeting to which they relate. These minutes will be signed at the 14 April meeting by the correct presiding councillor.

FC 68 / 25 Receipts and payments

Receipts

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

Payments

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

Cllr Newman asked for clarity regarding:

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

Cllr Pike asked for clarity regarding:

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

Cllr Coxon asked for clarity regarding:

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

Cllr Morgan asked for clarity regarding:

- £2,414.53 Longacres/Agency staff

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

FC 69 / 25 Bank reconciliation 30 November 2025.

Chair requested clarification on the reconciliation signing process.

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

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

FC 70 / 25 Budget monitoring statement

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

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

FC 71 / 25 EMR and Reserves Policy

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

Key discussion Points:

- General reserves currently £74,373.05; should be increased to approx. £90,0000 to meet recommended 3-month expenditure guidelines.
- Policy should explicitly state this requirement
- Request for clearer narrative/explanations for each EMR
- Proposal that the Council should not maintain an EMR for Blooms.
- Cemetery income might be moved to an EMR annually, but only via Council approval.
- Clerk confirmed unspent funds automatically roll into General Reserves unless transferred to EMRs.

Actions:

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

FC 72 / 25 Budget Review for 2026/27

Key Points Raised

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

EMR Related Budget Points

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

Actions for Clerk

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

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

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

FC 73 / 25 CIL Applications: Charters School

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

FC 74 / 25 CIL Applications: Sunningdale Bowling Club

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

FC 75 / 25 Community Grant Applications

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

FC 76 / 25 Parish Council Credit Card and spending policy

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

FC 77 / 25 Variable Direct Debit – Castle Water

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

FC 78 / 25 Information sharing

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

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

Virement Policy would be added to March Council agenda

Next scheduled Finance Committee meeting: Tuesday 14th April

Meeting notes

The meeting started promptly at 7:30 pm.

The meeting closed at 21:34 pm.

Signed as a true record of the meeting:

Signed: ______________________________

Dated: ______________________________

SUNNINGDALE
PARISH COUNCIL

Minutes of the Finance Committee
Tuesday 14 April 2026

FC 88/ 25 Chair welcome

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

FC 89/ 25 Attendance and apologies

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

Present: N. Hayes (Clerk/RFO)

FC 90/25 Disclosable pecuniary interests and other registerable interests

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

Cllr Coxon declared an interest as an allotment holder.

FC 91/25 Public adjournment

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

FC 92/25 Minutes of previous meetings

TO NOTE: The minutes of the meeting for the 9 December 2025 and the 12 January 2026 were re-signed by the presiding Chair (Min ref: FC 67/25)

RESOLVED: To approve the minutes of the meeting for the 17 February 2026.

TO NOTE: The minutes of the 10 February 2026 will be amended as requested as there was a spelling error and some missing information relating to FC 67/25. They will be brought back to the next meeting for approval.

FC 93/25 Receipts and Payments

The Committee raised various queries regarding payments and receipts for the period 1 January to 31 March 2026.

Query	Reply
February Receipt: Playball – £63 refund	A refund for field hire approved in the previous financial year was not processed at the time. Playball later contacted the office, and the refund was issued.
9 Jan Receipt: Reversal of £1,012.50	A refund for hire of the community room to the Cadets due to the works being carried out.
20 January Receipt: £1,275 rent received from JP	This should read rent received from JR. The entry was a typing error.

20 January Payment: Flagpole inspection of £456	The 2024 inspection costs £570. A new supplier was used in 2025 at a reduced cost. Annual inspection is a health and safety requirement.
Payment to Shorts (February) £1,131	Shorts provide weekly collections for dog bins and green bins. Higher monthly costs reflect five-week months. Additional costs of £366 and £490.80 related to skip hire. (Allotments and Holy Trinity hedge cutting) A trial with a new dog bin contractor has been agreed (Min ref: FS 55/25)
Lamps and Tubes – multiple costs	Costs cover installation, removal, storage, testing, repairs and in-situ checks of Christmas lighting. All costs are within the approved Christmas Events budget. A three-year contract runs until March 2027 Blachere were a previous contractor.
Garden machinery servicing - £3,788	Covers annual servicing of all machinery. Costs are within the approved budget. Winchester is currently a preferred supplier: alternative quotes will be explored due to cost level.
6 Feb payment: Christmas lunch	Approved by the Chair and funded from the Chairmans allowance as recognition for officer support at the Christmas event.
6 March payment: Longacres (topsoil and turf)	Related to remedial work around the edge of the sandpit.
23 March Castle water refund £409	Allotment account refund following correction of an estimated bill after submission of an actual meter reading.
Proludic payment £88.15	As per FC 68/25 (10 February 2026), payment related to a bolt and socket for playground equipment.
Officer paid twice	Entry duplicated in error, payment was reversed. Officer was not paid twice.

TO NOTE:

Members requested more detailed descriptions for receipts and to avoid use of miscellaneous where possible.

Members queried visibility of invoices and regularity of financial reporting.

Explanations were provided regarding payment authorisation processes and officer expenses.

It was suggested that the invoice and payment process be documents and shared with all councillors.

FC 94/25 **Bank Reconciliation**

RESOLVED: To approve the bank reconciliation as at 31 December 2025, 31 January 2026 and 28 February 2026.

TO NOTE: Cllr Pike asked for clarification on the reconciliation process. The Clerk confirmed the procedure, including councillor sign-off and review by the internal auditor.

FC 95/25 Actions from previous meetings

RESOLVED: The committee agreed to prioritise actions as follows:

Priority items

- Payment Queries
- CCLA Investment
- RBWM CIL discrepancy
- Investment Strategy
- CIL Policy (following approval of the Business Plan)

Other Actions:

- Cost saving suppliers – (overseen by the Facilities and Services Committee)
- Medium Term Financial Plan
- Project updates: Novello, Holy Trinity Church and Berks County Football Club
- Neighbourhood Plan Costs and approvals. (Confirmation that it will be shared between two councils)
- Rialtas administration (Clerk to manage)
- Forecast of CIL cashflow for 26/27 and 27/28

FC 96/25 Virement Policy

DEFERRED: The Committee did not consider a policy necessary at this stage and requested a clearer rationale if one is required.

FC 97/25 Financial Regulations

A discussion took place and feedback was provided by Cllr Pike, relating to sections 4.2, 4.5, 4.7, 4.8, 5.4, 5.5, 7.12, 8.1, 11.6.

TO NOTE: The Clerk will clarify suggested amendments and is working towards improved consistency, version control and formatting across policy documents.

FC 98/25 Parish Council debit card and spending policy

DEFERRED: Further information was requested before the proposal is bought to Council.

Members expressed:

- Support in principle for a debit card
- Concerns regarding fraud and security
- A preference for the Clerk only to hold a card
- Requests for clarity on costs, transaction frequency and operational controls.
- Clarification on the purpose of a purchasing card.

At this point in the meeting, it was agreed to extend the meeting by 15 minutes.

FC 99/25 E-On Next direct debit for gas supply to the Pavilion Building

RESOLVED: To approve the setting up of a direct debit to E-ON Next for the gas supply to the Pavilion Building.

FC 100/25 Financial Investment Strategy

DEFERRED: Due to time constraints this item was deferred to the next meeting.

FC 101/25 CIL Payment process

TO NOTE: The Committee discussed the current process for making Community Infrastructure Levy (CIL) payments and sought clarification best practice.

Members expressed a preference to reduce financial risk by paying CIL awards in staged proportions across the length of the build period, rather than a single upfront payment. The Committee also requested regular progress statements from each successful applicant to support this approach.

TO ACTION: The Clerk to seek guidance on the correct financial and procedural approach to staged payments, including consultation and to report back to the Finance Committee with recommendations for consideration.

FC 102/25 Replacement gates at the Allotment

DEFERRED: Due to time constraints this item was deferred to the next meeting.

TO NOTE: The committee did advise that they would like to see the specification sent out and the quotes from each supplier. Comments were made about the number of locks required for the gate, and they would like more information.

FC 103/25 CIL Policy Review

DEFERRED: Due to time constraints this item was deferred to the next meeting.

FC 104/25 Oral Update from the Clerk

DEFERRED: Due to time constraints this item was deferred to the next meeting.

Meeting notes

The meeting started at 6:46pm.

The meeting closed at 9:07 pm.

Signed as a true record of the meeting:

Signed: ______________________

Dated: ______________________

Sunningdale Parish Council

Disclosure by a Member of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Sunningdale Members's Code of Conduct.

As required by the Localism Act 2011 and the adopted Sunningdale Members' Code of Conduct, **I hereby disclose**, for the information of the authority that I have (a disclosable pecuniary interest) (a registerable interest (non-pecuniary interest) in the following matter:

COMMITTEE: **DATE:**

NAME OF COUNCILLOR: ____

Please use the form below to state in which agenda items you have an interest

Agenda No.	**Subject**	**Disclosable Pecuniary Interests**	**Other Registerable Interests (non-pecuniary interests)**	**Reason**

SIGNED: **DATED:**

Notes:

"Member" includes co-opted member, member of a committee, joint committee or sub-committee

A disclosable pecuniary interest is defined by the relevant authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities. A registered interest (non-pecuniary interest) is defined by Section 9 of the Sunningdale Code of Conduct.

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
TWS001	Timber Windoows of Sunningdale								
		11/11/2025	143	30.00	0.00	30.00	0.00	01/04/2026	1
				Receipt Total	**0.00**	**30.00**		**Ref: PAY**	
PIZ001	Pizzeria Anto Ltd								
		30/03/2026	186	140.00	0.00	140.00	0.00	02/04/2026	1
				Receipt Total	**0.00**	**140.00**		**Ref: Inv 186**	
DOW001	Charles Patrick Dowton								
		31/03/2026	196	1,800.00	0.00	1,800.00	0.00	13/04/2026	1
				Receipt Total	**0.00**	**1,800.00**		**Ref: CEM Inv 19**	
IHI001	InHealth Intelligence Ltd								
		05/03/2026	182	1,164.50	0.00	1,164.50	0.00	17/04/2026	1
				Receipt Total	**0.00**	**1,164.50**		**Ref: Inv 182**	
CUR001	Curly Wurly Cafe Limited								
		12/01/2026	169	521.15	0.00	521.15	0.00	21/04/2026	1
				Receipt Total	**0.00**	**521.15**		**Ref: Inv 169**	
CUR001	Curly Wurly Cafe Limited								
		09/02/2026	176	464.26	0.00	464.26	0.00	21/04/2026	1
				Receipt Total	**0.00**	**464.26**		**Ref: Inv 176**	
CUR001	Curly Wurly Cafe Limited								
		09/03/2026	184	452.29	0.00	452.29	0.00	21/04/2026	1
				Receipt Total	**0.00**	**452.29**		**Ref: Inv 184**	
MAT001	Match Point Tennis								
		03/03/2026	180	655.00	0.00	655.00	0.00	21/04/2026	1
				Receipt Total	**0.00**	**655.00**		**Ref: Inv 180**	
EXD001	Extreme Design								
		07/04/2026	187	189.60	0.00	189.60	0.00	16/04/2026	1
				Receipt Total	**0.00**	**189.60**		**Ref: Inv 187**	

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SDP001	Sunningdale Dental Practice								
		07/04/2026	189	261.60	0.00	261.60	0.00	15/04/2026	1
				Receipt Total	**0.00**	**261.60**		**Ref: Inv 189**	
BRK001	Breckenridge Lettings								
		07/04/2026	191	94.80	0.00	94.80	0.00	22/04/2026	1
				Receipt Total	**0.00**	**94.80**		**Ref: Inv 191**	
SVH001	Sunningdale Village Hall								
		21/04/2026	203	379.20	0.00	379.20	0.00	23/04/2026	1
				Receipt Total	**0.00**	**379.20**		**Ref: Inv 203**	
BBK001	Brilliant Bikes Ltd								
		21/04/2026	201	189.60	0.00	189.60	0.00	23/04/2026	1
				Receipt Total	**0.00**	**189.60**		**Ref: Inv 201**	
PIZ001	Pizzeria Anto Ltd								
		24/04/2026	210	225.00	0.00	225.00	0.00	27/04/2026	1
				Receipt Total	**0.00**	**225.00**		**Ref: Inv 210**	
MAT001	Match Point Tennis								
		21/04/2026	204	823.00	0.00	823.00	0.00	28/04/2026	1
				Receipt Total	**0.00**	**823.00**		**Ref: Inv 204**	
NHW001	Windsor & Ascot Neightbourhood Watch Ass								
		24/04/2026	212	270.00	0.00	270.00	0.00	28/04/2026	1
				Receipt Total	**0.00**	**270.00**		**Ref: Inv 212**	
SDP001	Sunningdale Dental Practice								
		28/04/2026	Payment 22-1	0.00	0.00	261.60	-261.60	28/04/2026	1
				Receipt Total	**0.00**	**261.60**		**Ref: Inv 189**	
A-CR001	Carol Robinson								
		17/03/2026	Payment 21-1	16.88	0.00	16.88	0.00	23/04/2026	1
				Receipt Total	**0.00**	**16.88**		**Ref: ALL39**	

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
ASP001	Clive Asprey								
		21/04/2026	205	562.00	0.00	562.00	0.00	23/04/2026	1
				Receipt Total	**0.00**	**562.00**		**Ref: Inv 205**	
A-CR001	Carol Robinson								
		23/04/2026	Payment 23-1	0.00	0.00	-16.88	16.88	23/04/2026	1
				Receipt Total	**0.00**	**-16.88**		**Ref: ALL39**	
ACC001	The Accordion Shop								
		07/04/2026	188	284.40	0.00	284.40	0.00	23/04/2026	1
				Receipt Total	**0.00**	**284.40**		**Ref: Inv 188**	
LOD003	Lodge Brothers Sunningdale								
		14/04/2026	CEM176	475.00	0.00	475.00	0.00	15/04/2026	1
				Receipt Total	**0.00**	**475.00**		**Ref: CEM 176**	
DBS001	Davis Burton Sellek								
		30/04/2026	Payment 24-1	0.00	0.00	189.60	-189.60	30/04/2026	1
				Receipt Total	**0.00**	**189.60**		**Ref: Blooms**	
LIN001	Lines Bannister Funeral Directors								
		08/04/2026	CEM175	675.00	0.00	135.00	540.00	24/04/2026	1
				Receipt Total	**0.00**	**135.00**		**Ref: CEM175**	
				Total Receipts Entered for Month 1	**0.00**	**9,567.60**			

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
NJW001	Nicole Warner								
		10/04/2026	194	18.00	0.00	18.00	0.00	05/05/2026	1
				Receipt Total	**0.00**	**18.00**		**Ref: Field hire**	
FULS001	Full House Restaurants Ltd								
		28/04/2026	213	189.60	0.00	189.60	0.00	05/05/2026	1
				Receipt Total	**0.00**	**189.60**		**Ref: Blooms**	
ATM001	Atom Ltd								
		10/04/2026	192	379.20	0.00	379.20	0.00	28/05/2026	1
				Receipt Total	**0.00**	**379.20**		**Ref: Blooms**	
SDP001	Sunningdale Dental Practice								
		28/04/2026	Payment 22-1	-261.60	0.00	-261.60	0.00	18/05/2026	1
				Receipt Total	**0.00**	**-261.60**		**Ref: Refund**	
SAVL01	Savills (UK) Ltd								
		10/04/2026	193	379.20	0.00	379.20	0.00	05/05/2026	1
				Receipt Total	**0.00**	**379.20**		**Ref: Inv 193**	
A-CR001	Carol Robinson								
		23/04/2026	Payment 23-1	16.88	0.00	16.88	0.00	07/05/2026	1
				Receipt Total	**0.00**	**16.88**		**Ref: ALL39**	
ESS001	E SARGEANT AND SON								
		30/04/2026	CEM177	5,400.00	0.00	5,400.00	0.00	11/05/2026	1
				Receipt Total	**0.00**	**5,400.00**		**Ref: CEM177**	
GRV001	Graveside Memorials								
		11/05/2026	CEM181	405.00	0.00	405.00	0.00	14/05/2026	1
				Receipt Total	**0.00**	**405.00**		**Ref: CEM181**	
LOD003	Lodge Brothers Sunningdale								
		05/05/2026	CEM180	475.00	0.00	475.00	0.00	27/05/2026	1
				Receipt Total	**0.00**	**475.00**		**Ref: CEM180**	

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
MAT001	Match Point Tennis								
		21/04/2026	206	1,086.00	0.00	1,086.00	0.00	28/05/2026	1
				Receipt Total	**0.00**	**1,086.00**		**Ref: Inv 206**	
HJN001	H J Newman Funeral Directors								
		22/05/2026	CEM184	5,400.00	0.00	5,400.00	0.00	28/05/2026	1
				Receipt Total	**0.00**	**5,400.00**		**Ref: CEM184**	
R4K001	Ready 4 Kickin Limited								
		30/04/2026	214	135.00	0.00	135.00	0.00	05/05/2026	1
				Receipt Total	**0.00**	**135.00**		**Ref: inv 214**	
JMC001	Joanna Claire McCaul								
		01/05/2026	CEM179	50.00	0.00	50.00	0.00	01/05/2026	1
				Receipt Total	**0.00**	**50.00**		**Ref: CEM179**	
ASP001	Clive Asprey								
		12/05/2026	223	282.00	0.00	282.00	0.00	14/05/2026	1
				Receipt Total	**0.00**	**282.00**		**Ref: Inv 223**	
TWS001	Timber Windoows of Sunningdale								
		10/06/2025	68	-31.20	0.00	-31.20	0.00	26/05/2026	1
		24/04/2026	211	94.80	0.00	94.80	0.00	26/05/2026	1
				Receipt Total	**0.00**	**63.60**		**Ref: Blooms**	
LIN001	Lines Bannister Funeral Directors								
		08/04/2026	CEM175	540.00	0.00	-135.00	675.00	24/04/2026	1
				Receipt Total	**0.00**	**-135.00**		**Ref: CORRECTION**	
LIN001	Lines Bannister Funeral Directors								
		11/05/2026	CEM183	405.00	0.00	135.00	270.00	24/04/2026	1
				Receipt Total	**0.00**	**135.00**		**Ref: CEM183**	
LIN001	Lines Bannister Funeral Directors								
		11/05/2026	CEM183	270.00	0.00	270.00	0.00	15/05/2026	1
				Receipt Total	**0.00**	**270.00**		**Ref: CEM 183**	

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
LIN001	Lines Bannister Funeral Directors								
		08/04/2026	CEM175	675.00	0.00	675.00	0.00	18/05/2026	1
				Receipt Total	**0.00**	**675.00**		**Ref: CEM 175**	
				Total Receipts Entered for Month 2	**0.00**	**14,962.88**			

Bank Reconciliation up to 30/04/2026 for Cashbook No 1 - Handelsbanken

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2026	300	9.03		9.03		R	Castle Water Cemetery
01/04/2026	301	55.22		55.22		R	The Cartridge People Ltd
01/04/2026	302	450.00		450.00		R	Cleaning Services of Ascot
01/04/2026	303	400.44		400.44		R	T.J.Gardiner Electrical
01/04/2026	304	154.98		154.98		R	ITQED Business Solutions
01/04/2026	305	570.00		570.00		R	Matthew Lane
01/04/2026	306	879.96		879.96		R	M&B Services (Southern) Ltd
01/04/2026	307	42.00		42.00		R	National Association of Local
01/04/2026	308	36.49		36.49		R	Suzanne Parker
01/04/2026	309	234.00		234.00		R	Rialtas Business Solutions Ltd
01/04/2026	310	96.20		96.20		R	SLCC Enterprises Ltd
01/04/2026	311	3,456.00		3,456.00		R	Tarrants Tree Surgery Ltd
01/04/2026	312	266.40		266.40		R	Village Life Publishing Ltd
01/04/2026	DD 01/04 1	145.61		145.61		R	Shire Leasing PLC
01/04/2026	DD 01/04 2	514.91		514.91		R	Shorts Group Limited
01/04/2026	DD 01/04 3	298.82		298.82		R	4Com Network Services Ltd
02/04/2026	TRANSFER	161.47		161.47		R	DPS Ltd
02/04/2026	TRANSFER	340.00		340.00		R	Martins Tyres
07/04/2026	Inv 34312	420.00		420.00		R	ITQED Business Solutions
09/04/2026	DD 09/04 1	76.80		76.80		R	Telefonica UK Limited
15/04/2026			261.60	261.60		R	Receipt(s) Banked
15/04/2026			475.00	475.00		R	Receipt(s) Banked
16/04/2026	TNSFR	50.68		50.68		R	Handelsbanken
16/04/2026	DD 16/04 1	115.55		115.55		R	Castle Water (Recreation Groun
16/04/2026			189.60	189.60		R	Receipt(s) Banked
17/04/2026			1,164.50	1,164.50		R	Receipt(s) Banked
20/04/2026	TNSFR	15,445.81		15,445.81		R	Various
20/04/2026	TNSFR	1,275.00		1,275.00		R	John Rose
20/04/2026	TRANSFER	500,000.00		500,000.00		R	CCLA
20/04/2026	TRANSFER	-1,275.00		-1,275.00		R	John Rose
20/04/2026	Flat rent		1,275.00	1,275.00		R	Receipt(s) Banked
21/04/2026	DD 21/04 1	82.92		82.92		R	Ecotricity Ltd (tennis)
21/04/2026			521.15	521.15		R	Receipt(s) Banked
21/04/2026			464.26	464.26		R	Receipt(s) Banked
21/04/2026			452.29	452.29		R	Receipt(s) Banked
21/04/2026			655.00	655.00		R	Receipt(s) Banked
22/04/2026			94.80	94.80		R	Receipt(s) Banked
23/04/2026	23/04 1	7.59		7.59		R	Castle Water Allotments
23/04/2026	TRANSFER	16.88		16.88		R	Handelsbanken
23/04/2026			379.20	379.20		R	Receipt(s) Banked
23/04/2026			189.60	189.60		R	Receipt(s) Banked
23/04/2026			16.88	16.88		R	Receipt(s) Banked
23/04/2026			562.00	562.00		R	Receipt(s) Banked
23/04/2026			-16.88	-16.88		R	Receipt(s) Banked
23/04/2026	Blooms		284.40	284.40		R	Receipt(s) Banked

Bank Reconciliation up to 30/04/2026 for Cashbook No 1 - Handelsbanken

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
23/04/2026	Correction		-562.00	-562.00		R	Receipt(s) Banked
23/04/2026	2/2		578.88	578.88		R	Receipt(s) Banked
24/04/2026	TRANSFER	11,840.00		11,840.00		R	Berkshire County FB Club
24/04/2026	TRANSFER	-11,840.00		-11,840.00		R	Berkshire County FB Club
24/04/2026	TRANSFER	11,840.00		11,840.00		R	Berkshire County FC
24/04/2026	HMRC VAT		3,969.12	3,969.12		R	Receipt(s) Banked
24/04/2026			135.00	135.00		R	Receipt(s) Banked
27/04/2026	TNSFR	21.00		21.00		R	Handelsbanken
27/04/2026	DD 27/01 1	517.00		517.00		R	Ecotricity Ltd
27/04/2026			225.00	225.00		R	Receipt(s) Banked
28/04/2026			823.00	823.00		R	Receipt(s) Banked
28/04/2026			270.00	270.00		R	Receipt(s) Banked
28/04/2026			261.60	261.60		R	Receipt(s) Banked
28/04/2026	Stripe pay		673.22	673.22		R	Receipt(s) Banked
30/04/2026	DD 30/04 1	126.65		126.65		R	Croner Group Ltd
30/04/2026			140.00	140.00		R	Receipt(s) Banked
30/04/2026			1,800.00	1,800.00		R	Receipt(s) Banked
30/04/2026	box league		9.00	9.00		R	Receipt(s) Banked
30/04/2026	Precept 2		130,405.50	130,405.50		R	Receipt(s) Banked
30/04/2026	Precept 2		130,405.50	130,405.50		R	Receipt(s) Banked
30/04/2026			189.60	189.60		R	Receipt(s) Banked
30/04/2026	Interest		3,623.41	3,623.41		R	Receipt(s) Banked
		536,832.41	279,915.23				

Clerk/RFO:

Name ....Signed ....Date ....

Councillor:

Name ....Signed ....Date ....

Bank Reconciliation up to 31/05/2026 for Cashbook No 1 - Handelsbanken

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/04/2026	CEM183		-135.00	-135.00		R	Receipt(s) Banked
24/04/2026	CEM183		135.00	135.00		R	Receipt(s) Banked
30/04/2026	313	574.98		574.98		R	ITQED Business Solutions
30/04/2026	314	131.88		131.88		R	Longacres Garden Centre
30/04/2026	315	50.00		50.00		R	Royal Borough of Windsor and M
30/04/2026	316	4,138.80		4,138.80		R	Rialtas Business Solutions Ltd
30/04/2026	317	99.25		99.25		R	John Rose
30/04/2026	318	304.45		304.45		R	Trade UK/Screwfix
30/04/2026	319	112.68		112.68		R	Seldram Supplies Camberley
30/04/2026	320	174.31		174.31		R	The Sign Shed Limited
30/04/2026	321	450.00		450.00		R	Technical Surfaces Ltd.
30/04/2026	322	41.50		41.50		R	Winchester Garden Machinery Lt
01/05/2026	April 26	145.61		145.61		R	Shire Leasing PLC
01/05/2026	Inv 298567	542.62		542.62		R	Shorts Group Limited
01/05/2026	Inv 112276	298.82		298.82		R	4Com Network Services Ltd
01/05/2026			18.00	18.00		R	Receipt(s) Banked
01/05/2026			50.00	50.00		R	Receipt(s) Banked
01/05/2026			1,275.00	1,275.00		R	Receipt(s) Banked
05/05/2026			189.60	189.60		R	Receipt(s) Banked
05/05/2026			379.20	379.20		R	Receipt(s) Banked
05/05/2026			16.88	16.88		R	Receipt(s) Banked
05/05/2026			135.00	135.00		R	Receipt(s) Banked
05/05/2026	CIL		27,337.85	27,337.85		R	Receipt(s) Banked
07/05/2026	Inv 437094	80.40		80.40		R	Telefonica UK Limited
08/05/2026	323	400.00		400.00		R	Cleaning Services of Ascot
08/05/2026	324	92.30		92.30		R	E.ON Next Energy Limited
08/05/2026	325	260.00		260.00		R	Matthew Lane
08/05/2026	326	37.00		37.00		R	John Rose
08/05/2026	327	89.94		89.94		R	Stringers' World Ltd.
08/05/2026	328	106.20		106.20		R	Nikki Tomlinson
08/05/2026	BACS	22,535.25		22,535.25		R	Charters School
11/05/2026			5,400.00	5,400.00		R	Receipt(s) Banked
14/05/2026			405.00	405.00		R	Receipt(s) Banked
14/05/2026			282.00	282.00		R	Receipt(s) Banked
15/05/2026	BACS	18,750.00		18,750.00		R	1st Sunningdale Scouts
15/05/2026	Inv 122	42.11		42.11		R	Handelsbanken plc
15/05/2026			270.00	270.00		R	Receipt(s) Banked
18/05/2026			-261.60	-261.60		R	Receipt(s) Banked
18/05/2026			675.00	675.00		R	Receipt(s) Banked
19/05/2026	329	48.00		48.00		R	All Seasons Window Cleaning Lt
19/05/2026	330	7,166.40		7,166.40		R	Chiltern Sports Contractors Lt
19/05/2026	331	327.00		327.00		R	ITQED Business Solutions
19/05/2026	332	552.00		552.00		R	Red Kite Conservation Services
20/05/2026	DD 20/05 1	228.52		228.52		R	Ecotricity Ltd (tennis)
20/05/2026	TNSFR	15,458.61		15,458.61		R	Payroll

Sunningdale Parish Council Current Year

Bank Reconciliation up to 31/05/2026 for Cashbook No 1 - Handelsbanken

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/05/2026	TNSFR	-15,458.61		-15,458.61		R	Various
20/05/2026	TNSFR	15,446.61		15,446.61		R	Various
22/05/2026	341	20,460.01		20,460.01		R	Bisley Contracting Limited
22/05/2026	342	11,500.00		11,500.00		R	Royal Borough of Windsor and M
22/05/2026	DD 22/5/1	180.16		180.16		R	Castle Water (Recreation Groun
22/05/2026	TNSFR	1.00		1.00		R	Bisley Contractor
26/05/2026	DD 26/5/1	517.00		517.00		R	Ecotricity Ltd
26/05/2026	DD 26/5/2	7.79		7.79		R	Castle Water Allotments
26/05/2026			63.60	63.60		R	Receipt(s) Banked
27/05/2026			475.00	475.00		R	Receipt(s) Banked
28/05/2026	DD 28/5/1	126.65		126.65		R	Croner Group Ltd
28/05/2026	DD 28/5/2	110.00		110.00		R	E.ON Next Energy Limited
28/05/2026			1,086.00	1,086.00		R	Receipt(s) Banked
28/05/2026			5,400.00	5,400.00		R	Receipt(s) Banked
28/05/2026	Stripe		340.24	340.24		R	Receipt(s) Banked
29/05/2026	Interest		3,374.88	3,374.88		R	Receipt(s) Banked
31/05/2026	333	77.95		77.95		R	Anne-Catherine Buxton
31/05/2026	334	3.47		3.47		R	Castle Water Cemetery
31/05/2026	335	245.46		245.46		R	The Cartridge People Ltd
31/05/2026	336	26.53		26.53		R	Chapmans the Ironmongers
31/05/2026	337	63.99		63.99		R	Longacres Garden Centre
31/05/2026	338	700.00		700.00		R	Playcheck UK
31/05/2026	339	176.61		176.61		R	Seldram Supplies Camberley
31/05/2026	340	379.00		379.00		R	SLCC Enterprises Ltd
31/05/2026			379.20	379.20		R	Receipt(s) Banked
		107,802.25	47,290.85				

Clerk/RFO:

Name ....Signed ....Date ....

Councillor:

Name ....Signed ....Date ....

Sunningdale Parish Council Current Year

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Handelsbanken

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Handelsbank	31/03/2026		320,481.14
Handelsbank 35 day account	31/03/2026		2,333,795.63
			2,654,276.77
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			2,654,276.77
Unpresented Receipts (Plus)			
		0.00	
			0.00
			2,654,276.77
		Balance per Cash Book is :-	**2,654,276.77**
		Difference is :-	**0.00**

Clerk/RFO:

Name .... Signed .... Date ....

Councillor:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 1 - Handelsbanken

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Handelsbank	30/04/2026		559,940.55
Handelsbank 35 day account	30/04/2026		1,837,419.04
			2,397,359.59
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			2,397,359.59
Unpresented Receipts (Plus)			
		0.00	
			0.00
			2,397,359.59
		Balance per Cash Book is :-	**2,397,359.59**
		Difference is :-	**0.00**

Clerk/RFO:

Name ....Signed ....Date ....

Councillor:

Name ....Signed ....Date ....

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 1 - Handelsbanken

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Handelsbank	31/05/2026		365,649.27
Handelsbank 35 day account	31/05/2026		1,971,198.92
			2,336,848.19
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			2,336,848.19
Unpresented Receipts (Plus)			
		0.00	
			0.00
			2,336,848.19
		Balance per Cash Book is :-	**2,336,848.19**
		Difference is :-	**0.00**

Clerk/RFO:

Name ....Signed ....Date ....

Councillor:

Name ....Signed ....Date ....

Sunningdale Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Administration								
1099	Sundry Income	1,676	0	0	0			0.0%	
1176	Precept	260,811	260,811	260,811	0			100.0%	
1190	Interest Received	48,132	6,998	50,000	43,002			14.0%	
1195	Insurance Payout	3,975	0	0	0			0.0%	
	Administration :- Income	**314,594**	**267,809**	**310,811**	**43,002**			**86.2%**	**0**
4001	Salaries and Wages	181,029	30,892	187,875	156,983		156,983	16.4%	
4002	Contingency for Cost of Living	0	0	5,850	5,850		5,850	0.0%	
4006	Agency Staff	11,455	0	0	0		0	0.0%	
4008	Training	2,339	989	3,000	2,012		2,012	33.0%	
4009	Travel	131	21	250	229		229	8.3%	
4010	Misc Staff Costs	223	35	190	155		155	18.4%	
4020	Miscellaneous Expenses	101	0	300	300		300	0.0%	
4021	Telephone VOIP and Broadband	5,358	808	5,400	4,592		4,592	15.0%	
4022	Postage	0	0	100	100		100	0.0%	
4023	Printing, Stationery & Ref Bks	856	516	1,300	784		784	39.7%	
4024	IT Costs & Support	8,247	1,497	8,500	7,003		7,003	17.6%	
4025	Insurance	2,517	0	2,750	2,750		2,750	0.0%	
4026	Subscriptions	1,915	1,360	3,633	2,273		2,273	37.4%	
4031	Advertising	0	0	100	100		100	0.0%	
4042	Grounds Maintenance	516	0	0	0		0	0.0%	
4043	Equipment Maintenance	0	0	0	0		0	0.0%	
4045	Equipment & Small Tools	7	0	2,000	2,000		2,000	0.0%	
4050	Bank Charges	338	193	700	507		507	27.5%	
4061	Audit Fees (External)	1,365	0	1,417	1,417		1,417	0.0%	
4062	Audit Fees (Internal)	905	420	1,000	580		580	42.0%	
4063	Accountancy Support	3,540	3,449	4,300	851		851	80.2%	
4064	Legal and Professional Fees	2,121	36	10,000	9,964		9,964	0.4%	
4701	Grants	0	53,125	10,000	(43,125)		(43,125)	531.3%	53,125
	Administration :- Indirect Expenditure	**222,964**	**93,340**	**248,665**	**155,325**	**0**	**155,325**	**37.5%**	**53,125**
	Net Income over Expenditure	**91,630**	**174,469**	**62,146**	**(112,323)**				
6000	plus Transfer from EMR	0	53,125	0	(53,125)				
	Movement to/(from) Gen Reserve	**91,630**	**227,594**	**62,146**	**(165,448)**				
102	Democratic Process								
4008	Training	220	0	1,000	1,000		1,000	0.0%	
4020	Miscellaneous Expenses	238	0	300	300		300	0.0%	
4024	IT Costs & Support	878	0	0	0		0	0.0%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4031	Advertising	53	0	0	0		0	0.0%	
4033	Parish Newsletter	1,462	0	1,590	1,590		1,590	0.0%	
4034	Parish Website	0	0	877	877		877	0.0%	
4201	Chairmans Activities	66	0	500	500		500	0.0%	
4202	Annual Parish Meeting	350	140	250	110		110	55.8%	
4211	Election Expenses	0	0	6,500	6,500		6,500	0.0%	
4231	Community Action	192	0	1,200	1,200		1,200	0.0%	
	Democratic Process :- Indirect Expenditure	**3,458**	**140**	**12,217**	**12,077**	**0**	**12,077**	**1.1%**	**0**
	Net Expenditure	**(3,458)**	**(140)**	**(12,217)**	**(12,077)**				
202	Recreation Ground								
1011	Rent Received Field	180	153	0	(153)			0.0%	
	Recreation Ground :- Income	**180**	**153**	**0**	**(153)**				**0**
4007	Health & Safety	3,796	145	1,120	975		975	13.0%	
4012	Water Rates	995	274	1,054	780		780	26.0%	
4014	Electricity & Gas	2,107	894	0	(894)		(894)	0.0%	
4038	Tree maintenance	3,720	3,000	24,354	21,354		21,354	12.3%	
4040	Dog Bin Emptying	4,536	1,410	5,160	3,750		3,750	27.3%	
4042	Grounds Maintenance	1,793	871	3,746	2,875		2,875	23.3%	
4043	Equipment Maintenance	7,176	35	24,239	24,204		24,204	0.1%	
4044	Equipment Hire	0	0	630	630		630	0.0%	
4045	Equipment & Small Tools	266	0	784	784		784	0.0%	
4046	Vehicle Repairs/Mtce	0	426	516	90		90	82.6%	
4047	Vehicle Tax/Insurance	362	0	888	888		888	0.0%	
4048	Vehicle Fuel & Oil	373	83	774	691		691	10.7%	
4049	Other Fuel & Oil	275	31	991	960		960	3.1%	
	Recreation Ground :- Indirect Expenditure	**25,399**	**7,169**	**64,256**	**57,087**	**0**	**57,087**	**11.2%**	**0**
	Net Income over Expenditure	**(25,219)**	**(7,016)**	**(64,256)**	**(57,240)**				
203	Cemetery								
1031	Cemetery Income	26,554	7,475	34,452	26,977			21.7%	
1032	Headstones	3,620	950	3,404	2,454			27.9%	
1033	Grant of Rights	22,630	5,000	19,136	14,136			26.1%	
	Cemetery :- Income	**52,804**	**13,425**	**56,992**	**43,567**			**23.6%**	**0**
4012	Water Rates	104	22	106	84		84	20.3%	
4014	Electricity & Gas	0	(9)	0	9		9	0.0%	
4015	Waste Services	7	0	0	0		0	0.0%	
4021	Telephone VOIP and Broadband	8	0	0	0		0	0.0%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4037	Grave Services	7,031	885	8,525	7,640		7,640	10.4%	
4042	Grounds Maintenance	2,640	50	4,000	3,950		3,950	1.2%	
4064	Legal and Professional Fees	0	107	0	(107)		(107)	0.0%	
	Cemetery :- Indirect Expenditure	**9,791**	**1,054**	**12,631**	**11,577**	**0**	**11,577**	**8.3%**	**0**
	Net Income over Expenditure	**43,013**	**12,371**	**44,361**	**31,990**				
204	Allotments								
1010	Rent Received	2,389	0	1,760	1,760			0.0%	
	Allotments :- Income	**2,389**	**0**	**1,760**	**1,760**			**0.0%**	**0**
4012	Water Rates	559	15	650	635		635	2.4%	
4015	Waste Services	7	0	0	0		0	0.0%	
4020	Miscellaneous Expenses	9,507	87	2,300	2,214		2,214	3.8%	
4038	Tree maintenance	1,015	0	0	0		0	0.0%	
4041	Property Maintenance	0	17,050	0	(17,050)		(17,050)	0.0%	
4042	Grounds Maintenance	478	0	1,000	1,000		1,000	0.0%	
	Allotments :- Indirect Expenditure	**11,566**	**17,152**	**3,950**	**(13,202)**	**0**	**(13,202)**	**434.2%**	**0**
	Net Income over Expenditure	**(9,177)**	**(17,152)**	**(2,190)**	**14,962**				
6000	plus Transfer from EMR	9,323	0	0	0				
	Movement to/(from) Gen Reserve	**146**	**(17,152)**	**(2,190)**	**14,962**				
205	Tennis								
1012	Electricity income	45	0	500	500			0.0%	
1021	Tennis Court Season Ticket	11,314	201	12,560	12,359			1.6%	
1022	Tennis Court P&P	5,305	812	4,800	3,988			16.9%	
1023	Tennis Court Coaching	15,439	3,125	16,050	12,925			19.5%	
1024	Tennis Box League	117	9	90	81			10.0%	
1099	Sundry Income	2,165	0	0	0			0.0%	
	Tennis :- Income	**34,385**	**4,147**	**34,000**	**29,853**			**12.2%**	**0**
4014	Electricity & Gas	418	297	898	601		601	33.0%	
4020	Miscellaneous Expenses	1,550	0	0	0		0	0.0%	
4026	Subscriptions	216	0	250	250		250	0.0%	
4041	Property Maintenance	157	0	0	0		0	0.0%	
4043	Equipment Maintenance	3,097	450	10,026	9,576		9,576	4.5%	
4045	Equipment & Small Tools	3,944	0	0	0		0	0.0%	
4064	Legal and Professional Fees	364	0	0	0		0	0.0%	
	Tennis :- Indirect Expenditure	**9,746**	**747**	**11,174**	**10,427**	**0**	**10,427**	**6.7%**	**0**
	Net Income over Expenditure	**24,639**	**3,401**	**22,826**	**19,425**				
6000	plus Transfer from EMR	3,761	0	0	0				
	Movement to/(from) Gen Reserve	**28,400**	**3,401**	**22,826**	**19,425**				

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Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
206	Pavilion Toilets								
4003	Casual Labour	690	0	0	0		0	0.0%	
4016	Cleaning Costs	1,050	1,350	5,500	4,150		4,150	24.5%	
4017	Cleaning Supplies	1,305	185	1,365	1,180		1,180	13.5%	
	Pavilion Toilets :- Indirect Expenditure	**3,045**	**1,535**	**6,865**	**5,330**	**0**	**5,330**	**22.4%**	**0**
	Net Expenditure	**(3,045)**	**(1,535)**	**(6,865)**	**(5,330)**				
207	Facilities								
1012	Electricity income	3,227	481	2,500	2,019			19.2%	
1013	Rent Received Chalet	2,694	400	2,400	2,000			16.7%	
1014	Rent Received Flat	15,300	2,550	15,500	12,950			16.5%	
1016	Waste Income	30	190	750	560			25.3%	
1017	Trading pitch (car park)	1,915	225	2,400	2,175			9.4%	
1020	Letting Income	4,189	1,698	11,500	9,803			14.8%	
1099	Sundry Income	392	0	0	0			0.0%	
	Facilities :- Income	**27,747**	**5,543**	**35,050**	**29,507**			**15.8%**	**0**
4007	Health & Safety	285	0	480	480		480	0.0%	
4012	Water Rates	494	0	0	0		0	0.0%	
4014	Electricity & Gas	4,250	0	8,170	8,170		8,170	0.0%	
4015	Waste Services	1,378	301	1,469	1,168		1,168	20.5%	
4017	Cleaning Supplies	34	48	0	(48)		(48)	0.0%	
4041	Property Maintenance	23,772	(16,046)	12,000	28,046		28,046	(133.7%)	
4042	Grounds Maintenance	321	0	0	0		0	0.0%	
4043	Equipment Maintenance	504	40	0	(40)		(40)	0.0%	
4045	Equipment & Small Tools	1,048	142	200	58		58	70.8%	
4047	Vehicle Tax/Insurance	459	0	0	0		0	0.0%	
	Facilities :- Indirect Expenditure	**32,546**	**(15,516)**	**22,319**	**37,835**	**0**	**37,835**	**(69.5%)**	**0**
	Net Income over Expenditure	**(4,799)**	**21,060**	**12,731**	**(8,329)**				
208	Heritage Assets								
4041	Property Maintenance	20	0	1,500	1,500		1,500	0.0%	
4042	Grounds Maintenance	4,504	920	10,280	9,360		9,360	8.9%	
4043	Equipment Maintenance	579	0	0	0		0	0.0%	
4221	Village Clocks	0	0	331	331		331	0.0%	
	Heritage Assets :- Indirect Expenditure	**5,103**	**920**	**12,111**	**11,191**	**0**	**11,191**	**7.6%**	**0**
	Net Expenditure	**(5,103)**	**(920)**	**(12,111)**	**(11,191)**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301	Village Hall								
4041	Property Maintenance	0	0	7,500	7,500		7,500	0.0%	
	Village Hall :- Indirect Expenditure	**0**	**0**	**7,500**	**7,500**	**0**	**7,500**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(7,500)**	**(7,500)**				
302	Library								
4070	Service Charge RBWM Library	11,500	11,500	12,000	500		500	95.8%	
	Library :- Indirect Expenditure	**11,500**	**11,500**	**12,000**	**500**	**0**	**500**	**95.8%**	**0**
	Net Expenditure	**(11,500)**	**(11,500)**	**(12,000)**	**(500)**				
303	Borough in Bloom								
1040	Sponsorship Income	4,666	2,588	5,550	2,962			46.6%	
	Borough in Bloom :- Income	**4,666**	**2,588**	**5,550**	**2,962**			**46.6%**	**0**
4039	In Bloom Expenses	11,072	7,824	12,075	4,251		4,251	64.8%	
	Borough in Bloom :- Indirect Expenditure	**11,072**	**7,824**	**12,075**	**4,251**	**0**	**4,251**	**64.8%**	**0**
	Net Income over Expenditure	**(6,406)**	**(5,236)**	**(6,525)**	**(1,289)**				
304	Christmas								
1040	Sponsorship Income	764	(30)	1,000	1,030			(3.0%)	
1099	Sundry Income	210	0	0	0			0.0%	
	Christmas :- Income	**974**	**(30)**	**1,000**	**1,030**			**(3.0%)**	**0**
4031	Advertising	175	0	0	0		0	0.0%	
4301	Christmas Event	6,730	0	10,000	10,000		10,000	0.0%	
	Christmas :- Indirect Expenditure	**6,904**	**0**	**10,000**	**10,000**	**0**	**10,000**	**0.0%**	**0**
	Net Income over Expenditure	**(5,930)**	**(30)**	**(9,000)**	**(8,970)**				
305	Other Events								
4003	Casual Labour	677	0	800	800		800	0.0%	
4301	Christmas Event	2,280	0	0	0		0	0.0%	
4302	Other Events	3,921	2,107	4,000	1,893		1,893	52.7%	
	Other Events :- Indirect Expenditure	**6,878**	**2,107**	**4,800**	**2,693**	**0**	**2,693**	**43.9%**	**0**
	Net Expenditure	**(6,878)**	**(2,107)**	**(4,800)**	**(2,693)**				

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
309	Woodland								
4015	Waste Services	0	0	600	600		600	0.0%	
4042	Grounds Maintenance	0	0	2,000	2,000		2,000	0.0%	
4043	Equipment Maintenance	0	0	2,000	2,000		2,000	0.0%	
	Woodland :- Indirect Expenditure	**0**	**0**	**4,600**	**4,600**	**0**	**4,600**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(4,600)**	**(4,600)**				
901	Parish Projects								
1174	CIL Grant	516,093	27,338	0	(27,338)			0.0%	
	Parish Projects :- Income	**516,093**	**27,338**	**0**	**(27,338)**				**0**
4904	Capital Works Recreation G	37,173	0	0	0		0	0.0%	
4912	Tennis Capital Works	0	5,972	0	(5,972)		(5,972)	0.0%	
4918	Childrens Book Exchange	90	0	0	0		0	0.0%	
	Parish Projects :- Indirect Expenditure	**37,263**	**5,972**	**0**	**(5,972)**	**0**	**(5,972)**		**0**
	Net Income over Expenditure	**478,831**	**21,366**	**0**	**(21,366)**				
6000	plus Transfer from EMR	90	0	0	0				
6001	less Transfer to EMR	465,881	0	0	0				
	Movement to/(from) Gen Reserve	**13,040**	**21,366**	**0**	**(21,366)**				
902	More Parish Projects								
4919	Traders	40	0	0	0		0	0.0%	
	More Parish Projects :- Indirect Expenditure	**40**	**0**	**0**	**0**	**0**	**0**		**0**
	Net Expenditure	**(40)**	**0**	**0**	**0**				
	Grand Totals:- Income	**953,831**	**320,974**	**445,163**	**124,189**			**72.1%**	
	Expenditure	**397,274**	**133,942**	**445,163**	**311,221**	**0**	**311,221**	**30.1%**	
	Net Income over Expenditure	**556,557**	**187,032**	**0**	**(187,032)**				
	plus Transfer from EMR	**13,174**	**53,125**	0	(53,125)				
	less Transfer to EMR	**465,881**	**0**	0	0				
	Movement to/(from) Gen Reserve	**103,850**	**240,157**	**0**	**(240,157)**				

Summary Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

Cost Centre Report

			Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Administration	Income	314,594	267,809	310,811	43,002			86.2%
		Expenditure	222,964	93,340	248,665	155,325		155,325	37.5%
		Net Income over Expenditure	91,630	174,469	62,146	(112,323)			
		plus Transfer from EMR	0	53,125	0	(53,125)			
		Movement to/(from) Gen Reserve	91,630	227,594	62,146	(165,448)			
102	Democratic Process	Expenditure	3,458	140	12,217	12,077		12,077	1.1%
202	Recreation Ground	Income	180	153	0	(153)			0.0%
		Expenditure	25,399	7,169	64,256	57,087		57,087	11.2%
		Movement to/(from) Gen Reserve	(25,219)	(7,016)	(64,256)	(57,240)			
203	Cemetery	Income	52,804	13,425	56,992	43,567			23.6%
		Expenditure	9,791	1,054	12,631	11,577		11,577	8.3%
		Movement to/(from) Gen Reserve	43,013	12,371	44,361	31,990			
204	Allotments	Income	2,389	0	1,760	1,760			0.0%
		Expenditure	11,566	17,152	3,950	(13,202)		(13,202)	434.2%
		Movement to/(from) Gen Reserve	(9,177)	(17,152)	(2,190)	14,962			
205	Tennis	Income	34,385	4,147	34,000	29,853			12.2%
		Expenditure	9,746	747	11,174	10,427		10,427	6.7%
		Movement to/(from) Gen Reserve	24,639	3,401	22,826	19,425			
206	Pavilion Toilets	Expenditure	3,045	1,535	6,865	5,330		5,330	22.4%
207	Facilities	Income	27,747	5,543	35,050	29,507			15.8%
		Expenditure	32,546	(15,516)	22,319	37,835		37,835	(69.5%)
		Movement to/(from) Gen Reserve	(4,799)	21,060	12,731	(8,329)			
208	Heritage Assets	Expenditure	5,103	920	12,111	11,191		11,191	7.6%
301	Village Hall	Expenditure	0	0	7,500	7,500		7,500	0.0%
302	Library	Expenditure	11,500	11,500	12,000	500		500	95.8%
303	Borough in Bloom	Income	4,666	2,588	5,550	2,962			46.6%
		Expenditure	11,072	7,824	12,075	4,251		4,251	64.8%
		Movement to/(from) Gen Reserve	(6,406)	(5,236)	(6,525)	(1,289)			
304	Christmas	Income	974	(30)	1,000	1,030			(3.0%)
		Expenditure	6,904	0	10,000	10,000		10,000	0.0%
		Movement to/(from) Gen Reserve	(5,930)	(30)	(9,000)	(8,970)			
305	Other Events	Expenditure	6,878	2,107	4,800	2,693		2,693	43.9%
309	Woodland	Expenditure	0	0	4,600	4,600		4,600	0.0%
901	Parish Projects	Income	516,093	27,338	0	(27,338)			0.0%
		Expenditure	37,263	5,972	0	(5,972)		(5,972)	0.0%
		Movement to/(from) Gen Reserve	478,831	21,366	0	(21,366)			
902	More Parish Projects	Expenditure	40	0	0	0		0	0.0%

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Sunningdale Parish Council Current Year

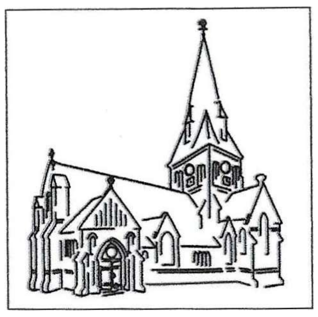
Summary Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	**953,831**	**320,974**	**445,163**	**124,189**			**72.1%**
Expenditure	**397,274**	**133,942**	**445,163**	**311,221**	**0**	**311,221**	**30.1%**
Net Income over Expenditure	**556,557**	**187,032**	**0**	**(187,032)**			
plus Transfer from EMR	**0**	**53,125**	0	(53,125)			
Movement to/(from) Gen Reserve	**556,557**	**240,157**	**0**	**(240,157)**			

FAO the Parish Councillors with respect to CIL funding.



The Transforming Trinity project is a wide-ranging re-ordering and refurbishing of Holy Trinity with many separate aspects to it although our aim is quite simple.

We want to move away from Holy Trinity being just a church building for church use, to a community hub, allowing the whole community to access and enjoy this breathtaking building.

The layout and design has been typical Victorian and although we intend to cherish and protect our heritage the project reimagines the building and creates new facilities for all to enjoy.

If you have a moment, please watch the short video explaining the project; visit our website holytrinitysunningdale.co.uk — go to Transforming Trinity tab and click on 'Transforming Trinity at a Glance' and select the short video clip link.

Or click on this link here [Transforming Trinity at a Glance - Holy Trinity Sunningdale]

Our request to the Parish Council is for funding towards aspects of the build that will specifically be advantageous to the community and towards their use of the building – particularly for Disabled visitors. For our part we will make known that these facilities were provided by Sunningdale Parish Council for the community to enjoy.

By opening up the ground floor we will create a very large space for community events and the new servery will make catering so much easier. The new room on the upper floor will be a glorious space suitable for a wide range of activities and again the availability for refreshments makes hosting events all the better.

Our expectation is that a wide range of community groups will recognise that the facilities we create will serve their purpose; be it a small meeting room with kitchen and toilet, or a larger space for a lecture, or the whole ground floor for a social event.

A key feature of Transforming Trinity is to provide the space and facilities for our Community Hub as well as our worshippers. TT will sensitively re-imagine the space within the building to create an upper floor with rooms that will be able to embrace the stunning east end stained glass window.

In considering this CIL funding application, our attention was drawn to ensuring the growing number of disabled in our community are included in the Transforming Trinity project. Thus, the following 2 items have been specifically identified as elements that we request the Parish Council assist in support of the Disabled in our community. (I've included VAT on these figures)

1)	The lift platform to the mezzanine floor rooms	£35,418
2)	The provision of 2 accessible WCs (AWC)	£43,833

Additionally, Transforming Trinity is embracing modern eco and environmentally friendly technologies for heating and lighting Holy Trinity. This includes Solar Panels, Air Source Heat Pump together with Under Floor Heating and low energy lighting throughout the building. We have also included the capacity to cool spaces within the building. In an era where periods of extreme heat will occur, we can create air conditioned climate controlled rooms for the benefit of all.

The Royal Borough of Windsor & Maidenhead has recognised the value the Transforming Trinity project is bringing in minimising our carbon footprint and has awarded TT Their Big Climate Pot Award of £25,000 towards the Solar Panels.

To ensure maximum benefit of the solar panels, a storage facility is also required (i.e. batteries) so that all our energy, whenever it is generated, will be used to power Holy Trinity and reduce our footprint. Thus to complete the Environmentally Friendly aspects of Transforming Trinity, our request is for the Parish Council to consider support for the Battery Storage side of our Eco-Evo solution.

3) Solar Battery supplying and installation £31,911

Total CIL Request £111,162

We are mindful of the demands on funds and the wide responsibilities the Parish Council has.

In bringing these specific items to your attention we felt they would match the aspirations and development of Sunningdale for the community and release far more than the cost of the items themselves.

Value for money.
In 1974 we installed sliding doors around an area to create a Parish room. For 52 years the church has used that "investment" far beyond the original cost and to great benefit. The church community are responsible for the maintenance and upkeep of the whole complex, so whether it's loose tiles and a leaky gutter, something that needs repairing, or maintenance on the sliding doors the church community covers the cost.

CIL money invested in Holy Trinity by the Council will yield a benefit for a very long time in the knowledge that the church community will be maintaining the new facilities at their own expense, not returning to the Parish Council for a further grant.

It would give us tremendous encouragement and an opportunity to publicise the use the Parish Council are making of CIL funds if we are able to partner together concerning the specific items mentioned.

To date we have raised £1,557,019 towards our target of £2,023,771 (inc VAT). We have identified the essentials to this project that will be done in a first phase should we not reach the full target, and we wish to include the three items mentioned above that we are seeking funding for.

Our funds have come from the sale of a small church property, two small trust funds we manage, church member contributions £522,979 and grants from various bodies. We have other grant bids pending. This request to the Parish Council is 5.49% of the total cost.

We publish a magazine 3 times a year and this is delivered to 2,500 homes across Sunningdale. This gives us the opportunity to signpost what will be available and how the community hub can be accessed and used. We know how important it is that CIL money is used for the benefit of everyone and believe that re-fashioning Holy Trinity to be available for all is the right thing to do in partnership with the Parish Council.

Yours sincerely

Mr Paul Cartwright. Warden

CIL STAKEHOLDER GRANT - APPLICATION FORM

1. Applicant organisation	Holy Trinity, Sunningdale
2. Name & position of main contct	Mr Paul Cartwright – Church Warden
3. Applicant contact details (phone no, email & address)	
4. Type of organisation If a charity, please provide registration number	Parish Church in the village of Sunningdale Charity number 1129882
5. Is the organisation able to reclaim VAT?	As from April 2026, we are no longer able to reclaim VAT on maintenance and improvements.
6. Location of project	Holy Trinity, Church Road, Sunningdale.
7. Summary of the project proposal	Transforming Trinity project will achieve two key objectives. The significant investment into the fabric of Holy Trinity, a typical 150-year-old Listed Victorian Church, will provide a welcoming place for the Village Community (hosting our Community Hub) and worshippers alike to come together in a comfortable, safe and supportive location in the heart of Sunningdale Village. The Transforming Trinity (TT) Project has been planned over a number of years and is now coming to fruition. The video below (3:50 mins) summarises the project and its objectives.

	Transforming Trinity at a Glance - Holy Trinity Sunningdale The TT Project got underway on March 16th 2026 and is making good progress. The first 2 of a series of short videos below show the progress to date. Transforming Trinity Works Progress video #1 – April '26 (2:43 mins) Project Latest - Holy Trinity Sunningdale Transforming Trinity Works Progress video #2 - June '26 (4:12 mins) Project Latest - Holy Trinity Sunningdale
8. Estimated project cost	£2,023,771 – now including VAT

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

	Amount	Detail
CIL funding sought	111,162	Provision of Disabled Lift, Accessible WC and Battery Storage for power generated from Solar PV
Any other Local Authority Contribution	25,000	RBWM awarded 'Big Climate Pot Award' towards Solar Panels.
Third party contribution	None towards these elements	
Total Cost	£2,023,771 – inc VAT	

10. Details of additional sources of funding available	Applications are pending with a number of grant makers towards other aspects of the build (see notes)
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	We believe an investment by the parish council will yield a result for the community for a very considerable time and hope the council will be able to contribute to the project. Our Community hub is focused on all members of the community and 2 of the 3 elements we are requesting in this CIL Grant relate to support for the Disabled members of our society. The 3rd element is to support and complement the environmental piece of Transforming Trinity. All of these will enhance the facilities for all our community.

12. Please indicate whether the organisation has previously received CIL or other funding sources from RBWM or Sunningdale Parish Council. If yes please, provide amounts and timings	Yes – Sunningdale Parish Council has awarded the Transforming Trinity project £84,697 in May 2025 for the provision of the Servery, Café furniture, Food bank storage and Accessible Driveway parking. RBWM has awarded £25,000 towards the supply and installation of Solar Panels as part of their 'Big Climate Pot' scheme.
13. How does the project help address the demands of development in the area. What evidence is there to support this?	"The parish council works to improve the quality of life for all Sunningdale residents." Community lies at the heart of the strategic plan. Transforming Holy Trinity into a community hub; a warm, welcoming, accessible building, places a facility in the heart of Sunningdale that all can enjoy and use. We have experience of achieving this previously (see CMI below) We are a location residents can walk to and by having both an outdoor and indoor café area an opportunity is created to engage with the community as a permanent drop-in centre. We have long experience of signposting residents to the help and resources that are available, but more than just signposting we welcome all who come, whyever they've come. In particular we know how vulnerable residents can become through bereavement, ill health, isolation and need. The community hub will create rooms and spaces for groups to book, but the volunteer run café will offer open hospitality through the week for folk to simply come and chat.

14. What evidence is there of support from the community?	The church used to lease the CMI building and during that time ran a very full programme throughout the week. The community hub at Holy Trinity is to replicate that experience. Café, clubs, organizations, rooms to hire; the CMI was a very busy place. Mum's with pre-school children knew they could drop in any time to meet another adult! Parents dropping children off and waiting to collect could meet and chat. Without making any demands on anyone the CMI fostered community spirit and cohesion and so the street parties, attended by a 1000 or more people bore out how valuable that facility could be.

	The community hub at Holy Trinity doesn't seek to replicate facilities elsewhere or to run commercially but opens up a building for the community to use and enjoy. Whether it's a pre-school ballet class, or an NCT class, or a choir rehearsal space, or a quiz night, this building belongs to all. We have support of the school and the scouts, encouragement and support of the Diocese, of 11 grant making bodies (with 11 pending) and the active and generous funding of 62 people (accumulating £522,979) from across the community who believe in this project.
15. Proposed timelines for the project	The project began on 16th March 2026 and is currently on plan to complete by late October 2026.
16. Is there a related operating cost associated with the project? How will this be addressed?	No…the church will continue to pay for the running and maintenance of the building and the church administrator will oversee bookings. Much of the other activity is conducted by volunteers, for example the current café. NB the Café in the CMI was open five days a week with one employed person and the rest as volunteers – the income covering the expenditure. We are not looking for funding to employ anyone.
17. If the organisation is not in the pubic sector please provide details of the organisation's finances. Please include a copy of the most recently audited accounts, including unrestricted reserves.	The church accounts can be viewed on line at the charity commission. https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5003076/financial-history The 2025 accounts are attached.
18. Do you need planning permission to carry out the works?	For exterior only – from RBWM. An application has been made, 24/02620/FULL – 29th Oct 24. Permission Awarded. For exterior and interior – from the Diocese of Oxford. Permission has been given to develop the project, and we have worked with the Diocesan Advisory Council for 3 years towards the faculty.

19. If planning permission is required is it in place to carry out the works? If so please provide the application number.	RBWM — application 24/02620 - Awarded. Diocese — On-line faculty application (2023-081959) was awarded by the Chancellor of Oxfordshire Diocese for Transforming Trinity on 5th January 2026.

Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Sunningdale parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event I agree to inform Sunningdale Parish Council via the parish Clerk of any material changes to the proposals set out above. When requested I agree to provide Sunningdale parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Sunningdale Parish Council's statutory rights as the designated provider of these CIL funds, which include provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Sunningdale parish Council checking all supplied information for the purpose of decision making. Th information on the form will be stored in Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Sunningdale Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: Privacy Policy

Signed:

HOLY TRINITY, S'dale - WARDEN

1st July 2026

Organisation:

Date:

HOLY TRINITY CHURCH SUNNINGDALE
Charity number – 1129882
Report of the Trustees
for the year ended 31 December 2025

The PCC of the Ecclesiastical Parish of Sunningdale present their report with the financial statements for the year ended 31 December 2025. They have been prepared in accordance with the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)).

Sharing God's love.
To live by faith, be known by love, to be a light of hope.

2025 was the year we confidently expected to begin the Transforming Trinity project. We had been led to expect we would get our faculty in the early part of the year allowing time for further funding bids - those you can only apply for after getting the faculty. A start date of September was realistic and so our year was shaped by these expectations.

Assuming a September start allowed us to plan for 2026 and take bookings for weddings in the full expectation we would be in the renewed church building. But that is not how the year panned out.

Reflecting back over 2025 my overriding memory is one of increasing frustration.

We know that the simplest way to resolve issues concerning the project plans is to meet together and work through the items…but getting a meeting and itemising the issues proved extremely difficult, not helped by the Church Building Office (CBO) through whom everything has to pass. They were swamped with three times their usual number of applications.

The reason for the high number of applications was HM Government who decided to limit the VAT relief on a build such as ours to a maximum of £25,000. In that one announcement our build costs went up by £250,000. In a subsequent announcement (in 2026) they killed off the scheme altogether adding a further £25,000 to our costs. There is to be a new, different scheme we can apply to whenever they actually get the details/applications/format ready and published.

Struggling to get our meeting we were told that the Diocesan Advisory Committee (DAC) Sub-Committee are all volunteers and coupled with our CBO advisor having a sabbatical during which very little was progressed the frustration levels continued to rise.

That said, the church family patiently and calmly went about the life of the parish church with exemplary fortitude. The pastoral team quietly and consistently went about their duties; home visits, nursing home visits, communions, prayer, foodbank and ministry to others. Another Bereavement Journey was held. The preaching and leading team led services with integrity and commitment supported by the wardens and deputies. Our musicians never let us down, our wide pool of service volunteers continued to meet their rota obligations…the 'business' of being church went along week by week.

Not closing the building meant that we could take all the school services as usual, Easter, year 6 Leavers, Harvest and Christmas. It's such a joy to share these with the school. We could host another Scout Group quiz night and have our own full programme at Christmas.

Such was our focus on the Transforming Trinity project, we had rather taken our eye off our regular giving. The giving to the project has been far higher than pledged and the church family have shown tremendous belief in what we are doing and amazing generosity. Inevitably our own accounts suffered.

An appeal was made and events planned and the outcome was astonishing. Some gave a single sum, others increased their giving, the two concerts were well supported and the giving for those was very generous and a PCC member who hosted the concerts could match fund via his employer. From the possibility of a £24,000 deficit we ended the year break even. Thanks be to God...and thank you to His people!

The life of the church went on, and the life in the deanery went on with a new area dean appointed; the Revd Gareth Morely from St. Michael and St. Mary Easthampstead. We, and many other churches, now have much lower electoral rolls and consequently our representation on the Deanery Synod has dropped from three to two from the start of the new Triennium.

The PCC had their regular meetings and I give tribute to their patience and involvement in the life of the church. Whenever a decision is required or an issue is to be discussed it is done so with grace and humility. We are blessed with those serving. At this year's APCM both our Deanery Synod reps will be standing down, Stephanie Hynard and Karen Fisher, in fact one way or another Karen has served for 12 years. Thank you to both for your commitment and service. This year our Safeguarding officer Becky will also step down from PCC although I'm glad to say she's continuing with the PSO roll. Becky does the most wonderful job for all of us in calmly overseeing safeguarding. She will continue to report to the PCC.

Although our attention was so frequently elsewhere, there were those times when our shared life pushed everything else aside and quite rightly so. During 2025 David Bennet Rees, Evelyn Hatch and Brian Lewis died and we continue to hold their memories with deep affection. At the celebration of All Saints we are encouraged to remember all those who have gone ahead of us and be encouraged by their example and faith and we have a very long list of dear souls who continue to inspire us. David and Evelyn and Brian were the very best kind of ordinary saints and we miss them as we miss all those in glory.

And still we waited for action on our project, and it wasn't until September, the month we were due to start, that we had an on-site meeting to resolve the outstanding issues. Imagine my bewilderment when one sub-committee member said at the start of the meeting "so tell me what this is all about."

The meeting provided plenty of work to resolve issues, but it still felt as if nothing we did or sent to them got us any nearer to a faculty until my patience snapped, in part because funding we had secured was time limited. In a memorable phone call to the CBO I told them the notification of advice (NOA) needed to go out right away, today or tomorrow, but this could not go on any longer. It was now or never. (The NOA allows us to publicise the build for 28 days and advises the Chancellor of the DAC's opinion).

I was initially told that wasn't possible to which I replied that it was possible and it needed to be done and must be done and, thanks be to God, it was done the next day. It led, step by step, to getting the full faculty on January 5th 2026, just one month short of three years since we applied.

It will only be in the times to come that we are able to look back and see what God's plan and purpose has been. There are times we simply live by faith and seek to be the light of hope and love as we are loved…trusting that our father knows all we need and will guide us day by day.

Thank you to all of you…those with responsibilities and those who so faithfully come. Thank you to the marvellous core-team for Transforming Trinity – Revd Terry, Carol, Bea and Paul. Thank you to Paul Sharman our project manager and Mark our architect.

And thanks be to God for his kindness, faithfulness and love. When he said he would lead us and never leave us…are we not finding out that this is true?

Let us say Gloria in excelsis Deo and our waiting, working and worshipping be to this end. Glory to God in the Highest. Amen and amen.

Revd Jon Hutchinson

Statistics of the church community

Children between 0 and 10	13
Young People between 11 and 17	9
Adults to age 69	134
Adults 70+	51
Those who attend – total	**207**
Weekly average for on-line viewing	35
Care home services per month	3
Baptisms	6
Funerals in church	9
Funerals at crematorium	5
Burial of ashes	9
Weddings	1
School Services	9

Financial Review – Michelle Scarsbrook (Treasurer)
As per the Statement of Financial Activities ['SOFA'], unrestricted income for the calendar year 2025 totalled £157,091 (2024: £137,200) whilst unrestricted expenditure totalled £141,739 (2024: £136,433) representing a £15,352 gain (2024: £767 gain) in the year. Restricted donations of £184,468 were received towards Transforming Trinity and the Hardship Funds, with expenditure of £61,763 resulting in a net gain of £122,705 on restricted funds.

Total reserves increased to £980,693 as a result of this. Of our total reserves, £508,565 is restricted where the use is limited by the terms under which the original gifts were made (this includes donations towards Transforming Trinity). The remaining £472,128 is unrestricted.

Reserves Policy: Michelle Scarsbrook (Treasurer)
It is PCC policy to maintain a balance of unrestricted funds equivalent to 3 months of unrestricted expenditure to cover emergency situations that may arise from time to time (the Reserve Balance). This equates to approximately £35,000 (including Parish Share) based on unrestricted expenditure for 2025. At 31 December 2025, there was £472,128 of unrestricted funds held as cash in hand or in current or deposit accounts.

The PCC seeks to maintain the Reserve Balance at the policy level throughout the year by setting an annual budget that complies with the policy and by monitoring the budget on a regular basis. If the level of unrestricted cash funds falls below the Reserve Balance at any time, the Treasurer should inform the Trustees at the earliest opportunity. It is our policy to invest our funds balances with CBF Church of England Deposit Fund.

Administrative Information:

PCC 2025/26

Ex-Officio Members		
Revd. Jon Hutchinson	Incumbent	
Paul Cartright	Church Warden	An annually elected post
Bea Emmerson	Church Warden	An annually elected post
Revd. Terry Ward-Hall	Permission to Officiate	
Dolapo Ogunbawo	Licensed Lay Minister	
Elected to Deanery Synod		
Karen Fisher	Deanery Synod member	3rd year of the Synod cycle
Stephanie Hynard	Deanery Synod Member	3rd year of the Synod cycle
Kayvarne took the vacant place	Deanery Synod Member	Preparation for the new triennium
Elected to the PCC		
Becky Meadows	PCC member	3rd year of a second term
Lisa Offord	PCC member	3rd year of a first term
Mark Hewson	PCC member	3rd year of a first term
Clare Warren	PCC member	2nd year of a first term
David Gingell	PCC member	2nd year of a first term
Roz Doherty	PCC Member	2nd year of a first term
Viv Abbot	PCC Member	1st year of a first term
Jane Bennet-Rees	PCC Member	1st year of a first term
Anne Furness (co-opted*)	PCC Member	1st year of a first term
Jan Gingell (co-opted*)	PCC Member	1st year of a first term
PCC appointed officers and consultants		
Church officers		
Michelle Scarsbrook	Treasurer	
Carol Elsasser	PCC Secretary	
PCC Consultant		
Paul Sharman	Project Manager	Transforming Trinity

* both Anne and Jan expressed an interest in joining PCC after the APCM and we gladly co-opted both

Bankers:	*CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JG* *CCLA Investment Managers Ltd, 80 Cheapside, London EC2V 6DZ*
Independent examiner:	*Jason Foxwell, independent-examiner.net, 12 Hillbourne Road, Poole, BH17 7JB.*

Trustees Report approved by the PCC and signed on their behalf by

Signed:..**Date:** 30/3/26. ....

Revd Jon Hutchinson (Chair)

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY SUNNINGDALE (hereinafter known as 'Holy Trinity Church Sunningdale')

I report to the trustees on my examination of the accounts of Holy Trinity Church Sunningdale ("the charity") for the year ended 31 December 2025.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr J P Foxwell FCCA FCIE
independent-examiner.net

12 Hillbourne Road
Poole
BH17 7JB

Date: 2 April 2026

HOLY TRINITY CHURCH SUNNINGDALE

Statement of Financial Activities
Year Ended 31 December 2025

	Notes	Unrestricted £	Restricted £	2025 Total funds £	2024 Total funds £
Income and endowments from:					
Donations and legacies	2	123,075	173,751	296,826	356,864
Other trading activities (church activities)	3	13,978	10,717	24,695	19,739
Investments		20,038	-	20,038	21,286
Total		157,091	184,468	341,559	397,889
Expenditure on:					
Charitable activities (church activities)	4	141,739	61,763	203,502	229,649
Total		141,739	61,763	203,502	229,649
Net movement in funds		15,352	122,705	138,057	168,240
Reconciliation of funds:					
Total funds brought forward (restated)		456,776	385,860	842,636	674,396
Total funds carried forward		£472,128	£508,565	£980,693	£842,636

The Statement of Financial Activities reflects the results of continuing activities for the year.

There are no recognised gains and losses other than those shown in the Statement of Financial Activities.

HOLY TRINITY CHURCH SUNNINGDALE

Balance Sheet at 31 December 2025

	Notes	Unrestricted £	Restricted £	2025 Total funds £	2024 Total funds £
Current assets:					
Debtors		150	-	150	-
Cash at bank and in hand		472,782	508,565	981,347	842,785
Total current assets		472,932	508,565	981,497	842,785
Liabilities:					
Creditors falling due within one year		(804)	-	(804)	(149)
Net current assets		472,128	508,565	980,693	842,636
Total assets less current liabilities / Net assets		£472,128	£508,565	£980,693	£842,636
The funds of the charity:					
Restricted income funds	7	-	508,565	508,565	345,479
Unrestricted income funds		472,128	-	472,128	497,157
		£472,128	£508,565	£980,693	£842,636

Approved by the members of the PCC and signed on their behalf by

Signed:..**Date:** 30/3/26.........................

Revd Jon Hutchinson (Chair)

Notes to the Financial Statements
For the Year Ended 31 December 2025

1 ACCOUNTING POLICIES

(a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)). The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted income funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose (there are currently no designated funds). Further details of each fund are disclosed in note 8.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donations, are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio.

(d) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

Notes to the Financial Statements
For the Year Ended 31 December 2025

1 ACCOUNTING POLICIES (continued)

(e) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

(f) Tangible fixed assets and depreciation

Depreciation is calculated to write off the cost less estimated residual value of all fixed assets on a straight line basis over their estimated useful lives. The following annual rates are used:

Freehold property	Not depreciated
Fixtures and fittings	20% straight line
Computer equipment	33% straight line

2 DONATIONS AND LEGACIES

	Unrestricted funds	Restricted funds	Total 2025	Total 2024
	£	£	£	£
Donations received	104,035	-	104,035	95,992
Donations for Transforming Trinity	-	152,968	152,968	224,968
Gift aid tax reclaimed	19,040	20,783	39,823	35,904
	£123,075	£173,751	£296,826	£356,864

3 OTHER TRADING ACTIVITIES (CHURCH ACTIVITIES)

	Unrestricted funds	Restricted funds	Total 2025	Total 2024
	£	£	£	£
Wedding and funeral fees	5,552	-	5,552	8,590
Parish magazine	2,515	-	2,515	1,917
Café	2,850	-	2,850	2,584
Hire of church facilities	2,568	-	2,568	1,412
Hardship donations	-	10,717	10,717	2,015
Events / Other	493	-	493	3,221
	£13,978	£10,717	£24,695	£19,739

Notes to the Financial Statements
For the Year Ended 31 December 2025

4 CHARITABLE ACTIVITIES (CHURCH ACTIVITIES)

	Unrestricted funds	Restricted funds	Total 2025	Total 2024
	£	£	£	£
Parish share	85,829	-	85,829	77,412
Parish insurance	5,264	-	5,264	5,090
Electricity and water	16,875	-	16,875	18,581
Clergy expenses	1,187	-	1,187	1,471
Printing, stationery, telephone, internet	4,105	-	4,105	4,479
IT hardware, software and maintenance	328	-	328	295
Church and vicarage maintenance	1,212	1,360	2,572	1,656
Ministry costs inc donations	5,383	4,219	9,602	7,828
Refreshments	790	-	790	826
Wages and salaries	15,924	-	15,924	15,196
Legal and professional fees	-	56,184	56,184	89,516
Fees – diocese wedding and funeral	2,770	-	2,770	3,613
Governance costs	1,208	-	1,208	1,076
Other costs	696	-	696	1,285
Sound and vision equipment	168	-	168	1,325
	£141,739	£61,763	£203,502	£229,649

5 ANALYSIS OF STAFF COSTS

	2025	2024
	£	£
Salaries and wages	15,710	14,996
Other pension costs	214	200
Total cost	£15,924	£15,196

The average number of employees during the year was 2 (2024: 2) with all employee time involved in providing either support to the governance of the charity or support services to charitable activities.

No employees had employee benefits in excess of £60,000 (2024: none).

Notes to the Financial Statements
For the Year Ended 31 December 2025

6 INDEPENDENT EXAMINER'S REMUNERATION

The independent examiner's remuneration constituted a fee of £465 (2024: £460) for the independent examination and £290 (2024: £280) for accounts preparation assistance.

7 RESTRICTED FUNDS

	Balance 1 Jan 2025	Income	Expenditure	Transfers	Balance 31 Dec 2025
	£	£	£	£	£
Organ	6,828	-	-	-	6,828
Barrington Beare	79,420	-	-	-	79,420
Transforming Trinity	274,951	173,751	(56,184)	-	392,518
Hardship Fund	17,731	10,717	(4,219)	-	24,229
Maintenance Fund	6,930	-	(1,360)	-	5,570
	£385,860	£184,468	£(61,763)	-	£508,565

SUNNINGDALE PARISH COUNCIL

CIL STAKEHOLDER GRANT - APPLICATION FORM

1. Applicant organisation	Health Hub Community CIC
2. Name & position of main contact	Dianne Cranmer CIHCM Health Hub Director
3. Applicant contact details (phone no, email & address)	[redacted]
4. Type of organisation If a charity, please provide registration number	Community Interest Company Registration Number: 15589847
5. Is the organisation able to reclaim VAT?	n/a
6. Location of project	Sunningdale (venue location to be confirmed by the Parish Council)
7. Summary of the project proposal	The Health Hub is a Community Interest Company which has been established to manage and address key areas of inequality in health services using a community initiated and led co-production model in conjunction with RBWM, GP Surgery, Parish Council, NHS Social Prescribing Team and NHS Primary Care Network. We are seeking partial CIL funding to set up an integrated and broad Health Hub programme delivering weekly walk-in sessions from 2027 onwards, which will include the following services; o Interactive Health Kiosk measuring 16 key health areas o Medication Reviews o Repeat Prescriptions o Vaccinations o General Health Advice o Blood Pressure Reviews

	- Blood Test Clinic *by appointment only - Primary Care Musculoskeletal and Dietician Advice - NHS Referrals and Test and Scan Results - Osteopathy, Massage and Mental Wellbeing Advice - Crisis Resilience Fund payments - Welfare Benefits Checker - Housing Options and Homelessness Advice - Debt and Money Advice - Tech Help - Social Clubs, Sports and Activities Calendar The Health Hub will house NHS led services, private providers, RBWM led services, community and charity led services, and volunteers working collaboratively to help transform how residents manage their own physical and mental health and wellbeing in Sunningdale.
8. Estimated project cost	£116,760

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

	Amount	Detail
CIL funding sought	£60,000	Project set up plus one year of operation. Project set up management costs will be absorbed by the current Wraysbury model.
Any other Local Authority Contribution	£25,000	RBWM
Third party contribution	£31,760	NHS Frimley Integrated Care Board Local business sponsorship Local donations
Total Cost	£116,760	

10. Details of additional sources of funding available	Currently pending and not yet secured; National Lottery The Health Foundation Greggs Foundation Community Action Fund People’s Health Trust

11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	The Health Hub model is a community led collaborative partnership requiring partial funding from all key stakeholders, with parish councils providing project set up funding via CIL.
12. Please indicate whether the organisation has previously received CIL or other funding sources from RBWM or Sunningdale Parish Council. If yes please, provide amounts and timings	Sunningdale Parish Council: None RBWM CIL: None RBWM: Household Support Fund administration payment: £25,000 received in 2024 and £20,000 in 2025 for the Wraysbury model
13. How does the project help address the demands of development in the area. What evidence is there to support this?	The Health Hub model delivers significant cost savings and reduces impact to the local infrastructure in terms of alleviating volume of service users to GP surgeries and hospitals, improving health and wellbeing outcomes of local residents, prevention of homelessness, maximizing welfare benefit take-up, strengthening community engagement and cohesion, preventing social isolation. Please see appendices; Health Hub Model Case Studies Health Hub Model 12 Month Costs and Savings Health Hub Model Five Year Business Plan Health Hub Venue and Session Calendar flyers Health Hub Meet The Team flyer

14. What evidence is there of support from the community?	The Health Hub model has immense support from RBWM and NHS who are actively seeking to open further models within the Windsor and Maidenhead borough. The Wraysbury model receives overwhelming support from its local residents and small businesses as well as its key stakeholders, and the Health Hub will carry out extensive research and consultation within the Sunningdale parish to ascertain the level of support before progressing a local model in the area.

15. Proposed timelines for the project	Sep 2026 – Feb 2027 Project consultation, liaison and securement of health, local authority and private providers with local key stakeholders and GP surgeries, venue preparation, drafting of policy and procedure manuals, volunteer recruitment and training, marketing and administration. Feb 2027 – Feb 2028 Project launch and one year operation.
16. Is there a related operating cost associated with the project? How will this be addressed?	The Health Hub model requires annual operating costs of £116,760 to cover PAYE salary, community transport, interactive health kiosk, venue hire, administration costs. Unlike higher tier authorities, Parish councils are explicitly permitted to use Neighbourhood CIL for the "operation or maintenance" of infrastructure such as salaries and ongoing costs. Sunningdale Parish Council are asked to consider sharing the cost of the model with Sunninghill and Ascot Parish Council and extending the reach of the Health Hub to a wider resident catchment area which includes both parish boundaries and delivers greater cost savings. This model would require ongoing partial CIL funding of £60,000 per annum alongside RBWM and NHS funding contributions. This is a very modest £30,000 total contribution per year, per Parish Council, if costs are shared with Sunninghill and Ascot. The direct cost savings, alleviation to local GP surgeries and hospitals and significant health and wellbeing impact on local residents will continue to increase exponentially as each year of the model takes place. In the first year of operation, the Health Hub demonstrated savings of £539,000. Through expansion of new and additional services including the hospital discharge programme and wider awareness and take-up of services, this will contribute even greater community benefit and cost savings.

17. If the organisation is not in the public sector please provide details of the organisation's finances. Please include a copy of the most recently audited accounts, including unrestricted reserves.	All accounts can be accessed and viewed online via Companies House; Registration Name: Health Hub Community Registration Number: 15589847
18. Do you need planning permission to carry out the works?	No
19. If planning permission is required is it in place to carry out the works? If so please provide the application number.	n/a

Declaration When you have completed the application, please sign this declaration and submit the application form as directed.

Health Hub – Transforming Community Health

Five-Year Strategic Business Plan 2026–2031

SECTION 1

Foreword

The Health Hub has been developed as a community-led model that brings together health, local authority, voluntary and community partners to improve health through prevention, early intervention and integrated neighbourhood support. This Business Plan sets out the strategic direction for 2026–2031.

Executive Summary

The Health Hub provides a single neighbourhood location where residents can access coordinated support across health, wellbeing, housing, social care, welfare and community services. The model aims to improve outcomes, reduce health inequalities and reduce avoidable demand on statutory services through partnership working.

Executive Investment Prospectus

Investment in the Health Hub supports prevention rather than crisis intervention. Expected benefits include improved resident outcomes, stronger community resilience, reduced duplication across services, improved integration and better value for public investment.

1. Introduction

The purpose of this Business Plan is to establish a sustainable five-year strategy for the Health Hub. It describes the strategic need, operating model, priorities and implementation programme while providing a framework for commissioners, partners and funders.

2. Strategic Context

Health and care services continue to face increasing demand driven by demographic change, long-term conditions, workforce pressures and widening health inequalities. National policy increasingly supports integrated neighbourhood working, prevention and population health management. The Health Hub aligns with these priorities by providing coordinated, accessible, person-centred support close to where people live.

Strategic priorities include:
• Prevention and early intervention
• Integrated partnership working

• Community resilience
• Reducing health inequalities
• Improving access
• Better value for public investment

The Health Hub complements existing NHS and local authority services rather than replacing them. It provides a practical neighbourhood delivery model capable of adapting to local needs while remaining scalable for wider adoption.

Section 1 Summary

Section 1 establishes the strategic rationale for the Health Hub and explains why prevention, partnership and place-based working provide the foundation for a more sustainable health and care system.

Health Hub – Transforming Community Health

Five-Year Strategic Business Plan 2026–2031

SECTION 2 – Case for Change and Service Model

3. Case for Change

Health and social care services face sustained pressure from an ageing population, increasing numbers of people living with long-term conditions, workforce shortages and widening health inequalities. Many residents require support from several organisations at the same time, yet services are often fragmented and difficult to navigate.

The Health Hub addresses this challenge by creating a single neighbourhood access point where residents receive coordinated support. Rather than replacing existing NHS or local authority services, it strengthens them through partnership working, earlier intervention and improved referral pathways.

The model seeks to reduce avoidable demand on primary care, emergency departments and adult social care by identifying need earlier and providing practical support before problems escalate.

4. The Health Hub Model

The Health Hub is a neighbourhood delivery model based on prevention, partnership and person-centred care. It brings together NHS services, local authority teams, voluntary and community organisations, charities, private wellbeing providers, volunteers and Community Guardians within a coordinated framework.

Every resident follows a consistent pathway:

- Access through self-referral or partner referral
- Welcome and initial conversation
- Holistic assessment
- Personalised support plan
- Coordinated delivery
- Review and follow-up
- Ongoing community connection

This approach reduces duplication, improves communication between organisations and ensures support is organised around the individual rather than organisational boundaries.

Vision

Healthier, happier and more resilient communities where everyone can access integrated health, wellbeing and community support close to home.

Mission

To improve neighbourhood health through prevention, partnership and integrated community services that empower residents and reduce health inequalities.

Values

The Health Hub is guided by the values of prevention, collaboration, inclusion, respect, accountability, innovation and sustainability. These values underpin relationships with residents, partners and funders and shape every aspect of service delivery.

5. Services

The Health Hub coordinates a broad range of services including:

- Health promotion and screening
- Mental wellbeing and social prescribing
- Adult social care advice
- Housing and welfare support
- Benefits and financial wellbeing
- Community transport
- Digital inclusion
- Healthy lifestyle programmes
- Volunteering opportunities
- Community Guardian outreach
- Community groups and peer support

Services are delivered collaboratively, enabling residents to receive coordinated support through one trusted neighbourhood location.

Section 2 Summary

The Health Hub Model provides an integrated, scalable approach to neighbourhood health that aligns with national priorities for prevention, integrated care and population health while improving the experience of residents and partner organisations.

Health Hub – Transforming Community Health

Five-Year Strategic Business Plan 2026–2031

SECTION 3 – Partnership, Governance and Delivery

6. Partnership Framework

The Health Hub is founded on collaborative working between NHS organisations, local authorities, voluntary, community and social enterprise organisations, housing providers, education partners and private wellbeing providers. Each partner contributes specialist expertise while working towards shared outcomes for residents. Formal partnership agreements, regular communication and joint planning ensure coordinated delivery and minimise duplication.

Governance

Strong governance is essential to maintaining public confidence and ensuring safe, effective and accountable services. The Health Hub Board provides strategic direction, monitors organisational performance and oversees financial stewardship. An Operational Management Group coordinates day-to-day delivery, while partner organisations remain accountable for their own statutory responsibilities.

Leadership and Accountability

Leadership is based on collaboration rather than hierarchy. Clear roles and responsibilities, delegated authority and transparent reporting arrangements enable effective decision-making. Regular performance reviews and stakeholder engagement ensure that the Health Hub remains responsive to community need.

Workforce Strategy

The workforce combines employed staff, partner organisations, volunteers and Community Guardians. Continuous professional development, multidisciplinary working and a shared commitment to person-centred care create a skilled and flexible workforce capable of responding to changing community needs.

Community Guardians

Community Guardians act as trusted local connectors. They identify residents who may benefit from support, encourage participation, reduce loneliness and help people access services before needs escalate. Their local knowledge strengthens community resilience and extends the reach of statutory services.

Volunteers

Volunteers play an important role in welcoming residents, supporting activities, digital inclusion, peer support and community engagement. Volunteers receive appropriate training, supervision and recognition, ensuring their contribution complements professional services safely and effectively.

Information Governance and Safeguarding

The Health Hub complies with relevant data protection legislation and information governance standards. Information sharing is undertaken lawfully, proportionately and with appropriate consent. Safeguarding policies protect children and adults at risk, supported by clear reporting procedures and regular staff training.

Quality Assurance and Performance Management

Quality is monitored through performance indicators, resident feedback, partner reviews, audits and continuous improvement processes. Lessons learned are incorporated into service development, ensuring the Health Hub maintains high standards of safety, effectiveness and resident experience.

Section 3 Summary

The Health Hub combines robust governance with collaborative leadership and community participation. These arrangements provide assurance to commissioners, partners and funders that services are delivered safely, transparently and with a strong focus on quality and measurable outcomes.

Health Hub – Transforming Community Health

Five-Year Strategic Business Plan 2026–2031

SECTION 4 – Financial Strategy, Investment and Delivery

7. Financial Strategy

The Health Hub will operate through a blended funding model that provides resilience and reduces dependence on any single income source. Funding will be sought through NHS commissioning, local authority contracts, charitable trusts and foundations, corporate social responsibility partnerships, grant programmes and appropriate earned income. Financial planning will focus on maintaining sustainable services while investing in prevention and innovation.

Investment Case

Investment in the Health Hub represents investment in prevention. Earlier intervention, coordinated care and community-based support have the potential to improve health outcomes while reducing avoidable demand on primary care, emergency departments and adult social care. The Hub will demonstrate value through measurable health improvements, increased community resilience and evidence of social return on investment.

Value for Money

Resources will be managed transparently and efficiently. Annual budgets, regular financial monitoring, procurement controls and independent audit arrangements will ensure robust stewardship of public and charitable funds. Performance reporting will demonstrate how investment contributes to agreed strategic outcomes.

8. Five-Year Delivery Plan

2026 – Consolidate governance, secure sustainable funding and strengthen partnerships.
2027 – Expand neighbourhood services and increase community engagement.
2028 – Enhance digital capability, evaluation and workforce development.
2029 – Support replication in neighbouring communities through a standardised delivery model.
2030–2031 – Establish the Health Hub as a recognised model of integrated neighbourhood health with evidence of measurable impact.

Sustainability

Long-term sustainability depends on strong partnerships, diversified income, effective governance and continuous improvement. The Health Hub will invest in workforce development, volunteer capacity, digital innovation and evaluation to ensure it remains responsive to changing community needs.

9. Risk Management

A strategic risk register will identify financial, operational, governance, workforce and reputational risks. Each risk will have an assigned owner, mitigation plan and regular review. Business continuity planning, safeguarding procedures, information governance and financial controls will support organisational resilience.

Section 4 Summary

The Financial Strategy provides a sustainable framework for growth while ensuring accountability and value for money. The implementation roadmap and risk management arrangements provide confidence that the Health Hub can deliver its strategic objectives over the period 2026–2031.

Health Hub – Transforming Community Health

Five-Year Strategic Business Plan 2026–2031

SECTION 5 – Performance, Evaluation and Conclusion

10. Performance Framework

The Health Hub will use a balanced performance framework to monitor delivery, demonstrate value and support continuous improvement. Performance reporting will be reviewed quarterly by the Board and shared with commissioners and partners. Measures will include service activity, resident outcomes, partnership effectiveness, financial performance and organisational development.

Key Performance Indicators

Core KPIs will include:
• Number of residents supported
• Waiting times and accessibility
• Resident satisfaction
• Improvements in health and wellbeing
• Reduction in social isolation
• Partnership engagement
• Volunteer recruitment and retention
• Financial sustainability
• Delivery against annual objectives.

Monitoring and Evaluation

Evaluation will combine quantitative data with qualitative feedback from residents, staff and partners. Annual reports will review progress against strategic objectives, identify lessons learned and recommend service improvements. Independent evaluation will be commissioned where appropriate to strengthen evidence of impact.

Continuous Improvement

The Health Hub is committed to a culture of learning. Feedback, audit findings, performance data and emerging best practice will inform service redesign. Innovation will be encouraged where it improves outcomes, efficiency or resident experience.

11. Conclusion

The Health Hub provides a practical response to the challenges facing health and social care. By bringing together statutory, voluntary and community partners within a neighbourhood model, it strengthens prevention, improves access and supports healthier, more resilient communities.

Over the period 2026–2031 the organisation will focus on sustainable growth, robust governance, financial resilience and measurable outcomes. Through collaborative leadership and evidence-based delivery, the Health Hub aims to become a recognised model of integrated neighbourhood health that can be adapted by communities across England.

Appendices

Appendix A – Glossary of Terms
Appendix B – Acronyms
Appendix C – Strategic Objectives Summary
Appendix D – Delivery Timeline
Appendix E – Governance Overview
Appendix F – Performance Dashboard (to be completed annually)

Section 5 Summary

This final section establishes how success will be measured and demonstrates the Health Hub's commitment to accountability, learning and continuous improvement. Together with the previous sections, it completes the strategic framework for the Health Hub Five-Year Strategic Business Plan 2026–2031.

Health Hub

Financial Sustainability and Scaling Strategy

Supporting Paper 2026–2031

1. Purpose

This supporting paper sets out the Health Hub's approach to achieving long-term financial sustainability while creating a scalable neighbourhood model that can be replicated across England. It complements the Five-Year Strategic Business Plan by focusing on funding, resilience, growth and expansion.

2. Financial Sustainability Strategy

The Health Hub will pursue a blended funding model to reduce reliance on any single income source. Core income will be generated through NHS and local authority commissioning, supported by charitable grants, trusts and foundations, corporate sponsorship, philanthropic donations and appropriate earned income. Multi-year agreements will be prioritised to improve financial certainty.

Annual financial planning will include reserve targets, cash-flow forecasting, cost control, procurement oversight and regular reporting to the Board. Diversification of income will strengthen resilience against changes in public funding.

3. Investment Priorities

Investment will focus on activities that improve resident outcomes while reducing avoidable demand on health and care services. Priority areas include workforce development, community engagement, digital systems, evaluation, volunteer coordination, prevention programmes and partnership development.

4. Demonstrating Value

The Health Hub will demonstrate value through improved resident outcomes, reduced health inequalities, increased community resilience and measurable social return on investment. Annual impact reports will combine financial information with health, wellbeing and community outcome measures to provide assurance to commissioners and funders.

5. Scaling the Health Hub Model

The Health Hub has been designed as a repeatable delivery model rather than a single-site service. Expansion will be guided by a standard operating framework that preserves the core principles of prevention, partnership, person-centred care and neighbourhood delivery while allowing local adaptation.

New Health Hubs will be established only where there is demonstrable local need, committed strategic partners and sustainable funding. Each new site will adopt the same governance standards, quality framework and performance measures.

6. Phased Growth

Phase 1 (2026–2027): Consolidate the existing Health Hub, strengthen governance, secure sustainable funding and evaluate impact.

Phase 2 (2028–2029): Support neighbouring communities to adopt the model through knowledge sharing, implementation guidance and partnership development.

Phase 3 (2030–2031): Position the Health Hub as a recognised regional and national model of integrated neighbourhood health, supported by evidence, standard documentation and a scalable operating framework.

7. Critical Success Factors

• Stable multi-year funding
• Strong strategic partnerships
• Effective governance
• Skilled workforce and volunteers
• Robust evaluation
• Community engagement
• Continuous improvement
• Adaptability to local needs

8. Conclusion

Financial sustainability and responsible growth are mutually dependent. By diversifying income, demonstrating measurable impact and maintaining consistent governance, the Health Hub can develop into a sustainable neighbourhood delivery model capable of supporting healthier communities while providing better value for public investment. Scaling will be achieved through planned, evidence-based expansion that protects quality while enabling wider adoption.

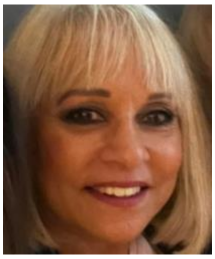
ROYAL BOROUGH OF WINDSOR & MAIDENHEAD
WWW.RBWM.GOV.UK

Health Hub

NHS
Frimley Health
NHS Foundation Trust

Meet Your Health Hub Team!

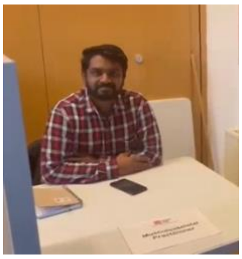
Dianne
Health Hub
Project Manager



Kay
Health Hub
Adviser

Simon
Community
Health Adviser

Abdullah
NHS Pharmacist
Datchet Health Centre



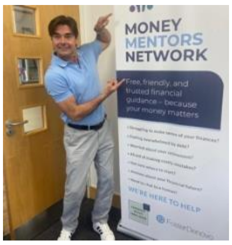
Albin
NHS Practitioner
Musculoskeletal

Janet
NHS Social
Prescribing Team

Ruth
Stressworx
Counselling

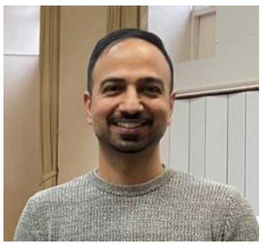
Cathy
Bereavement
Counselling

Rosemary
Aromatherapy
Massage



Darren
Money Mentors
Financial Advice

Elizabeth
RBWM Council
Adult Social Care



Karun
Optalis
Dementia Care

Working in Partnership with Datchet Health Centre, RBWM and NHS

12 MONTH TRUE RUNNING COSTS

Item	12 Month Total
COMMUNITY COSTS	
Local Private Providers attendance and advice x 4 (Osteopathy, Massage Therapist, Mental Health Counsellor, Nutritionist)	£23,400
Venue Hire @£120 per week Tue (Health Hub) and Thur morning (Blood Clinic)	£6,240
Marketing and Admin Costs (inc hard copy printing)	£6,000
Funding Pot for low income residents to access private providers	£10,000
Health Hub Consumables (refreshments @ £10 per week)	£520
TOTAL COMMUNITY COSTS	**£22,760**
RBWM COSTS	
Adult Social Care Senior Social Worker @ 3 hours per week	£3,952
Housing Adviser @ 3 hours per week	£3,952
Welfare Benefits Adviser @ 3 hours per week	£3,016
TOTAL RBWM COSTS	**£10,920**
NHS COSTS	
NHS Social Prescribing Team x 2 @ 3 hours	£2,699
NHS GP Practice Pharmacist @ 3 hours	£4,680
Primary Care Network NHS Dietician @ 3 hours (every third week)	£1,317
Primary Care Network NHS Musculo Skeletal Practitioner	£1,317
Primary Care Network NHS Mental Health Practitioner	£1,317
NHS ad-hoc sessions CAMHS, Health Visiting, Respiratory, Screening	£1,317
Health Care Assistant (blood clinic) @ 3 hours per week	£2,899
TOTAL NHS COSTS	**£15,546**
PRIVATE CARE COMPANY COSTS	
Private Care Reps x 2 @3 hours a week	**£4,680**
HEALTH HUB CIC COSTS	
Health Hub Project Manager	£49,500
Community Development Worker	£25,500
Community Volunteers x 3	£0
Interactive Health Kiosk (Wellbeing People contract)	£12,000
Community Transport (People to Places contract)	£7,000
TOTAL HEALTH HUB COSTS	**£94,000**
NATIONAL CHARITIES AND CORPORATE PROVIDER COSTS	
Age UK, Shelter, Citizen's Advice, Macmillan, Autism Group, Samaritans, Mind, Green Doctor, Legal services ad-hoc sessions	£2,340
BUPA, Boots, Will Writing Services, Specsavers ad-hoc sessions	£2,340
TOTAL CHARITIES AND CORPORATE PROVIDER COSTS	**£4,680**
GRAND TOTAL (after removing green highlighted costs absorbed)	**£116,760**

TWELVE MONTHS SHORT TERM DIRECT COST SAVINGS

Item	12 Month Saving
GP Health Centre Pharmacist x 512 appointments @ £40.00	£20,480
Fewer emergency admissions from DHW patients x 100	£410,000
General Wellbeing Advice x 1,642 service users @ £20.00	£32,840
PCN Practitioners Prevention and Wellbeing x 216 appointments	£8,640
Private Provider Prevention and Wellbeing x 1,560 appointments	£15,600
RBWM Adult Social Care Senior Social Worker x 224 appointments	£tbc
Private Care Companies Intervention x 104 appointments	£tbc
Carer's Group maintaining care at home/alleviating footfall to RBWM	£tbc
Health Hub Housing Advice and Homeless Prevention x 24 cases	£48,000
Local Authority and legal queries x 56 cases	£4,312
Wellbeing Walk @ 8 service users x 40 sessions mobility	£tbc
GRAND TOTAL	**In excess of £539,872**

LONGER TERM COST SAVINGS

The Health Hub model has demonstrated savings **in excess of £539,872** in the twelve months of operation. The compounded element of savings for longer term health and wellbeing in the ward area, combined with prevention and holistic maintenance and management of health conditions is projected to increase significantly. Addressing social isolation and increased mobility are also key areas of further development for the Health Hub in the next programme tranche.

FURTHER DEVELOPMENT AND HOSPITAL DISCHARGE PROGRAMME

In addition, the Health Hub proposes to extend its current core provision of health services to include a hospital discharge element, meeting 1-1 with patients from this ward area in hospital to provide a one-stop wrap around care package including all health, housing, adaptations and social care provision tailored to the individual. Projected NHS cost savings of this are **in excess of £1 Million.**

The Health Hub is best placed to deliver a hospital discharge programme, as it has providers under one roof who specialise in all the key areas required and can put together and deliver a quick and tailored solution. For some patients, this may be as simple as securing carers (private or RBWM led). For others, this may involve liaison with the Disabled Facilities Grant team to make their own accommodation safe to return or applying for sheltered accommodation where the patient can no longer live independently. Patients may also need enhanced welfare benefits such as Attendance Allowance and Carer's Allowance as a result of their change or deterioration in health and mobility.

Social isolation and increased vulnerability is common place with recently discharged elderly patients, and the Health Hub provides a weekly drop-in informal space where they can maintain regular contact with health and wellbeing providers in a friendly and welcoming community setting.

DATCHET, HORTON AND WRAYSBURY WARD

HEALTH HUB CASE STUDIES

Service User A Homeless Prevention, Health and Social Isolation
Service User A is male and in his 70's. He attended the Health Hub following discovery that his resident landlord had not been paying the mortgage, when a bailiff's warrant was sent addressed to the landlord and all occupiers. The Housing Adviser completed homelessness and housing register online forms that morning and liaised closely with the housing needs team to provide all documents on his behalf. Emergency B&B was offered but he was distressed about moving away from his support network, and it was agreed with RBWM he could stay with his brother temporarily and not lose his homelessness banding. The Housing Adviser assisted him to place bids for over 55's social housing over the following seven weeks and he was subsequently offered a property which he moved into. The Health Hub volunteer obtained a payment from the village charity for flooring, as the bare concrete was impacting significantly on his COPD. He now attends the Health Hub regularly to take better care of his blood pressure and COPD as he 'trusts us'.

Service User B Welfare Benefits and Cancer Support
Service User B is male and in his 40's. He attended the Health Hub with an initial query about the Household Support Fund as he has terminal cancer and his statutory sick pay recently ended. He received a full welfare benefits check and support to make online claims. He was reluctant to approach Macmillan Charity but agreed to let us do so on his behalf, which resulted in specific cancer benefit advice including completion of SR1 form for special rules (additional and quicker benefit payments). Having made the initial introduction for him, he was then able to accept ongoing emotional support and advice from Macmillan. His wife, also reluctant to speak about her stress, then attended the Health Hub and received free services from the NHS Mental Health Practitioner and Private Provider Counsellor.

Service User C Adult Safeguarding and Health
Service User C is male and in his 60's. He is a current case with the Social Prescribing Team as he has missed several important health appointments. Through discussion with the Housing Adviser, it was revealed he has a tenant living with him who has refused to pay rent for three years or leave the property. The social prescriber was given detailed legal housing advice on eviction process to determine the current situation but eviction steps had already been taken without success, and a concern was then raised about coercive control by the tenant which had caused the service user to miss his appointments, as he feared he could be excluded from his own house on return. The case was immediately referred to the Health Hub Adult Social Care Provider, police were called and the tenant evicted the same day with an injunction notice served.

Service User D Blood Test Clinic
Service User D is female and in her 80's. She attends the Health Hub Blood Test Clinic regularly due to her multiple health conditions. She is able to walk to the Health Hub venue using her mobility aids as she only lives a few doors away. She explained it had been costing her £60 in taxi fares every time she had to attend King Edward hospital for a blood test, so she had been either missing some appointments or going without essentials. She always stays to have a biscuit, drink and chat with the Health Hub volunteers after her test and says it is the highlight of her week to have some company for an hour. Health Hub volunteers have put her in touch with other village activities such

as Age Concern lunch club, WHVC coffee morning and also arranged community transport for her to the village hall venue as it is too far for her to walk there.

Service User E Blood Pressure

Service User E is female and in her late 70's. She attended the Health Hub for a blood pressure check as she kept receiving reminder messages from the GP but was 'too busy and never able to wait on the phone to get through to the surgery' to make an appointment. She said she has been working too hard (volunteer capacity) which is stressful but she doesn't have anyone else to help her. She used the Health Hub Interactive Kiosk which printed out a detailed ticket of health plus a very high blood pressure score. She was convinced by Health Hub staff to stay on to see the Datchet Health Centre pharmacist who took three more readings, checked her patient notes and instructed her to attend A&E immediately. Health Hub volunteers arranged transport and a local friend to accompany her. She is now on medication and has also accepted cover for some of her volunteer shifts. She continues to attend the Health Hub so the pharmacist can review her medication, provide repeat prescriptions and monitor her blood pressure.

Service User F School Admissions and Mental Health

Service User F is female and in her 40's. Her child had not been allocated a Year 7 place at the local secondary school due to oversubscription. Her child has anxiety and other social needs and would not cope with the school placement he has been offered in another area of the borough as it is too large, and he would also be without his core friendship group which he relies heavily on. The Health Hub school rep showed and explained the school admission policy, and highlighted potential grounds that could be used for an appeal. The rep liaised with the primary school headteacher so a supporting letter could be written on the child's behalf. The service user continued to come into the Hub every week for emotional support for the following five weeks up until the appeal hearing date. She also spent time with the Private Provider Counsellor for stress advice. The admission appeal was successful and she 'cannot thank the Health Hub enough for all the kindness, help and support received'.

Service User G Mental Health and Child Safeguarding

Service User G is male and in his 40's. He attended the Health Hub to see the NHS Mental Health Practitioner due to stress with his recent separation and child access. Whilst waiting for his appointment, he spoke with the Health Hub Project Manager about his reasons for needing mental health advice and disclosed a safeguarding concern with his children due to the mother's alcohol abuse plus violent behaviour. He currently had guardianship of the children but was greatly concerned that the social worker was suggesting unsupervised access rights for the mother. He was given advice about providing the necessary information to social care and also shown how to apply to family court using a C100 form. He was also advised on how to report and escalate safeguarding concerns if this became an issue again. He has returned to the Health Hub regularly to update on his progress and for continued emotional support.

Service User H Improved Mobility and Social Isolation

Service User H is female and in her 50's. She suffers with back pain which affects her mobility. She attended the Health Hub and received free advice from the NHS Musculo Skeletal Practitioner, Private Osteopath and Private Massage Therapist. After attending a few private osteopath sessions plus adding the physiotherapy exercises provided by MSK, her mobility and energy improved significantly and she now takes part in the weekly Health Hub Wellness Walk as well. She returned to the Health Hub team a month later to thank everyone and explained how much her mental wellbeing had also improved as a result of being involved in a social walking group where participants are 'buddied' together to chat whilst they walk.

Service User I Weight Management
Service User I is male and in his 50's. He has been attending Slimming World for months but is struggling with his weight management. He also has breathing difficulties which he has been told is related to obesity. He attended the Health Hub to use the Interactive Health Kiosk plus speak with the NHS Dietician and Private Provider Nutritionist. Over the last six months, he has lost over three stones and is overjoyed at his progress. He also uses the Kiosk every week to progress check his weight, body fat content and BMI measures. He enjoys his weekly chat with the Health Kiosk volunteer as she is 'so kind and friendly, always makes me laugh and motivates me to keep going'.

Service User J Adult Social Care
Service User J is female and in her 50's. Her mother has dementia which is progressing rapidly but she doesn't want her to go into a 'council care home'. However she cannot cope with the current levels of care required. She was encouraged to speak with the four private care companies that were at the Health Hub, plus the RBWM Adult Social Care provider in order to get all possible options and advice. She has now chosen to keep her mother at home with her, as she can just about afford a few private care visits herself and was amazed at the flexibility of the private care packages on offer. She has signed up for the Health Hub Carer's Group, plus shown how to claim for Carer's Allowance online. She was also encouraged to, and claimed for, the Household Support Fund payment for her mother. She revisited the Health Hub last month to thank all the staff for 'providing an unbelievable lifeline when I was at my lowest'.

HEALTH HUB SERVICE USER FEEDBACK

Saw several tables and had good chats. Will definitely see the massage lady. The blood pressure machine is an Excellent Idea. Everything went well.

Overall, I was very happy with such a wide-ranging help and advice offered.

This is a fantastic initiative and it will ease tremendous pressure on the GPs in this area. Well done Heath Hub team.

This is a great opportunity to chat with healthcare providers without being rushed! Ask all the questions you want in a relaxed atmosphere!

Well, what a great service the Health Hub is. I checked in this morning and chatted to a few of the lovely people in there. I had a review of my medication, had my blood pressure checked and chatted to a specialist about general health and wellbeing. A massive thank you to the team for a brilliant service that we should all support and benefit from. See you next week guys!

I came with my husband to view this new "HUB". I was so pleased to see so many services available to the people of Wraysbury and so needed. Very good, positive first visit and I hope to take advantage of the many services in the future.

Welcome desk and being guided through full health MOT (went well). Must be the most innovative social offering for very many years.

Availability to talk in person with the people offering the services (went well). Well organised, and set up was good. Not rushed to stop talking to the person. Happily referred to the other people in the room.

All staff are all very helpful and friendly. I used the pharmacist for the first time and this gave me clarity for my repeat prescription issue. Continue with this service, it is very valuable!

So helpful to have this on our doorstep now. Needed a prescription review done, asap. Popped down to the hub this morning, no appointment needed, saw the same person I would have spoken to from Datchet Health Centre, but face to face, which meant I felt that I was given more time and understanding than I would have perhaps with just a phone call. Excellent service, a great use of the Hub, and well worth a visit. Thank you everyone for your time (clap)

Fast, efficient, helpful and friendly. Great idea and very useful for the community.

Yes. Saw the pharmacist who looked up online to see how my scan went last Wednesday at Heatherwood. Could not face the long wait for Datchet Doctors. Everything went well. Had help with my iPad. Everyone was very helpful and I had info from many desks.

I met the contact person (dept) I needed and received the info I needed (personal to my case). Also met 2 other agencies and received information on what can be useful. It all went well. Keep it up please! I didn't know about feedback sheet, so I'm glad you caught me at way out. Thank you – this is a MUCH-needed service.

Got the info I needed quickly without having to go to the surgery. Well run and everyone was nice. Hope this is a long-term thing as its very helpful and needed in the area.

Service was available to discuss application. Fast and efficient help. Thank you, Jayne Kennedy. Had all services that I needed. Vibrant and positive atmosphere. Greeted by smiles and helpful staff. Thank you.

Everything went well, nice people very helpful. Very good service well attended, it's a lifeline for Wraysbury Datchet and Horton.

Informative and answered all my queries re recent blood test. Excellent use of resources.

Superb help from all – results of NHS tests and queries answered on benefit. Housing Benefit advice from Dianne, thank you. Not a major, but Health man Pharmacy Datchet did not realise I'd been waiting for him to see (at the chairs queue). All good, excellent.

Reception and immediate attendance went well. Impressed with what is available. The presence of the Health Hub is a real comfort to the community even when it is not visited. To have it available when needed is a tangible benefit.

Lovely greeting upon arrival. Helpful guidance as to who to have appointments with. Offered to have a full 'MOT' (kiosk) which was unexpected.

All of it went well. Very happy with such a good service.

Everyone was so welcoming and helpful. I left feeling as though I had been listened to. Such an asset to our village.

Health Hub

DATCHET, HORTON AND WRAYSBURY WARD

Session Calendar

Date	Additional Services
24 February	NHS Musculoskeletal Practitioner NHS Carer's Group (11:00-12:00)
03 March	RBWM Adult Social Care/Optalis Dementia Advice
17 March	NHS Musculoskeletal Practitioner
24 March	Core Health Hub Services only
31 March	NHS Carer's Group (11:00-12:00)
07 April	NHS Musculoskeletal Practitioner RBWM Adult Social Care/Optalis Dementia Advice
14 April	Core Health Hub Services only
21 April	Core Health Hub Services only
28 April	NHS Musculoskeletal Practitioner NHS Carer's Group (11:00-12:00)
05 May	RBWM Adult Social Care/Optalis Dementia Advice
12 May	Core Health Hub Services only
19 May	NHS Musculoskeletal Practitioner
26 May	NHS Carer's Group (11:00-12:00)
02 June	RBWM Adult Social Care/Optalis Dementia Advice
09 June	NHS Musculoskeletal Practitioner
16 June	Core Health Hub Services only
23 June	Core Health Hub Services only
30 June	NHS Musculoskeletal Practitioner NHS Carer's Group (11:00-12:00)
07 July	RBWM Adult Social Care/Optalis Dementia Advice
14 July	Core Health Hub Services only
21 July	NHS Musculoskeletal Practitioner
28 July	NHS Carer's Group (11:00-12:00)

Our core services are available on a weekly basis every Tuesday alongside the above additional services;

- Medication Reviews
- Repeat Prescriptions
- General Health Advice
- Blood Pressure Reviews
- Blood Test Clinic *by appointment only
- Osteopathy, Massage and Mental Wellbeing Advice
- Cost of Living payments
- Welfare Benefits Checker
- Housing Options Advice
- Debt and Money Advice
- Tech Help
- Social Clubs, Sports and Activities Calendar

DATCHET, HORTON AND WRAYSBURY WARD

The Health Hub is a community led service working in partnership with RBWM, NHS and Datchet Health Centre.

NEW VENUE: WRAYSBURY VILLAGE HALL

Please come down and visit us, we are here for preventative and general wellbeing advice as well as any existing conditions or treatment you may need help with.

NHS Referrals are available as part of this service.

We also offer a quiet place to chat, and to get to know your local health providers in an informal and community setting. Walk ins are most welcome!

HEALTH HUB SERVICES

- Medication Reviews
- Repeat Prescriptions
- General Health Advice
- Blood Pressure Reviews
- Blood Test Clinic *by appointment only
- Osteopathy, Massage and Mental Wellbeing Advice
- Cost of Living payments
- Welfare Benefits Checker
- Housing Options Advice
- Debt and Money Advice
- Tech Help
- Social Clubs, Sports and Activities Calendar

VENUE

Wraysbury Village Hall
The Green
Wraysbury
TW19 5NA

OPENING HOURS

Every Tuesday Morning 09:30 - 12:30

Community Infrastructure Levy (CIL)
Policy & Procedures

Contents

1. Introduction

The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area. The funds provide an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.

The Royal Borough of Windsor & Maidenhead (RBWM) is responsible to collect the levy as part of the planning process which approves new development. As one of the Parishes of the Ascot, Sunninghill & Sunningdale Neighbourhood Plan (NP), 25% of the amount collected from developments in the Parish is passed to the Parish Council.

Further information and guidance is available at https://www.gov.uk/guidance/community-infrastructure-levy

As at 31 March 2024 the total CIL retained by the Parish Council was £1,471,753.34

The purpose of this document to describe the Parish Council's policy and procedures to allocate and manage its CIL

2. Policy Aims

The **objective** of the Policy is to ensure that CIL funds are allocated:

- appropriately - in line with Government guidance
- in an open & transparent manner, including providing an opportunity for community stakeholders to apply for CIL Stakeholder Grants
- in line with the Council's Business Plan and the Ascot, Sunninghill and Sunningdale Neighbourhood Plan.

3. CIL Regulations[1]

The Community Infrastructure Levy (CIL) is a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. CIL receipts can be used to fund a wide range of infrastructure including transport, schools, health and social care facilities, libraries, play areas, green spaces and sports facilities.

The Parish Council must use the CIL receipts passed to it to support new development by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that new development places on the area.

The neighbourhood portion of the levy can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area' (see regulation 59C inserted by the 2013 Regulations for details[2]). The wider definition means that the neighbourhood portion can be spent on things other than infrastructure provided it is concerned with addressing the demands that development places on the area. For example it could be used to support affordable housing.

If a Parish Council does not spend its levy share within 5 years of receipt, or does not spend it on initiatives that support the development of the area, the charging authority may require it to repay some or all of these funds to the charging authority (see regulation 59E for details)

4. The Parish Council's Policy

A. All CIL projects must conform with the relevant regulations - as updated from time to time.
B. The Parish Council is required to take account of the Neighbourhood Plan objectives when determining projects to be funded by CIL (The NP objectives are shown at Appendix 1 for reference)
C. The Council will work closely with the Borough, Sunninghill & Ascot Parish Council and other adjacent Parish Councils to ensure its projects fit into a coordinated whole.

Business Plan Projects

D. At least 80% of the Neighbourhood CIL should be spent on projects identified in the Council's Business Plan and the Neighbourhood Plan. Such projects will:
   1. take account of the views of the communities in which the income was generated.
   2. demonstrate a long term and lasting benefit for its community
   3. consider the resulting infrastructure needs of long term housing growth (provided such infrastructure is within the remit of the Council)
E. Any future revenue or support costs of the Council's CIL projects should be identified during the approval process so that the Council can determine how they will be budgeted in the future.
F. The Council will carefully monitor the implementation of all its CIL projects to ensure they achieve the expected outcomes and represent good value for money.

Stakeholder CIL Grants

G. Up to 20% of the Neighbourhood CIL will be placed in a 'Stakeholder Reserve Fund'. These funds will be available to local stakeholders to apply for grants for projects that will support the development of the area. The Council will evaluate any such requests using the criteria described below. The Council will normally assess any grant applications twice per year. The Council's decision on any grant will be final.

5. Implementation

Business Plan / Neighbourhood Plan Projects

[1] https://www.gov.uk/guidance/community-infrastructure-levy
[2] http://www.legislation.gov.uk/uksi/2013/982/regulation/8/made

A. New CIL projects will be identified during the annual update of the Business Plan and budget cycle. The form at Appendix 2 will be used for this purpose. The proposal will normally be sponsored by a Councillor.

Stakeholder Grants

B. Stakeholder applications (see Form at Appendix 3) for grants from the Stakeholder Reserve Fund will be assessed by the Council based on the following criteria:
   1. The proposed project conforms to the CIL spending regulations
   2. The project is in line with the Council's Business Plan
   3. The funds requested are usually only a part of the total project cost and other sources of funds can be demonstrated
   4. Any financial and legal risks associated with the project are identified and mitigated
   5. There is evidence of community support & benefits for the proposal
   6. Applications from membership organisations must be able to demonstrate a wider community benefit. New or improved facilities should be accessible to a wide range of people within the community
   7. Applicants may include statutory infrastructure providers including state schools, community groups and registered charities
   8. The facility/infrastructure will be available to Sunningdale residents

A.

B.

C. Applications for grants of £5000 or less may, at the discretion of the Clerk, not be required to complete all off the boxes on the form at Appendix C.

6. Governance

All CIL requests will be validated and subject to due diligence by the Finance Committee before referral to Full Council for approval.

A CIL report regarding receipts, forecasts and expenditure will be presented to Full Council in April and October. This is to ensure the Council does not over extend itself on projects

The Parish Council's CIL Business Plan projects will follow the Council's project management process and be subject to regular review

The Annual Parish Meeting will have a standing item reporting CIL projects

7. Revison History

First Draft presented to CIL Working Group 10th September 2024

Amended version presented to Council 17 September 2024

Updated version presented to Council 15 October 2024: Approved with one amendment to confirm Finance Committees role is to validate & scrutinize.

Appendix 1
Neighbourhood Plan Objectives

- Housing & the Environment
    - To protect the green and leafy appearance of our surroundings and the distinct character of our villages.
    - To maintain the separation between our villages, avoiding the creep of urban sprawl.
    - To preserve and enhance the character of Sunninghill village centre.
    - To meet new housing demand in a way that is sympathetic to the area, that ensures that the right type of housing is built in the right locations, and that a mix of housing types is delivered, to especially include family homes that are affordable by a wide section of the population.
    - To minimise the impact of development on the natural and built environment.
    - To protect the biodiversity of our area, our local wildlife and its habitat and our trees.
- The Economy
    - To encourage and facilitate a redevelopment of the centre of Ascot and its High Street, to deliver a more viable, attractive shopping centre, a vibrant and successful evening economy and desired community facilities.
    - To sensitively develop the area around the retail centre of Sunningdale to improve its future economic viability and deliver additional parking capacity and community amenities.
    - To create through the planning system an environment that makes it attractive for micro, small and medium-sized businesses and shops to locate and flourish in the area,
    - To retain the current employment sites and provide sustainable employment opportunities for those who live within and outside it.
- Community
    - To ensure all residents have easy access to community facilities and community green, open spaces for leisure and recreation.
- Transport & Infrastructure
    - To seek ways of addressing the problems of traffic congestion on our roads and the lack of parking.
    - To ensure our roads and streets provide safer and more accessible routes, better balancing the needs of pedestrians, cyclists and drivers.

Appendix 2
Request for CIL Funding for Business Plan/NP Projects

Name of Proposer:	Date:

Project Description

Project Title:	
Project Location:	
Description of the project:	

Project Justification

How does the project support business plan objectives?	
How does the project comply with CIL Regulations?	
What is the legal power under which we can implement this project?	
What are the main benefits of the project?	
Who will be the beneficiaries of the project?	
Are the benefits available to all?	
Please provide evidence of community support for the project?	

Project Status

Are there other preliminary tasks before the project can commence	
Please identify any constraints or risks?	

Project Funding

What is the total cost of the project?	
What is the spend to date on this project?	
Please provide a breakdown of the costs?	

Please provide a forecast of any income and operating costs that derive from the project after completion	

Delivery Timescale

Please show the key milestones for the project	

Appendix 3

CIL Stakeholder Grant: Guidance Notes & Application Form

CIL STAKEHOLDER: A GUIDE FOR APPLICANTS

This guidance aims to provide assistance to those completing the Sunningdale Parish Council Stakeholder Grant Application Form. To discuss a potential project or for further guidance, please contact the Parish Clerk at clerk@sunningdale-pc.gov.uk

WHO CAN APPLY?

- Not for profit organisations including state schools, community groups and registered charities.
- Applications must be received from the organisation, rather than an individual.
- Applications from membership organisations must be able to demonstrate a wider community benefit. Given that CIL is public money new or improved facilities should be accessible to a wide range of people within the community

WHAT IS NOT ELIGIBLE?

- Projects that have been completed prior to an application being submitted
- Ongoing operating costs for projects
- Annual maintenance and repair
- Projects promoting a political party
- Projects that conflict with Council priorities and objectives
- Any VAT that can be recovered

WHAT DOES A PROJECT NEED TO DEMONSTRATE?

In addition to meeting Government criteria for the spend the project should be able to show evidence of the following:

- addressing impacts created by new development
- wider community benefits beyond those just to the organisation submitting the application.
- deliverability: a clear delivery plan with robust governance
- additional resources (people or money) available from partners to complement funding

COMPLETING THE FORM

NB, If your grant application is for £5000 or less it may not be necessary to complete all the boxes on this form. You should discuss your application with the Clerk and take advice.

Questions 1-3 - Applicant organisation details

A named contact from all the organisation(s) involved will need to sign the declaration at the end of the form. All correspondence about the application will be sent to the main contact listed on the form.

Questions 4-5 - Please provide information on the legal status of your organisation. The type of organisations that might be applying include:

• Community or voluntary groups

• Community Interest Companies

• Charities or trusts

• Public sector organisations

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the Council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

Question 6 - Please provide the address of the project, including postcode.

Question 7 - Please give a description of the project, including why you are seeking the funding and details on how it would be used and the benefits it will bring.

Questions 8 - 12 - Indicate the amount of money you are applying for. If there are multiple elements within an application, please prioritise these within your form. Let us know if there are any contributions from third parties - i.e. other organisations or grant schemes. Please show what contribution your organisation is putting into the project. You need to let us know if you are applying for funding from any other body and you must inform us if any applications are successful whilst this bid is being considered. Please let us know if the organisation has previously received CIL or other funding sources from either the Royal Borough of Windsor & Maidenhead Borough Council or Sunningdale Parish Council.

Questions 13 - 14 - Please highlight the pressures that the project is addressing. Letters of support from within the local community are well received.

Questions 15 - 16 - You must demonstrate that the project is deliverable and is able to be started within no longer than twenty-four months of the funding decision. You must also explain how long- term revenue commitments will be met in order to show that the project is sustainable in the long term.

Questions 17-19 - If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts. This is to ensure that decision makers are aware of the level of unrestricted funds in the organisation's reserves. This information will be treated as confidential and will only be shared with Sunningdale Parish Councillors for decision making purposes. If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

DECLARATION

Please make sure you read the declaration carefully, sign the form and return it. Any other organisation that will be involved with delivery should also sign the declaration.

SUPPORTING INFORMATION

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. Where possible, please aim to have these arranged prior to submitting the application.

WHAT HAPPENS AFTER SUBMITTING AN APPLICATION?

The Council will confirm receipt of your application and whether all required information has been received. If necessary you may be asked to provide further information. Following successful validation, applications will be considered at the Finance Committee and you will be able to attend to speak in support of your application. Applications approved by the Finance Committee will be forwarded to the Full Council where the final decision on whether the project is adopted for CIL funding and the level of funding to be disbursed will be approved.

PAYMENT OF CIL FUNDING

Successful projects must be able to commence within the twenty-four months following the relevant Full Council meeting. Where relevant, the CIL funding will be conditional upon the applicant obtaining any building regulations and/or planning permission and any other consents or permissions as may be required.

After approval of an application by a Full Council meeting, the Responsible Finance Officer will notify the said organisation that the application has been approved and request written confirmation that should the said project not occur, that the funds granted will be reimbursed to the Council. No funds will be paid over until such written confirmation is received. The Council will seek confirmation that the project has been completed per the application and to its satisfaction. You must have a bank account in the name of your organisation into which the Council will pay the funding.

A claim for payment must be made in writing with evidence that the work has been completed or partially completed for a part claim. Evidence requested may include invoices from contractors/suppliers and/or a surveyor's valuation. Payments, including stage payments, will be made as percentage of the overall costs up to the total grant awarded. If the final project costs is less the amount awarded may be adjusted accordingly.

The CIL funding is a payment for capital expenditure and will not result in any future revenue commitment by Sunningdale Parish Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

PUBLICITY

The applicant will need to agree to publicise the support of Sunningdale Parish Council and the Council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

(Application form follows on next page)

CIL STAKEHOLDER GRANT - APPLICATION FORM

1. Applicant organisation	
2. Name & position of main contct	
3. Applicant contact details (phone no, email & address)	
4. Type of organisation If a charity, please provide registration number	
5. Is the organisation able to reclaim VAT?	
6. Location of project	
7. Summary of the project proposal	
8. Estimated project cost	

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

	Amount	Detail
CIL funding sought		
Any other Local Authority Contribution		
Third party contribution		
Total Cost		

10. Details of additional sources of funding available	
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	
12. Please indicate whether the organisation has previously received CIL or other funding sources from RBWM or Sunningdale Parish Council. If yes please, provide amounts and timings	
13. How does the project help address the demands of development in the area. What evidence is there to support this?	

14. What evidence is there of support from the community?	
15. Proposed timelines for the project	
16. Is there a related operating cost associated with the project? How will this be addressed?	
17. If the organisation is not in the pubic sector please provide details of the organisation's finances. Please include a copy of the most recently audited accounts, including unrestricted reserves.	
18. Do you need planning permission to carry out the works?	
19. If planning permission is required is it in place to carry out the works? If so please provide the application number.	

Declaration When you have completed the application, please sign this declaration and submit the application form as directed.
To the best of my knowledge the information I have provided on this application form is correct. If Sunningdale parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event I agree to inform Sunningdale Parish Council via the parish Clerk of any material changes to the proposals set out above. When requested I agree to provide Sunningdale parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Sunningdale Parish Council's statutory rights as the designated provider of these CIL funds, which include provisions to reclaim unspent or misappropriated funds. Privacy Notice: By signing this form, the applicant agrees to Sunningdale parish Council checking all supplied information for the purpose of decision making. Th information on the form will be stored in Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Sunningdale Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council’s privacy policy, please see: Privacy Policy Signed: ____ Organisation: ____ Date: ____

Financial Regulations

Version: November 2024

Revision Notes

Draft 1 – 19/11/2024

- New version based on NALC Model Financial Regulations 2024
- Adopted at Annual Meeting of the Council (20th May 8/25)

Contents

These Financial Regulations were adopted by the council at its meeting held on 19 November 2024

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the HR Sub-Committee at least annually in the third quarter for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the HR Sub-Committee.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the RFO not later than the end of October each year.

4.6. The draft budget (with any committee proposals and three-year forecast), including any recommendations for the use or accumulation of reserves, shall be considered by the Finance Committee and a recommendation made to the council.

4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or Finance Committee.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £25,000 plus VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of**

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts.

5.8. For contracts greater than £5,000 excluding VAT the Clerk will seek at least three fixed-price quotes;

5.9. where the value is between £500 and £5,000 excluding VAT, the Clerk will try to obtain three estimates (which might include evidence of online prices, or recent prices from regular suppliers).

5.10. For smaller purchases, the Clerk will seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council (or relevant committee). Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council (or Chair of the appropriate committee), for any items below £1,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council (or a duly delegated committee acting within its Terms of Reference) except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £1,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Handelsbanken. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee,or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council (or a duly delegated committee) may authorise in advance for the year.

6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:

i. any payments of up to £500 excluding VAT, within an agreed budget.

ii. payments of up to £1,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council or Finance Committee, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council (or Finance Committee).

iv. Fund transfers within the councils banking arrangements provided that a list of such payments shall be submitted to the next appropriate meeting of council (or Finance Committee).

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council (or finance committee). The council (or Finance Committee) shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to one of the authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. A councillors who is an authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online (and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes).

7.8. A full list of all payments made in a month shall be provided to the next Finance Committee (or Council) meeting.

7.9. With the approval of the council or Finance Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two authorised signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.12. The bank facility for checking account details should be used each time a new supplier is set up. If the bank flags a problem with the account details then no payment should be made until the account details have been independently verified. This is a potential area for fraud (particularly where details have been supplied by email) and the individuals involved should ensure that any change in account details is genuine.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Only in exceptional circumstances shall cheques be issued. Cheques or orders for payment, in accordance in accordance with a resolution or delegated decision, shall be signed by signatories.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Finance Committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk or specified officer and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council (or HR Sub-Committee).

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports may be reviewed by (the HR Sub-Committee) to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software software and that any VAT Return required is submitted form the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 21d and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Financial Regulations

Version control and summary of changes

Version	***Date***	***Author/Reviewer***	***Summary of changes***	***Adopted/Min ref***
1	19/11/24	Louise Steele (Locum Clerk/RFO)	New version based upon NALC Model Financial Regulations 2024	19 Nov 2024 (Min ref: 103/24)
	20/05/25		Adopted Financial Regulations at Annual Meeting of Council	20 May'25 (Min ref:8/25)
1.1	16/09/25		Financial Regulations 5.7 amended in line with Standing Orders (21a v) to ensure consistency between the two documents. (Min ref: FC 13/25)	16 Sept'25 (Min ref: 51/25)
	12/05/26			12 May'26 (Min ref: 8/26)

Finance Committee Action Tracker – 10 February 2026

Date	Ref	Topic	Action	Lead	Timescale	Status / Comments
10 Feb	70/25	Budget monitoring	YTD included on future reports	Clerk		COMPLETE The income and expenditure report included a column for year to date.
10 Feb	71/25	EMR and Reserves Policy	Explanatory notes added to EMR report	Clerk		COMPLETE notes added to budget report.
10 Feb	72/25	Budget	A - Consolidate costs on reports e.g. Fule, Trees, Health and Safety and Events B - Improved financial reporting – summary and detailed reports C – EMR transfer	Clerk		A COMPLETE Reports can be provided on Rialtas by budget code. B - COMPLETE Clerk to share both summary reports and detailed reports. C - COMPLETE

Finance Committee Action Tracker – 14 April 2026

Date	Ref	Topic	Action	Lead	Timescale	Status / Comments
14 Apr 2026	FC 92/25	Minutes	Update minutes	Clerk	Next Finance Committee meeting	COMPLETE
14 Apr 2026	FC 93/25	Financial Reporting	Provide more detailed descriptions for receipts and avoid use of "miscellaneous" where possible.	Clerk/RFO	Immediate and ongoing	COMPLETE Receipts report from Rialtas only displays the sales receipt page number and batch ref. An additional report with sales ledger invoices for the month will be shared with all the details.
14 Apr 2026	FC 93/25	Financial Controls	Document the invoice and payment authorisation process and circulate to all councillors.	Clerk/RFO	Before next review of financial processes	IN PROGRESS Awaiting feedback from all of finance committee.
14 Apr 2026	FC 95/25	Payment Queries	Review and resolve outstanding payment queries.	Clerk / Finance Committee	Priority item	COMPLETE
14 Apr 2026	FC 95/25	Investments	Progress CCLA Investment review.	Clerk / Finance Committee	Priority item	COMPLETE
14 Apr 2026	FC 95/25	CIL	Investigate and resolve RBWM	Clerk / Finance Committee	Priority item	COMPLETE

			CIL discrepancy.			
14 Apr 2026	FC 95/25	Investments	Develop and present Financial Investment Strategy.	Finance Committee	Priority item / Next meeting	Not started.
14 Apr 2026	FC 95/25	CIL Policy	Develop and review CIL Policy	Finance Committee	Priority item	Agenda item 16 July.
14 Apr 2026	FC 95/25	Procurement	Review cost-saving supplier opportunities.	Facilities & Services Committee	Ongoing	COMPLETE
14 Apr 2026	FC 95/25	Financial Planning	Prepare Medium Term Financial Plan.	Finance Committee	Ongoing	IN PROGRESS The RFO produced a 3 year financial report on Rialtas whilst the business plan was in review.
14 Apr 2026	FC 95/25	Project Monitoring	Provide updates on Novello, Holy Trinity Church and Berkshire County Football Club projects.	Clerk	Ongoing	COMPLETE Clerk shared via email to full council.
14 Apr 2026	FC 95/25	Neighbourhood Plan	Confirm costs, approvals and cost-sharing arrangements between the two councils.	Clerk	Ongoing	IN PROGRESS Awaiting update from Planning consultant. (Costs will be shared between the 2 parish councils).
14 Apr 2026	FC 95/25	Rialtas	Progress Rialtas	Clerk	Ongoing	COMPLETE

			administration actions.			
14 Apr 2026	FC 95/25	CIL	Prepare CIL cashflow forecast for 2026/27 and 2027/28.	Clerk/RFO	Prior to budget and financial planning discussions	Not started.
14 Apr 2026	FC 97/25	Financial Regulations	Clarify proposed amendments to Financial Regulations and continue policy consistency, formatting and version-control improvements.	Clerk	Next review of Financial Regulations	IN PROGRESS Agenda item 14 July meeting.
14 Apr 2026	FC 98/25	Debit Card Policy	Prepare further information on proposed debit card and spending policy including costs, controls, fraud prevention, transaction levels and operational need.	Clerk	Before submission to Council	In progress On agenda for full council 14 July.
14 Apr 2026	FC 101/25	CIL Payment Process	Seek guidance on financial and procedural requirements for staged CIL	Clerk	Next Finance Committee meeting	Complete.

			payments, including any consultation requirements, and report recommendations back to Committee.			
14 Apr 2026	FC 102/25	Allotments	Return replacement gates proposal to Committee.	Clerk	Next Finance Committee meeting	COMPLETE
14 Apr 2026	FC 104/25	Clerk Update	Present deferred oral update from the Clerk.	Clerk	Next Finance Committee meeting	COMPLETE

Priority Actions Agreed by the Committee (14 April)

Topic	Lead	Timescale	Status / Comments
Payment Queries	Clerk	High Priority	Complete
CCLA Investment	Clerk	High Priority	Complete
RBWM CIL Discrepancy	Clerk / Cllr Pike	High Priority	Complete
Financial Investment Strategy	Finance Committee	High Priority	Not started
CIL Policy	Finance Committee	High Priority	In progress (14 July)