SUNNINGDALE PARISH COUNCIL

Meeting of the Finance Committee
Tuesday 15th September 2026 – 4:00 pm
Agenda

Venue: The Pantry, Lynwood Care Centre, Rise Road, Sunninghill, SL5 0FG

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 15 / 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 16 / 26 Attendance and Apologies for Absence

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

FC 17 / 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 18 / 26 Minutes of the Finance Committee meetings held on 14 July 2026

APPROVAL: To approve the minutes of the Finance Committee meeting held on 14 July 2026 as an accurate record of the meeting.

FC 19 / 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 20 / 26 Receipts and Payments

TO NOTE: To receive the receipts and payments for the periods 1 – 30 June and the 1 – 31 July 2026.

FC 21 / 26 Bank Reconciliation

TO NOTE: To receive the bank reconciliations as at 30 June 2026 and 31 July 2026.

FC 22 / 26 Budget monitoring statement

TO NOTE: To receive the budget monitoring report as at 31 July 2026.

FC 23 / 26 CIL Policy

APPROVAL: To consider and recommend amendments to the CIL policy for adoption by Full Council on 29 September 2026.

FC 24 / 26 Financial Regulations

APPROVAL: To consider and recommend amendments to the Financial Regulations for adoption by Full Council on 29 September 2026.

FC 25 / 26 EMR and Reserves Review

DISCUSSION: To review the current Earmarked and General Reserves in advance of the Budget setting process.

FC 26 / 26 Practitioners Guide 2026

TO NOTE: To receive a report from the Clerk/RFO on the revised Joint Panel of Accountability and Governance (JPAG) Practitioners' Guide 2026 and any implications for the Council.

FC 27 / 26 Quarterly update for Full Council

APPROVAL: To agree the content of the quarterly financial report to be presented to Full Council on the 29 September.

FC 28 / 26 Outstanding Actions

DISCUSSION: To review the outstanding actions from previous meetings and confirm the priorities of the committee.

FC 29 / 26 Clerks Report

TO NOTE: To receive a report from the Clerk/RFO on financial matters.

FC 30 / 26 Date of the next meeting

TO NOTE: The note that the next meeting of the Finance Committee meeting will be held on Tuesday 10 November 2026 at 6:30 pm.

FC 31 / 26 Information sharing

TO NOTE: Members may share information relevant to the work of the Committee. No decisions may be taken under this item.

N Hayes.

Natalie Hayes, Clerk to the Council
8 September 2026

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.

SUNNINGDALE PARISH COUNCIL

Minutes of the Finance Committee
Tuesday 14 July 2026

FC 01/ 26 Chair welcome

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

FC 02/ 26 Attendance and apologies

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

Apologies: Cllr Evans

Present: N. Hayes (Clerk/RFO), Cllr Hilton (Chair) and one member of the public.

FC 03/26 Disclosable pecuniary interests and other registerable interests

Cllr Pike declared an interest in the CIL application from the Health Hub.

FC 04/26 Minutes of previous meetings

RESOLVED: To approve the minutes of the meeting for the 10 February 2026.

RESOLVED: To approve the minutes of the meeting for the 14 April 2026.

FC 05/26 Election of Vice Chair

RESOLVED: To appoint Cllr Morgan as Vice Chair of the Finance Committee.

FC 06/26 Public adjournment

A representative from the health hub presented her application and answered questions from the Committee.

FC 07/26 Receipts and Payments

TO NOTE: Receipts and payments for the periods 1-30 April 2026 and 1 – 31 May 2026 were noted by the Committee. Clarification was provided by the RFO regarding queries raised by members.

FC 08/26 Bank Reconciliation

RESOLVED: To receive the bank reconciliation as of 31 March 2026, 30 April 2026 and 31 May 2026.

ACTION: Share the CLLA statement as part of future Finance Committee meeting papers.

FC 09/26 Budget monitoring

RESOLVED: The committee agreed to prioritise actions as follows:

ACTION: RFO to upload additional reports for Allotment, Facilities and Grants to OneDrive.

FC 10/26 CIL applications

FC 10/26a Health Hub

The Committee requested that the applicant return once discussions had taken place with Sunninghill and Ascot Parish Council to determine whether there would be interest in part-funding the project alongside Sunningdale Parish Council.

The Committee requested details of the costs for funding insights covering one parish and two parishes, with the matter then to be referred to Full Council for approval.

FC 10/26b Holy Trinity Church

The Committee advised that the Council is currently reviewing the Business Plan 2026-2031 and would respond as soon as possible following its approval.

The Committee suggested that Holy Trinity Church approach RBWM regarding the solar panel element of the CIL application.

TO NOTE: The Council is approaching the 20% stakeholder spending limit outlined within the CIL policy.

ACTION: The RFO to produce a statement on CIL.

FC 11/26 CIL applications review process

ACTION: Update the CIL application form and policy to reflect that successful applicants must spend awarded funds within two years. The amendment is to be presented to a future Full Council meeting for approval.

ACTION: Advertise the periods when the Council will review community grant applications, for example March and November each year.

FC 12/26 Financial Regulations

The Committee discussed the proposed updates to the Financial Regulations.

ACTION: Cllr Pike's suggested amendments, together with notes from the RFO, to be shared with the Finance Committee for review before the meeting scheduled for 15 September 2026.

FC 13/26 Outstanding Actions

TO NOTE: Further actions will be included with the draft minutes

ACTION: Priority 1: Clerk to produce a budget monitoring report excluding CIL funds to improve clarity.

Priority 2: Clerk to produce a CIL report from Rialtas, clearly identifying committed expenditure, spending deadlines and allocations by financial year.

TO NOTE: In future, detailed financial reports will be presented to the Finance Committee, with summary reports provided to Full Council.

FC 14/26 Date of next meeting and Information sharing

TO NOTE: The next meeting will be held on Tuesday 15 September 2026 at 4:00 pm.

The Committee asked whether there was an established timetable and process for budget setting.

ACTION: Cllr Pike and the RFO to review dates and prepare a budget-setting timetable document for all councillors. The document should explain key stages, expectations and timescales and be circulated by the end of August 2026.

TO NOTE: The Finance Committee will provide a formal report to Full Council on a quarterly basis, with the first report scheduled for 29 September 2026.

The meeting started at 10:01 am.

The meeting closed at 12:11 pm.

Signed as a true record of the meeting:

Signed: ______________________________

Dated: ______________________________

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
4COM001 **4Com Network Services Ltd**							
Telecom service APR 26	15/05/2026	1134374	1	298.82	0.00	298.82	0.00
					0.00	**298.82**	
Above paid on 01/06/2026 by Direct Debit DD 01/06 3							
SHI001 **Shire Leasing PLC**							
Hosted telephone MAY 26	30/04/2026	MAY26	1	145.61	0.00	145.61	0.00
					0.00	**145.61**	
Above paid on 01/06/2026 by Direct Debit DD 01/06 1							
SHO001 **Shorts Group Limited**							
Wheelie & dog bins APR 26	30/04/2026	301438	1	646.19	0.00	646.19	0.00
Wheelie bin - overweight fee	30/04/2026	301439	1	6.30	0.00	6.30	0.00
					0.00	**652.49**	
Above paid on 01/06/2026 by Direct Debit DD 01/06 2							
O2M001 **Telefonica UK Limited**							
Mobile phones MAY 26	05/06/2026	44232206	1	80.40	0.00	80.40	0.00
					0.00	**80.40**	
Above paid on 05/06/2026 by Direct Debit DD 05/06 1							
CSA001 **Cleaning Services of Ascot**							
Pavilion toilet cleaning MAY26	30/05/2026	006	1	500.00	0.00	500.00	0.00
					0.00	**500.00**	
Above paid on 09/06/2026 by Electronic Payment Ref 348							
SOC001 **SLCC Enterprises Ltd**							
Fee N Tomlinson for FILCA	09/06/2026	QL209432-1	1	168.00	0.00	168.00	0.00
					0.00	**168.00**	
Above paid on 09/06/2026 by Electronic Payment Ref 349							
JAI001 **Jaijo Limited**							
Website Accessibility Updates	02/06/2026	INVJAAI-14378	1	116.82	0.00	116.82	0.00
					0.00	**116.82**	
Above paid on 11/06/2026 by Electronic Payment Ref 343							

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Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LAN001	**Matthew Lane**							
Burial De-Sousa		02/06/2026	2E	1	440.00	0.00	440.00	0.00
						0.00	**440.00**	
			Above paid on 11/06/2026 by Electronic Payment Ref 344					
LON001	**Longacres Garden Centre**							
Mixed annuals for planters		21/05/2026	00010009306713	1	101.22	0.00	101.22	0.00
Multipurpose compost		21/05/2026	00010032350522	1	32.00	0.00	32.00	0.00
						0.00	**133.22**	
			Above paid on 11/06/2026 by Electronic Payment Ref 345					
SCO001	**Samantha Cornish**							
Yoga classes/marketing MAY 26		31/05/2026	31/05/2026	1	400.00	0.00	400.00	0.00
						0.00	**400.00**	
			Above paid on 11/06/2026 by Electronic Payment Ref 346					
SUR001	**Surrey Bouncy Castle Hire**							
Inflatable hire BFD 23 JUL 26		27/05/2026	2026056	1	470.00	0.00	282.00	188.00
						0.00	**282.00**	
			Above paid on 11/06/2026 by Electronic Payment Ref DEPOSIT					
TOM001	**Nikki Tomlinson**							
Babysitting & travel expenses		04/06/2026	EXPENSES 04/06/2026	1	43.05	0.00	43.05	0.00
						0.00	**43.05**	
			Above paid on 11/06/2026 by Electronic Payment Ref 347					
HAN001	**Handelsbanken plc**							
Bank charges MAY 26		29/05/2026	123	1	28.33	0.00	28.33	0.00
						0.00	**28.33**	
			Above paid on 12/06/2026 by Electronic Payment Ref Inv 123					
CAS001-RG	**Castle Water (Recreation Ground)**							
Rec Ground water MAY 26		03/06/2026	10010168831	1	153.49	0.00	153.49	0.00
						0.00	**153.49**	
			Above paid on 17/06/2026 by Direct Debit DD 17/06 1					

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Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SUR001	**Surrey Bouncy Castle Hire**							
P/Ledger Electronic Payment		18/06/2026	ON ACC 80	1	0.00	0.00	282.00	-282.00
						0.00	**282.00**	
				Above paid on 18/06/2026 by Electronic Payment Ref 2026056-8				
SUR001	**Surrey Bouncy Castle Hire**							
Inflatable hire BFD 23 JUL 26		27/05/2026	2026056	1	188.00	0.00	188.00	0.00
Inflatable hire BFD 11 AUG 26		27/05/2026	2026057	1	470.00	0.00	470.00	0.00
Inflatable hire BFD 28 AUG 26		27/05/2026	2026058	1	470.00	0.00	470.00	0.00
						0.00	**1,128.00**	
				Above paid on 18/06/2026 by Electronic Payment Ref Inv 202605				
AUD001	**Auditing Solutions Ltd.**							
Final internal audit 25/26		18/05/2026	A9399	1	504.00	0.00	504.00	0.00
						0.00	**504.00**	
				Above paid on 19/06/2026 by Electronic Payment Ref 350				
CLL001	**Creative Living UK Ltd**							
Fee to assess chalet		08/06/2026	S39	1	75.00	0.00	75.00	0.00
						0.00	**75.00**	
				Above paid on 19/06/2026 by Electronic Payment Ref 351				
ITQ001	**ITQED Business Solutions**							
Microsoft premium MAY 26		18/05/2026	34781	1	327.00	0.00	327.00	0.00
Monthly support MAY 26		18/05/2026	34820	1	420.00	0.00	420.00	0.00
Anti Virus MAY 26		18/05/2026	34936	1	147.42	0.00	147.42	0.00
						0.00	**894.42**	
				Above paid on 19/06/2026 by Electronic Payment Ref 352				
PYG001	**Park Yoga**							
New venue charge for yoga		08/06/2026	37	1	500.00	0.00	500.00	0.00
						0.00	**500.00**	
				Above paid on 19/06/2026 by Electronic Payment Ref 353				

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
RED001 **Red Kite Conservation Services Ltd.**							
HT Church mow 11/5/26	30/05/2026	RK-1485	1	552.00	0.00	552.00	0.00
					0.00	**552.00**	
		Above paid on 19/06/2026 by Electronic Payment Ref 354					
RWS001 **R Watts & Sons Ltd**							
Removal OPM nest	03/06/2026	11118	1	180.00	0.00	180.00	0.00
					0.00	**180.00**	
		Above paid on 19/06/2026 by Electronic Payment Ref 355					
CAS001-CEM **Castle Water Cemetery**							
Cemetery water MAY 26	08/06/2026	10010330238	1	8.06	0.00	8.06	0.00
					0.00	**8.06**	
		Above paid on 22/06/2026 by Direct Debit DD 22/06 2					
ECO001 **Ecotricity Ltd (tennis)**							
Electricity Tennis MAY 26	06/06/2026	08906804	1	110.90	0.00	110.90	0.00
					0.00	**110.90**	
		Above paid on 22/06/2026 by Direct Debit DD 22/6 1					
ALL001 **All Seasons Window Cleaning Ltd**							
Bus shelter clean JUN 26	05/07/2026	4423	1	48.00	0.00	48.00	0.00
					0.00	**48.00**	
		Above paid on 23/06/2026 by Electronic Payment Ref 364					
CAS001-CEM **Castle Water Cemetery**							
Cemetery water MAY 26	10/06/2026	10010399702	1	9.70	0.00	9.70	0.00
					0.00	**9.70**	
		Above paid on 23/06/2026 by Electronic Payment Ref 365					
ITQ001 **ITQED Business Solutions**							
Monthly support MAY 26	01/06/2026	35143	1	420.00	0.00	420.00	0.00
Anti virus MAY 26	11/06/2026	35232	1	147.42	0.00	147.42	0.00
					0.00	**567.42**	
		Above paid on 23/06/2026 by Electronic Payment Ref 366					

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JAI001 Jaijo Limited							
Website hosting 26/27	28/06/2026	INVJAI-14428	1	759.00	0.00	759.00	0.00
					0.00	**759.00**	
		Above paid on 23/06/2026 by Electronic Payment Ref 367					
PAR001 Suzanne Parker							
Festival wristbands for events	03/07/2026	EXP 03/07/2026	1	23.58	0.00	23.58	0.00
					0.00	**23.58**	
		Above paid on 23/06/2026 by Electronic Payment Ref 368					
VIK001 Viking Payments							
Magnets for notice boards	02/06/2026	4410761832	1	8.30	0.00	8.30	0.00
Small outdoor notice board	04/06/2026	4410770796	1	143.99	0.00	143.99	0.00
					0.00	**152.29**	
		Above paid on 23/06/2026 by Electronic Payment Ref 369					
WIN002 Windowflowers Ltd							
Summer baskets/planters	25/05/2026	76791	1	9,388.80	0.00	9,388.80	0.00
					0.00	**9,388.80**	
		Above paid on 23/06/2026 by Electronic Payment Ref 340					
ECO002 Ecotricity Ltd							
Office electricity APR 26	06/05/2026	08698536	1	449.30	0.00	449.30	0.00
Original invoice cancelled	06/06/2026	08698536 CREDIT	1	-449.30	0.00	-449.30	0.00
Electricity office MAR-JUN 26	06/06/2026	08906815	1	750.91	0.00	517.00	233.91
					0.00	**517.00**	
		Above paid on 25/06/2026 by Direct Debit DD 25/6 1					
BAL001 Berkshire Association of Local Councils							
Affliation Fees 26/27	16/04/2026	INV-8318	1	1,360.43	0.00	1,360.43	0.00
					0.00	**1,360.43**	
		Above paid on 26/06/2026 by Electronic Payment Ref 356					

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CEP001 **The Cartridge People Ltd**							
Stationary/refuse sacks MAY 26	28/05/2026	GB260522-LA7370960-1	1	303.63	0.00	303.63	0.00
Stationary MAY 26	27/05/2026	GB260522-LA7370960-2	1	24.48	0.00	24.48	0.00
					0.00	**328.11**	
			Above paid on 26/06/2026 by Electronic Payment Ref 357				
LOC001 **LGRC Associates Ltd**							
Locum RFO services APR 26	15/05/2026	2411	1	1,080.00	0.00	1,080.00	0.00
					0.00	**1,080.00**	
			Above paid on 26/06/2026 by Electronic Payment Ref 358				
SCR001 **Trade UK/Screwfix**							
3 x pedestal fans	21/05/2026	2013107384	1	59.97	0.00	59.97	0.00
Titan back pack sprayer	27/05/2026	2013211678	1	109.99	0.00	109.99	0.00
					0.00	**169.96**	
			Above paid on 26/06/2026 by Electronic Payment Ref 359				
SEL001 **Seldram Supplies Camberley**							
Green scourers	07/05/2026	CIN121894	1	2.76	0.00	2.76	0.00
Extra heavy duty sacks	21/05/2026	CIN122629	1	42.07	0.00	42.07	0.00
					0.00	**44.83**	
			Above paid on 26/06/2026 by Electronic Payment Ref 360				
TAR001 **Tarrants Tree Surgery Ltd**							
Cemetery Tree Works MAY 26	21/05/2026	2462	1	3,600.00	0.00	3,600.00	0.00
					0.00	**3,600.00**	
			Above paid on 26/06/2026 by Electronic Payment Ref 361				
TFM001 **Tactical Facilities Management Ltd**							
Dog bins MAY 26	29/05/2026	165	1	217.36	0.00	217.36	0.00
Overchaged MAY 26	03/06/2026	CRN-SUN002	1	-167.20	0.00	-167.20	0.00
Invoiced before contract start	03/06/2026	SCN-171	1	-217.36	0.00	-217.36	0.00
Dog bin collection MAY/JUN 26	27/05/2026	SI-5625	1	217.36	0.00	217.36	0.00
					0.00	**50.16**	
			Above paid on 26/06/2026 by Electronic Payment Ref 362				

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Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EON001	**E.ON Next Energy Limited**							
Purchase Ledger DDR Payment		29/06/2026	ON ACC 81	1	0.00	0.00	28.58	-28.58
						0.00	**28.58**	
				Above paid on 29/06/2026 by Direct Debit DD				
EON001	**E.ON Next Energy Limited**							
May - 9 July 2026		10/07/2026	304906479	1	81.42	0.00	81.42	0.00
						0.00	**81.42**	
				Above paid on 29/06/2026 by Direct Debit DD 29/6 1				
CRO001	**Croner Group Ltd**							
Bright service JUN 26		28/06/2026	C001249706	1	126.65	0.00	126.65	0.00
						0.00	**126.65**	
				Above paid on 30/06/2026 by Direct Debit DD 22/06 1				
CSA001	**Cleaning Services of Ascot**							
Toilet cleaning JUN 26		25/06/2026	007	1	400.00	0.00	400.00	0.00
						0.00	**400.00**	
				Above paid on 07/07/2026 by Electronic Payment Ref 363				
			Total Purchase Ledger Payments for Month 3			**0.00**	**26,412.54**	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
4COM001 **4Com Network Services Ltd**							
Phone/WiFi service MAY 26	17/06/2026	1146145	1	298.82	0.00	298.82	0.00
					0.00	**298.82**	
				Above paid on 01/07/2026 by Electronic Payment Ref Inv1146145			
SHI001 **Shire Leasing PLC**							
Hosted Phone System JUN 26	01/06/2026	050792820266-1	1	145.61	0.00	145.61	0.00
Admin charges for hosted phone	01/07/2026	050792820266-3	1	42.00	0.00	42.00	0.00
					0.00	**187.61**	
				Above paid on 01/07/2026 by Direct Debit DD 1/7 1			
SHO001 **Shorts Group Limited**							
Dog & wheelie bins MAY 26	31/05/2026	303943	1	423.42	0.00	423.42	0.00
					0.00	**423.42**	
				Above paid on 01/07/2026 by Electronic Payment Ref Inv 303943			
O2M001 **Telefonica UK Limited**							
Mobile phone x 2 MAY 26	22/06/2026	44740445	1	80.40	0.00	80.40	0.00
					0.00	**80.40**	
				Above paid on 08/07/2026 by Electronic Payment Ref Inv4474044			
ALL001 **All Seasons Window Cleaning Ltd**							
P/Ledger Electronic Payment	09/07/2026	ON ACC 83	1	0.00	0.00	-8.00	8.00
					0.00	**-8.00**	
				Above paid on 09/07/2026 by Electronic Payment Ref Inv4423			
HAN001 **Handelsbanken plc**							
Bank charges JUN 26	30/06/2026	124	1	22.13	0.00	22.13	0.00
					0.00	**22.13**	
				Above paid on 14/07/2026 by Electronic Payment Ref 124			
CEP001 **The Cartridge People Ltd**							
Sweets for Charters Festival	02/06/2026	GB260602-LA7389113-1	1	30.09	0.00	30.09	0.00
Table place name holders	02/06/2026	GB260602-LA7389601-1	1	86.37	0.00	86.37	0.00
					0.00	**116.46**	
				Above paid on 17/07/2026 by Electronic Payment Ref 368			

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ELI001 **A & C Copying Ltd.T/A**							
Who does what leaflet/posters	26/06/2026	32272	1	67.50	0.00	67.50	0.00
					0.00	**67.50**	
		Above paid on 17/07/2026 by Electronic Payment Ref 369					
LAN001 **Matthew Lane**							
Burial Chapman Ashes EKK9	01/07/2026	3E	1	570.00	0.00	570.00	0.00
					0.00	**570.00**	
		Above paid on 17/07/2026 by Electronic Payment Ref 364					
PFX001 **Playfix Services UK Limited**							
Quarterly Safety Inspect JUN26	23/06/2026	INV-0249	1	354.00	0.00	354.00	0.00
					0.00	**354.00**	
		Above paid on 17/07/2026 by Electronic Payment Ref 370					
RED001 **Red Kite Conservation Services Ltd.**							
Holy Trinity mowing JUN 26	05/07/2026	RK-1494	1	552.00	0.00	552.00	0.00
					0.00	**552.00**	
		Above paid on 17/07/2026 by Electronic Payment Ref 365					
ROS001 **John Rose**							
Fuel for mower & machines	16/07/2026	16/07/2026 EXP	1	183.84	0.00	183.84	0.00
					0.00	**183.84**	
		Above paid on 17/07/2026 by Electronic Payment Ref 366					
SCR001 **Trade UK/Screwfix**							
40cm pedestal fan - FAULTY	22/06/2026	20138221102 CN	1	-19.99	0.00	-19.99	0.00
40cm pedestal fan	06/07/2026	2013833928	1	19.99	0.00	19.99	0.00
					0.00	**0.00**	
		No payment due as Credit Notes have been applied					
SEL001 **Seldram Supplies Camberley**							
Cloakroom supplies	19/06/2026	CIN124016	1	125.88	0.00	125.88	0.00
					0.00	**125.88**	
		Above paid on 17/07/2026 by Electronic Payment Ref 371					

Continued over page

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOM001	**Nikki Tomlinson**							
Babysitting & travel expenses		14/07/2026	14/07/2026 EX{	1	70.35	0.00	70.35	0.00
						0.00	**70.35**	
			Above paid on 17/07/2026 by Electronic Payment Ref 367					
CAS001-ALT	**Castle Water Allotments**							
Allotment water JUN 26		06/07/2026	10010608250	1	7.79	0.00	7.79	0.00
						0.00	**7.79**	
			Above paid on 20/07/2026 by Direct Debit DD20/7/1					
ECO001	**Ecotricity Ltd (tennis)**							
Tennis electricity JUN 26		06/07/2026	09078818	1	117.74	0.00	117.74	0.00
						0.00	**117.74**	
			Above paid on 20/07/2026 by Electronic Payment Ref 09078818					
CAS001-RG	**Castle Water (Recreation Ground)**							
Elec credit entered in error		06/06/2026	08698536 CORRECTION	1	449.30	0.00	449.30	0.00
Cancels inv for 1/3 - 1/6/26		06/06/2026	08698536 CREDIT	1	-449.30	0.00	-449.30	0.00
Elec bill entered in error		06/06/2026	08906815 CORRECTION	1	-750.91	0.00	-750.91	0.00
Revised invoice 1/3-1/6 26		06/06/2026	089068158	1	750.91	0.00	750.91	0.00
Rec Ground water JUN 26		06/07/2026	10010639081	1	215.21	0.00	215.21	0.00
						0.00	**215.21**	
			Above paid on 21/07/2026 by Direct Debit DD21/7/1					
CEP001	**The Cartridge People Ltd**							
Nobo Notice Board for agenda		07/07/2026	GB260716-LA7476807-1	1	246.43	0.00	246.43	0.00
						0.00	**246.43**	
			Above paid on 24/07/2026 by Electronic Payment Ref 372					
FBM001	**Filmbank Distributors Ltd**							
Deposit for film licence		03/07/2026	DEPOSIT PAYMENT	1	150.00	0.00	150.00	0.00
						0.00	**150.00**	
			Above paid on 24/07/2026 by Electronic Payment Ref 373					

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ITQ001 **ITQED Business Solutions**							
Microsoft premium JUL 26	09/07/2026	35376	1	327.00	0.00	327.00	0.00
Month Support JUl 26	01/07/2026	35416	1	420.00	0.00	420.00	0.00
					0.00	**747.00**	
Above paid on 24/07/2026 by Electronic Payment Ref 374							
JAI001 **Jaijo Limited**							
WordPress Shell Hecking Fix	23/07/2026	INVJAI-14541	1	30.00	0.00	30.00	0.00
					0.00	**30.00**	
Above paid on 24/07/2026 by Electronic Payment Ref 375							
LON001 **Longacres Garden Centre**							
Plants for Chobham Rd planters	07/07/2026	00010010795767	1	62.99	0.00	62.99	0.00
Compost for Chobham Rd planter	07/07/2026	00010032360584	1	16.00	0.00	16.00	0.00
					0.00	**78.99**	
Above paid on 24/07/2026 by Electronic Payment Ref 376							
MAN001 **M&B Services (Southern) Ltd**							
Men's WC & Drinking fountain	18/07/2026	7765	1	1,563.00	0.00	1,563.00	0.00
					0.00	**1,563.00**	
Above paid on 24/07/2026 by Electronic Payment Ref 377							
MAR001 **Mills & Reeve LLP**							
Permissive Path Agreement	29/05/2026	0382005	1	2,065.68	0.00	2,065.68	0.00
					0.00	**2,065.68**	
Above paid on 24/07/2026 by Electronic Payment Ref 378							
MUL001 **Mulberry Local Authority Services**							
Community Engagement Course	30/06/2026	INV-2392	1	54.00	0.00	54.00	0.00
					0.00	**54.00**	
Above paid on 24/07/2026 by Electronic Payment Ref 379							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SCO001 **Samantha Cornish**							
Park Yoga 7 JUN-19 JUL 26	22/07/2026	22/07/2026	1	525.00	0.00	525.00	0.00
					0.00	**525.00**	
Above paid on 24/07/2026 by Electronic Payment Ref 380							
TFM001 **Tactical Facilities Management Ltd**							
dog bin collection JUN 26	24/06/2026	250	1	217.36	0.00	217.36	0.00
					0.00	**217.36**	
Above paid on 24/07/2026 by Electronic Payment Ref 381							
WOM001 **Sunningdale Women's Institute**							
Hall hire 14/07/2026	16/07/2026	2026-35	1	50.00	0.00	50.00	0.00
					0.00	**50.00**	
Above paid on 24/07/2026 by Electronic Payment Ref 382							
ECO002 **Ecotricity Ltd**							
Office electricity JUN 26	06/07/2026	09078819	1	728.50	0.00	517.00	211.50
					0.00	**517.00**	
Above paid on 27/07/2026 by Direct Debit DD27/7/1							
EON001 **E.ON Next Energy Limited**							
Purchase Ledger DDR Payment	28/07/2026	ON ACC 84	1	0.00	0.00	110.00	-110.00
					0.00	**110.00**	
Above paid on 28/07/2026 by Direct Debit DD28/7/1							
CRO001 **Croner Group Ltd**							
Bright services JUL 26	28/07/2026	001260312	1	126.65	0.00	126.65	0.00
					0.00	**126.65**	
Above paid on 29/07/2026 by Direct Debit DD29/7/1							
WEL001 **Wellers Law Group LLP**							
Prof charges re SVH lease	15/07/2026	842145	1	3,838.80	0.00	3,838.80	0.00
					0.00	**3,838.80**	
Above paid on 29/07/2026 by Electronic Payment Ref 383							
Total Purchase Ledger Payments for Month 4					**0.00**	**13,705.06**	

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
CUR001	Curly Wurly Cafe Limited								
		24/04/2026	209	94.80	0.00	94.80	0.00	01/06/2026	1
				Receipt Total	**0.00**	**94.80**		**Ref: Inv 209**	
CUR001	Curly Wurly Cafe Limited								
		13/04/2026	195	581.73	0.00	581.73	0.00	01/06/2026	1
				Receipt Total	**0.00**	**581.73**		**Ref: Inv 195**	
LOS001	Lewis of Sunningdale								
		10/06/2026	Payment 25-1	0.00	0.00	158.00	-158.00	10/06/2026	1
				Receipt Total	**0.00**	**158.00**		**Ref: DUP 177**	
PIZ001	Pizzeria Anto Ltd								
		11/06/2026	221	150.00	0.00	150.00	0.00	11/06/2026	1
				Receipt Total	**0.00**	**150.00**		**Ref: Inv 221**	
AFM001	Absolute Financial Management Ltd								
		24/04/2026	208	94.80	0.00	94.80	0.00	17/06/2026	1
				Receipt Total	**0.00**	**94.80**		**Ref: Inv 208**	
ASP001	Clive Asprey								
		12/05/2026	216	372.00	0.00	372.00	0.00	18/06/2026	1
				Receipt Total	**0.00**	**372.00**		**Ref: Inv 216**	
ALL-ADL01	Andrew Lees								
		16/06/2026	ALL67	15.00	0.00	15.00	0.00	24/06/2026	1
				Receipt Total	**0.00**	**15.00**		**Ref: ALL67**	
NHW001	Windsor & Ascot Neightbourhood Watch Ass								
		12/05/2026	215	67.50	0.00	67.50	0.00	18/06/2026	1
				Receipt Total	**0.00**	**67.50**		**Ref: Inv 215**	
CUR001	Curly Wurly Cafe Limited								
		07/07/2026	Payment 26-1	-572.12	0.00	-527.12	-45.00	30/06/2026	1
		12/05/2026	217	527.12	0.00	527.12	0.00	30/06/2026	1
				Receipt Total	**0.00**	**0.00**		**Ref: MATCH**	

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
DBS001	Davis Burton Sellek								
		30/04/2026	Payment 24-1	-189.60	0.00	-189.60	0.00	30/06/2026	1
				Receipt Total	**0.00**	**-189.60**		**Ref: MATCH**	
STW001	Stewart & Co								
		23/04/2026	207	189.60	0.00	189.60	0.00	30/06/2026	1
				Receipt Total	**0.00**	**189.60**		**Ref: MATCH**	
				Total Receipts Entered for Month 3	**0.00**	**1,533.83**			

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
MAT001	Match Point Tennis								
		03/07/2026	226	913.00	0.00	913.00	0.00	20/07/2026	1
				Receipt Total	**0.00**	**913.00**		**Ref: Inv 226**	
CUR001	Curly Wurly Cafe Limited								
		07/07/2026	Payment 26-1	0.00	0.00	572.12	-572.12	07/07/2026	1
				Receipt Total	**0.00**	**572.12**		**Ref: Inv 217**	
PHC001	Pulse Healthcare Ltd								
		21/07/2026	CN177	-27.00	0.00	-27.00	0.00	21/07/2026	1
		29/05/2025	66	27.00	0.00	27.00	0.00	21/07/2026	1
				Receipt Total	**0.00**	**0.00**		**Ref: MATCH**	
RRS001	Rolls-Royce Sunningdale								
		21/04/2026	200	189.60	0.00	189.60	0.00	10/07/2026	1
				Receipt Total	**0.00**	**189.60**		**Ref: Inv 200**	
SYT001	Sytner BMW / MINI Sunningdale								
		11/11/2025	142	225.00	0.00	225.00	0.00	13/11/2025	1
				Receipt Total	**0.00**	**225.00**		**Ref: Inv 142**	
SOXY01	Simply Oxygen								
		13/11/2025	146	20.00	0.00	20.00	0.00	17/11/2025	1
				Receipt Total	**0.00**	**20.00**		**Ref: Inv 146**	
SAVL01	Savills (UK) Ltd								
		09/10/2025	118	364.80	0.00	364.80	0.00	03/11/2025	1
				Receipt Total	**0.00**	**364.80**		**Ref: Inv 118**	
RESIN01	Resinspirations								
		07/11/2025	138	20.00	0.00	20.00	0.00	07/11/2025	1
				Receipt Total	**0.00**	**20.00**		**Ref: Inv 138**	
DPZ001	Full House Restaurants								
		24/10/2025	131	182.40	0.00	182.40	0.00	24/10/2025	1
				Receipt Total	**0.00**	**182.40**		**Ref: Inv 131**	

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SPB001	SPB Stoneworks Ltd								
		22/07/2025	83	360.00	0.00	360.00	0.00	11/11/2025	1
				Receipt Total	**0.00**	**360.00**		**Ref: Inv 83**	
MST001	Mark Scott Thomas								
		15/07/2025	82	50.00	0.00	50.00	0.00	16/07/2025	1
				Receipt Total	**0.00**	**50.00**		**Ref: Inv 82**	
LAN001	Lynette Lancaster								
		20/10/2025	125	375.00	0.00	375.00	0.00	01/02/2026	1
				Receipt Total	**0.00**	**375.00**		**Ref: Inv 125/3**	
JAM001	John Austin Mitchell								
		21/01/2025	26	50.00	0.00	50.00	0.00	21/01/2025	1
				Receipt Total	**0.00**	**50.00**		**Ref: Inv 26**	
PIZ001	Pizzeria Anto Ltd								
		30/06/2026	224	155.00	0.00	155.00	0.00	02/07/2026	1
				Receipt Total	**0.00**	**155.00**		**Ref: Inv224**	
LOD003	Lodge Brothers Sunningdale								
		30/06/2026	CEM186	5,400.00	0.00	5,400.00	0.00	07/07/2026	1
				Receipt Total	**0.00**	**5,400.00**		**Ref: CEM186**	
IHI001	InHealth Intelligence Ltd								
		18/05/2026	218	1,360.00	0.00	1,360.00	0.00	17/07/2026	1
				Receipt Total	**0.00**	**1,360.00**		**Ref: Inv218**	
ASP001	Clive Asprey								
		07/07/2026	227	348.00	0.00	348.00	0.00	24/07/2026	1
				Receipt Total	**0.00**	**348.00**		**Ref: Inv227**	
LOD003	Lodge Brothers Sunningdale								
		16/07/2026	CEM187	1,800.00	0.00	1,800.00	0.00	31/07/2026	1
				Receipt Total	**0.00**	**1,800.00**		**Ref: CEM187**	

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
PIN001	Andrew Charles Pinsent								
		28/07/2026	CEM194	800.00	0.00	800.00	0.00	09/07/2026	1
				Receipt Total	**0.00**	**800.00**		**Ref: CEM194**	
GRV001	Graveside Memorials								
		23/07/2026	CEM189	135.00	0.00	135.00	0.00	23/07/2026	1
				Receipt Total	**0.00**	**135.00**		**Ref: CEM189**	
GRV001	Graveside Memorials								
		23/07/2026	Payment 27-1	0.00	0.00	3.00	-3.00	23/07/2026	1
				Receipt Total	**0.00**	**3.00**		**Ref: CEM189**	
JAG001	Jane Graham								
		07/07/2026	228	104.00	0.00	104.00	0.00	24/07/2026	1
				Receipt Total	**0.00**	**104.00**		**Ref: Inv 228**	
LOD003	Lodge Brothers Sunningdale								
		21/07/2026	CEM188	3,000.00	0.00	3,000.00	0.00	27/07/2026	1
				Receipt Total	**0.00**	**3,000.00**		**Ref: CEM188**	
EAS001	Martin Eastwood								
		31/07/2026	CEM190	1,425.00	0.00	1,425.00	0.00	31/07/2026	1
				Receipt Total	**0.00**	**1,425.00**		**Ref: CEM190**	
LOD002	Lodge Brothers Memorials Ashford								
		03/08/2026	CEM192	150.00	0.00	150.00	0.00	03/07/2026	1
				Receipt Total	**0.00**	**150.00**		**Ref: CEM192**	
LOD002	Lodge Brothers Memorials Ashford								
		31/07/2026	Payment 28-1	0.00	0.00	60.00	-60.00	31/07/2026	1
				Receipt Total	**0.00**	**60.00**		**Ref: Maynard**	
LOS001	Lewis of Sunningdale								
		10/06/2026	Payment 25-1	-158.00	0.00	-158.00	0.00	24/07/2026	1
				Receipt Total	**0.00**	**-158.00**		**Ref: Inv177**	
				Total Receipts Entered for Month 4	**0.00**	**17,903.92**			

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 1 - Handelsbanken

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Handelsbank	30/06/2026		310,485.66
Handelsbank 35 day account	30/06/2026		1,974,520.22
			2,285,005.88

Unpresented Payments (Minus)			Amount	
23/06/2026	364	All Seasons Window Cleaning Lt	48.00	
23/06/2026	365	Castle Water Cemetery	9.70	
23/06/2026	366	ITQED Business Solutions	567.42	
23/06/2026	367	Jaijo Limited	759.00	
23/06/2026	368	Suzanne Parker	23.58	
23/06/2026	369	Viking Payments	152.29	
				1,559.99
				2,283,445.89

Unpresented Receipts (Plus)		
	0.00	
		0.00
		2,283,445.89
	Balance per Cash Book is :-	**2,283,445.89**
	Difference is :-	**0.00**

Clerk/RFO:

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

Councillor:

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

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 1 - Handelsbanken

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Handelsbank	31/07/2026		254,210.86
Handelsbank 35 day account	31/07/2026		1,977,958.12
			2,232,168.98
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			2,232,168.98
Unpresented Receipts (Plus)			
		0.00	
			0.00
			2,232,168.98
		Balance per Cash Book is :-	**2,232,168.98**
		Difference is :-	**0.00**

Clerk/RFO:

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

Councillor:

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

Bank Reconciliation up to 30/06/2026 for Cashbook No 1 - Handelsbanken

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/06/2026	DD 01/06 1	145.61		145.61		R	Shire Leasing PLC
01/06/2026	DD 01/06 2	652.49		652.49		R	Shorts Group Limited
01/06/2026	DD 01/06 3	298.82		298.82		R	4Com Network Services Ltd
01/06/2026			94.80	94.80		R	Receipt(s) Banked
01/06/2026			581.73	581.73		R	Receipt(s) Banked
05/06/2026	DD 05/06 1	80.40		80.40		R	Telefonica UK Limited
09/06/2026	348	500.00		500.00		R	Cleaning Services of Ascot
09/06/2026	349	168.00		168.00		R	SLCC Enterprises Ltd
10/06/2026			158.00	158.00		R	Receipt(s) Banked
11/06/2026	343	116.82		116.82		R	Jaijo Limited
11/06/2026	344	440.00		440.00		R	Matthew Lane
11/06/2026	345	133.22		133.22		R	Longacres Garden Centre
11/06/2026	346	400.00		400.00		R	Samantha Cornish
11/06/2026	347	43.05		43.05		R	Nikki Tomlinson
11/06/2026	DEPOSIT	282.00		282.00		R	Surrey Bouncy Castle Hire
11/06/2026			150.00	150.00		R	Receipt(s) Banked
12/06/2026	Inv 123	28.33		28.33		R	Handelsbanken plc
17/06/2026	DD 17/06 1	153.49		153.49		R	Castle Water (Recreation Groun
17/06/2026			94.80	94.80		R	Receipt(s) Banked
18/06/2026	Inv 202605	1,128.00		1,128.00		R	Surrey Bouncy Castle Hire
18/06/2026	2026056-8	282.00		282.00		R	Surrey Bouncy Castle Hire
18/06/2026			372.00	372.00		R	Receipt(s) Banked
18/06/2026			67.50	67.50		R	Receipt(s) Banked
19/06/2026	350	504.00		504.00		R	Auditing Solutions Ltd.
19/06/2026	351	75.00		75.00		R	Creative Living UK Ltd
19/06/2026	352	894.42		894.42		R	ITQED Business Solutions
19/06/2026	353	500.00		500.00		R	Park Yoga
19/06/2026	354	552.00		552.00		R	Red Kite Conservation Services
19/06/2026	355	180.00		180.00		R	R Watts & Sons Ltd
19/06/2026	TNSFR	15,446.41		15,446.41		R	Various
19/06/2026			1,275.00	1,275.00		R	Receipt(s) Banked
22/06/2026	DD 22/06 2	8.06		8.06		R	Castle Water Cemetery
22/06/2026	DD 22/6 1	110.90		110.90		R	Ecotricity Ltd (tennis)
23/06/2026	340	9,388.80		9,388.80		R	Windowflowers Ltd
23/06/2026	364	48.00			48.00		All Seasons Window Cleaning Lt
23/06/2026	365	9.70			9.70		Castle Water Cemetery
23/06/2026	366	567.42			567.42		ITQED Business Solutions
23/06/2026	367	759.00			759.00		Jaijo Limited
23/06/2026	368	23.58			23.58		Suzanne Parker
23/06/2026	369	152.29			152.29		Viking Payments
24/06/2026			15.00	15.00		R	Receipt(s) Banked
25/06/2026	DD 25/6 1	517.00		517.00		R	Ecotricity Ltd
26/06/2026	356	1,360.43		1,360.43		R	Berkshire Association of Local
26/06/2026	357	328.11		328.11		R	The Cartridge People Ltd
26/06/2026	358	1,080.00		1,080.00		R	LGRC Associates Ltd

Sunningdale Parish Council Current Year

Bank Reconciliation up to 30/06/2026 for Cashbook No 1 - Handelsbanken

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/06/2026	359	169.96		169.96		R	Trade UK/Screwfix
26/06/2026	360	44.83		44.83		R	Seldram Supplies Camberley
26/06/2026	361	3,600.00		3,600.00		R	Tarrants Tree Surgery Ltd
26/06/2026	362	50.16		50.16		R	Tactical Facilities Management
29/06/2026	TNSFR	18,750.00		18,750.00		R	Sunningdale Scouts
29/06/2026	DD 29/6 1	81.42		81.42		R	E.ON Next Energy Limited
29/06/2026	DD	28.58		28.58		R	E.ON Next Energy Limited
29/06/2026			676.52	676.52		R	Receipt(s) Banked
30/06/2026	DD 22/06 1	126.65		126.65		R	Croner Group Ltd
30/06/2026			3,321.30	3,321.30		R	Receipt(s) Banked
		60,208.95	6,806.65				

Clerk/RFO:

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

Councillor:

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

Bank Reconciliation up to 31/07/2026 for Cashbook No 1 - Handelsbanken

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
21/01/2025			50.00	50.00		R	Receipt(s) Banked
21/01/2025	Inv 26		-50.00	-50.00		R	Receipt(s) Banked
15/07/2025			50.00	50.00		R	Receipt(s) Banked
16/07/2025			-50.00	-50.00		R	Receipt(s) Banked
03/11/2025			364.80	364.80		R	Receipt(s) Banked
03/11/2025	Inv 118		-364.80	-364.80		R	Receipt(s) Banked
04/11/2025			182.40	182.40		R	Receipt(s) Banked
04/11/2025	Inv 131		-182.40	-182.40		R	Receipt(s) Banked
07/11/2025			20.00	20.00		R	Receipt(s) Banked
07/11/2025			-20.00	-20.00		R	Receipt(s) Banked
11/11/2025			360.00	360.00		R	Receipt(s) Banked
11/11/2025			-360.00	-360.00		R	Receipt(s) Banked
13/11/2025			225.00	225.00		R	Receipt(s) Banked
13/11/2025			-225.00	-225.00		R	Receipt(s) Banked
17/11/2025			20.00	20.00		R	Receipt(s) Banked
17/11/2025			-20.00	-20.00		R	Receipt(s) Banked
01/02/2026			375.00	375.00		R	Receipt(s) Banked
01/02/2026			-375.00	-375.00		R	Receipt(s) Banked
20/06/2026			913.00	913.00		R	Receipt(s) Banked
23/06/2026	364	48.00		48.00		R	All Seasons Window Cleaning Lt
23/06/2026	365	9.70		9.70		R	Castle Water Cemetery
23/06/2026	366	567.42		567.42		R	ITQED Business Solutions
23/06/2026	367	759.00		759.00		R	Jaijo Limited
23/06/2026	368	23.58		23.58		R	Suzanne Parker
23/06/2026	369	152.29		152.29		R	Viking Payments
30/06/2026	Correction	-400.00		-400.00		R	Cleaning Services of Ascot
30/06/2026	Correction	400.00		400.00		R	Cleaning Services of Ascot
01/07/2026	Inv 303943	423.42		423.42		R	Shorts Group Limited
01/07/2026	Inv1146145	298.82		298.82		R	4Com Network Services Ltd
01/07/2026	DD 1/7 1	187.61		187.61		R	Shire Leasing PLC
02/07/2026			155.00	155.00		R	Receipt(s) Banked
03/07/2026	TNSFR	1,275.00		1,275.00		R	John Rose
03/07/2026	TNSFR	-1,275.00		-1,275.00		R	John Rose
03/07/2026			150.00	150.00		R	Receipt(s) Banked
07/07/2026	363	400.00		400.00		R	Cleaning Services of Ascot
07/07/2026			572.12	572.12		R	Receipt(s) Banked
07/07/2026			5,400.00	5,400.00		R	Receipt(s) Banked
08/07/2026	Inv4474044	80.40		80.40		R	Telefonica UK Limited
09/07/2026	Inv4423	-8.00		-8.00		R	All Seasons Window Cleaning Lt
10/07/2026			189.60	189.60		R	Receipt(s) Banked
10/07/2026			1,275.00	1,275.00		R	Receipt(s) Banked
14/07/2026	124	22.13		22.13		R	Handelsbanken plc
17/07/2026	364	570.00		570.00		R	Matthew Lane
17/07/2026	365	552.00		552.00		R	Red Kite Conservation Services
17/07/2026	366	183.84		183.84		R	John Rose
17/07/2026	367	70.35		70.35		R	Nikki Tomlinson
17/07/2026	368	116.46		116.46		R	The Cartridge People Ltd
17/07/2026	369	67.50		67.50		R	A & C Copying Ltd.T/A

Bank Reconciliation up to 31/07/2026 for Cashbook No 1 - Handelsbanken

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
17/07/2026	370	354.00		354.00		R	Playfix Services UK Limited
17/07/2026	371	125.88		125.88		R	Seldram Supplies Camberley
17/07/2026	TNSFR	54,084.60		54,084.60		R	Charters School
17/07/2026			1,360.00	1,360.00		R	Receipt(s) Banked
20/07/2026	DD20/7/1	7.79		7.79		R	Castle Water Allotments
20/07/2026	TNSFR	13,813.33		13,813.33		R	Various
20/07/2026	09078818	117.74		117.74		R	Ecotricity Ltd (tennis)
21/07/2026	DD21/7/1	215.21		215.21		R	Castle Water (Recreation Groun
21/07/2026			8.00	8.00		R	Receipt(s) Banked
23/07/2026			135.00	135.00		R	Receipt(s) Banked
23/07/2026			3.00	3.00		R	Receipt(s) Banked
24/07/2026	372	246.43		246.43		R	The Cartridge People Ltd
24/07/2026	373	150.00		150.00		R	Filmbank Distributors Ltd
24/07/2026	374	747.00		747.00		R	ITQED Business Solutions
24/07/2026	375	30.00		30.00		R	Jaijo Limited
24/07/2026	376	78.99		78.99		R	Longacres Garden Centre
24/07/2026	377	1,563.00		1,563.00		R	M&B Services (Southern) Ltd
24/07/2026	378	2,065.68		2,065.68		R	Mills & Reeve LLP
24/07/2026	379	54.00		54.00		R	Mulberry Local Authority Servi
24/07/2026	380	525.00		525.00		R	Samantha Cornish
24/07/2026	381	217.36		217.36		R	Tactical Facilities Management
24/07/2026	382	50.00		50.00		R	Sunningdale Women's Institute
24/07/2026			348.00	348.00		R	Receipt(s) Banked
24/07/2026			104.00	104.00		R	Receipt(s) Banked
24/07/2026			-158.00	-158.00		R	Receipt(s) Banked
27/07/2026	DD27/7/1	517.00		517.00		R	Ecotricity Ltd
27/07/2026			3,000.00	3,000.00		R	Receipt(s) Banked
28/07/2026	DD28/7/1	110.00		110.00		R	E.ON Next Energy Limited
28/07/2026			800.00	800.00		R	Receipt(s) Banked
28/07/2026			4.00	4.00		R	Receipt(s) Banked
28/07/2026			655.03	655.03		R	Receipt(s) Banked
29/07/2026	383	3,838.80		3,838.80		R	Wellers Law Group LLP
29/07/2026	DD29/7/1	126.65		126.65		R	Croner Group Ltd
29/07/2026			9,489.43	9,489.43		R	Receipt(s) Banked
30/07/2026	TNSFR	400.00		400.00		R	Holy Trinity Church
31/07/2026			1,800.00	1,800.00		R	Receipt(s) Banked
31/07/2026			1,425.00	1,425.00		R	Receipt(s) Banked
31/07/2026			60.00	60.00		R	Receipt(s) Banked
31/07/2026			3,437.90	3,437.90		R	Receipt(s) Banked
		83,962.98	31,126.08				

Clerk/RFO:

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

Bank Reconciliation up to 31/07/2026 for Cashbook No 1 - Handelsbanken

Councillor:

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

Sunningdale Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Administration							
1176	Precept	260,811	260,811	0			100.0%	
1190	Interest Received	10,320	50,000	39,680			20.6%	
	Administration :- Income	**271,131**	**310,811**	**39,680**			**87.2%**	**0**
4001	Salaries and Wages	46,339	187,875	141,536		141,536	24.7%	
4002	Contingency for Cost of Living	0	5,850	5,850		5,850	0.0%	
4008	Training	1,129	3,000	1,872		1,872	37.6%	
4009	Travel	21	250	229		229	8.3%	
4010	Misc Staff Costs	43	190	148		148	22.4%	
4020	Miscellaneous Expenses	0	300	300		300	0.0%	
4021	Telephone VOIP and Broadband	1,312	5,400	4,088		4,088	24.3%	
4022	Postage	0	100	100		100	0.0%	
4023	Printing, Stationery & Ref Bks	643	1,300	657		657	49.4%	
4024	IT Costs & Support	1,970	8,500	6,530		6,530	23.2%	
4025	Insurance	0	2,750	2,750		2,750	0.0%	
4026	Subscriptions	1,360	3,633	2,273		2,273	37.4%	
4031	Advertising	0	100	100		100	0.0%	
4045	Equipment & Small Tools	0	2,000	2,000		2,000	0.0%	
4050	Bank Charges	193	700	507		507	27.5%	
4061	Audit Fees (External)	0	1,417	1,417		1,417	0.0%	
4062	Audit Fees (Internal)	420	1,000	580		580	42.0%	
4063	Accountancy Support	3,449	4,300	851		851	80.2%	
4064	Legal and Professional Fees	142	10,000	9,858		9,858	1.4%	
4701	Grants	71,875	10,000	(61,875)		(61,875)	718.8%	71,875
	Administration :- Indirect Expenditure	**128,895**	**248,665**	**119,770**	**0**	**119,770**	**51.8%**	**71,875**
	Net Income over Expenditure	**142,236**	**62,146**	**(80,090)**				
6000	plus Transfer from EMR	71,875	0	(71,875)				
	Movement to/(from) Gen Reserve	**214,111**	**62,146**	**(151,965)**				
102	Democratic Process							
4008	Training	0	1,000	1,000		1,000	0.0%	
4020	Miscellaneous Expenses	0	300	300		300	0.0%	
4033	Parish Newsletter	0	1,590	1,590		1,590	0.0%	
4034	Parish Website	633	877	245		245	72.1%	
4043	Equipment Maintenance	97	0	(97)		(97)	0.0%	
4201	Chairmans Activities	0	500	500		500	0.0%	
4202	Annual Parish Meeting	212	250	38		38	84.6%	
4211	Election Expenses	0	6,500	6,500		6,500	0.0%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4231	Community Action	0	1,200	1,200		1,200	0.0%	
	Democratic Process :- Indirect Expenditure	**941**	**12,217**	**11,276**	**0**	**11,276**	**7.7%**	**0**
	Net Expenditure	**(941)**	**(12,217)**	**(11,276)**				
202	Recreation Ground							
1011	Rent Received Field	153	0	(153)			0.0%	
	Recreation Ground :- Income	**153**	**0**	**(153)**				**0**
4007	Health & Safety	145	1,120	975		975	13.0%	
4012	Water Rates	415	1,054	639		639	39.4%	
4014	Electricity & Gas	1,177	0	(1,177)		(1,177)	0.0%	
4038	Tree maintenance	3,000	24,354	21,354		21,354	12.3%	
4040	Dog Bin Emptying	1,090	5,160	4,070		4,070	21.1%	
4042	Grounds Maintenance	1,021	3,746	2,725		2,725	27.3%	
4043	Equipment Maintenance	35	24,239	24,204		24,204	0.1%	
4044	Equipment Hire	0	630	630		630	0.0%	
4045	Equipment & Small Tools	0	784	784		784	0.0%	
4046	Vehicle Repairs/Mtce	426	516	90		90	82.6%	
4047	Vehicle Tax/Insurance	0	888	888		888	0.0%	
4048	Vehicle Fuel & Oil	83	774	691		691	10.7%	
4049	Other Fuel & Oil	31	991	960		960	3.1%	
	Recreation Ground :- Indirect Expenditure	**7,423**	**64,256**	**56,833**	**0**	**56,833**	**11.6%**	**0**
	Net Income over Expenditure	**(7,270)**	**(64,256)**	**(56,986)**				
203	Cemetery							
1031	Cemetery Income	10,525	34,452	23,927			30.5%	
1032	Headstones	950	3,404	2,454			27.9%	
1033	Grant of Rights	7,400	19,136	11,736			38.7%	
	Cemetery :- Income	**18,875**	**56,992**	**38,117**			**33.1%**	**0**
4012	Water Rates	22	106	84		84	20.3%	
4014	Electricity & Gas	(9)	0	9		9	0.0%	
4015	Waste Services	10	0	(10)		(10)	0.0%	
4037	Grave Services	1,325	8,525	7,200		7,200	15.5%	
4042	Grounds Maintenance	50	4,000	3,950		3,950	1.2%	
4064	Legal and Professional Fees	107	0	(107)		(107)	0.0%	
	Cemetery :- Indirect Expenditure	**1,504**	**12,631**	**11,127**	**0**	**11,127**	**11.9%**	**0**
	Net Income over Expenditure	**17,371**	**44,361**	**26,990**				

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Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Allotments							
1010	Rent Received	15	1,760	1,745			0.9%	
	Allotments :- Income	**15**	**1,760**	**1,745**			**0.9%**	**0**
4012	Water Rates	23	650	627		627	3.6%	
4020	Miscellaneous Expenses	87	2,300	2,214		2,214	3.8%	
4042	Grounds Maintenance	0	1,000	1,000		1,000	0.0%	
	Allotments :- Indirect Expenditure	**110**	**3,950**	**3,840**	**0**	**3,840**	**2.8%**	**0**
	Net Income over Expenditure	**(95)**	**(2,190)**	**(2,095)**				
205	Tennis							
1012	Electricity income	0	500	500			0.0%	
1021	Tennis Court Season Ticket	319	12,560	12,242			2.5%	
1022	Tennis Court P&P	1,371	4,800	3,429			28.6%	
1023	Tennis Court Coaching	4,171	16,050	11,880			26.0%	
1024	Tennis Box League	9	90	81			10.0%	
	Tennis :- Income	**5,869**	**34,000**	**28,131**			**17.3%**	**0**
4014	Electricity & Gas	28	898	870		870	3.1%	
4026	Subscriptions	0	250	250		250	0.0%	
4043	Equipment Maintenance	450	10,026	9,576		9,576	4.5%	
	Tennis :- Indirect Expenditure	**478**	**11,174**	**10,696**	**0**	**10,696**	**4.3%**	**0**
	Net Income over Expenditure	**5,392**	**22,826**	**17,434**				
206	Pavilion Toilets							
4016	Cleaning Costs	1,750	5,500	3,750		3,750	31.8%	
4017	Cleaning Supplies	289	1,365	1,076		1,076	21.2%	
	Pavilion Toilets :- Indirect Expenditure	**2,039**	**6,865**	**4,826**	**0**	**4,826**	**29.7%**	**0**
	Net Expenditure	**(2,039)**	**(6,865)**	**(4,826)**				
207	Facilities							
1012	Electricity income	926	2,500	1,574			37.1%	
1013	Rent Received Chalet	600	2,400	1,800			25.0%	
1014	Rent Received Flat	3,825	15,500	11,675			24.7%	
1016	Waste Income	277	750	473			36.9%	
1017	Trading pitch (car park)	530	2,400	1,870			22.1%	
1020	Letting Income	1,698	11,500	9,803			14.8%	
	Facilities :- Income	**7,856**	**35,050**	**27,194**			**22.4%**	**0**

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007	Health & Safety	358	480	123		123	74.5%	
4014	Electricity & Gas	0	8,170	8,170		8,170	0.0%	
4015	Waste Services	301	1,469	1,168		1,168	20.5%	
4017	Cleaning Supplies	48	0	(48)		(48)	0.0%	
4041	Property Maintenance	1,004	12,000	10,996		10,996	8.4%	
4043	Equipment Maintenance	40	0	(40)		(40)	0.0%	
4045	Equipment & Small Tools	159	200	41		41	79.5%	
	Facilities :- Indirect Expenditure	**1,908**	**22,319**	**20,411**	**0**	**20,411**	**8.6%**	**0**
	Net Income over Expenditure	**5,947**	**12,731**	**6,784**				
208	Heritage Assets							
4041	Property Maintenance	0	1,500	1,500		1,500	0.0%	
4042	Grounds Maintenance	920	10,280	9,360		9,360	8.9%	
4221	Village Clocks	0	331	331		331	0.0%	
	Heritage Assets :- Indirect Expenditure	**920**	**12,111**	**11,191**	**0**	**11,191**	**7.6%**	**0**
	Net Expenditure	**(920)**	**(12,111)**	**(11,191)**				
301	Village Hall							
4041	Property Maintenance	0	7,500	7,500		7,500	0.0%	
	Village Hall :- Indirect Expenditure	**0**	**7,500**	**7,500**	**0**	**7,500**	**0.0%**	**0**
	Net Expenditure	**0**	**(7,500)**	**(7,500)**				
302	Library							
4070	Service Charge RBWM Library	11,500	12,000	500		500	95.8%	
	Library :- Indirect Expenditure	**11,500**	**12,000**	**500**	**0**	**500**	**95.8%**	**0**
	Net Expenditure	**(11,500)**	**(12,000)**	**(500)**				
303	Borough in Bloom							
1040	Sponsorship Income	2,588	5,550	2,962			46.6%	
	Borough in Bloom :- Income	**2,588**	**5,550**	**2,962**			**46.6%**	**0**
4039	In Bloom Expenses	7,824	12,075	4,251		4,251	64.8%	
	Borough in Bloom :- Indirect Expenditure	**7,824**	**12,075**	**4,251**	**0**	**4,251**	**64.8%**	**0**
	Net Income over Expenditure	**(5,236)**	**(6,525)**	**(1,289)**				

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Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
304	Christmas							
1040	Sponsorship Income	(30)	1,000	1,030			(3.0%)	
	Christmas :- Income	**(30)**	**1,000**	**1,030**			**(3.0%)**	**0**
4301	Christmas Event	0	10,000	10,000		10,000	0.0%	
	Christmas :- Indirect Expenditure	**0**	**10,000**	**10,000**	**0**	**10,000**	**0.0%**	**0**
	Net Income over Expenditure	**(30)**	**(9,000)**	**(8,970)**				
305	Other Events							
4003	Casual Labour	0	800	800		800	0.0%	
4302	Other Events	2,688	4,000	1,312		1,312	67.2%	
	Other Events :- Indirect Expenditure	**2,688**	**4,800**	**2,112**	**0**	**2,112**	**56.0%**	**0**
	Net Expenditure	**(2,688)**	**(4,800)**	**(2,112)**				
309	Woodland							
4015	Waste Services	0	600	600		600	0.0%	
4042	Grounds Maintenance	0	2,000	2,000		2,000	0.0%	
4043	Equipment Maintenance	0	2,000	2,000		2,000	0.0%	
	Woodland :- Indirect Expenditure	**0**	**4,600**	**4,600**	**0**	**4,600**	**0.0%**	**0**
	Net Expenditure	**0**	**(4,600)**	**(4,600)**				
	Grand Totals:- Income	**306,457**	**445,163**	**138,706**			**68.8%**	
	Expenditure	**166,231**	**445,163**	**278,932**	**0**	**278,932**	**37.3%**	
	Net Income over Expenditure	**140,226**	**0**	**(140,226)**				
	plus Transfer from EMR	**71,875**	0	(71,875)				
	Movement to/(from) Gen Reserve	**212,101**	**0**	**(212,101)**				

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Administration							
1176	Precept	260,811	260,811	0			100.0%	
1190	Interest Received	13,757	50,000	36,243			27.5%	
	Administration :- Income	**274,568**	**310,811**	**36,243**			**88.3%**	**0**
4001	Salaries and Wages	60,152	187,875	127,723		127,723	32.0%	
4002	Contingency for Cost of Living	0	5,850	5,850		5,850	0.0%	
4008	Training	1,190	3,000	1,810		1,810	39.7%	
4009	Travel	63	250	187		187	25.1%	
4010	Misc Staff Costs	113	190	77		77	59.4%	
4020	Miscellaneous Expenses	0	300	300		300	0.0%	
4021	Telephone VOIP and Broadband	1,784	5,400	3,616		3,616	33.0%	
4022	Postage	125	100	(25)		(25)	125.4%	
4023	Printing, Stationery & Ref Bks	656	1,300	644		644	50.5%	
4024	IT Costs & Support	2,712	8,500	5,788		5,788	31.9%	
4025	Insurance	0	2,750	2,750		2,750	0.0%	
4026	Subscriptions	1,360	3,633	2,273		2,273	37.4%	
4031	Advertising	0	100	100		100	0.0%	
4045	Equipment & Small Tools	0	2,000	2,000		2,000	0.0%	
4046	Vehicle Repairs/Mtce	3,199	0	(3,199)		(3,199)	0.0%	
4050	Bank Charges	237	700	463		463	33.9%	
4061	Audit Fees (External)	0	1,417	1,417		1,417	0.0%	
4062	Audit Fees (Internal)	420	1,000	580		580	42.0%	
4063	Accountancy Support	3,449	4,300	851		851	80.2%	
4064	Legal and Professional Fees	1,970	10,000	8,030		8,030	19.7%	
4701	Grants	126,360	10,000	(116,360)		(116,360)	1263.6%	125,960
	Administration :- Indirect Expenditure	**203,792**	**248,665**	**44,873**	**0**	**44,873**	**82.0%**	**125,960**
	Net Income over Expenditure	**70,777**	**62,146**	**(8,631)**				
6000	plus Transfer from EMR	125,960	0	(125,960)				
	Movement to/(from) Gen Reserve	**196,737**	**62,146**	**(134,591)**				
102	Democratic Process							
4008	Training	0	1,000	1,000		1,000	0.0%	
4020	Miscellaneous Expenses	205	300	95		95	68.5%	
4033	Parish Newsletter	145	1,590	1,445		1,445	9.1%	
4034	Parish Website	658	877	220		220	75.0%	
4043	Equipment Maintenance	97	0	(97)		(97)	0.0%	
4201	Chairmans Activities	0	500	500		500	0.0%	
4202	Annual Parish Meeting	265	250	(15)		(15)	105.8%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4211	Election Expenses	0	6,500	6,500		6,500	0.0%	
4231	Community Action	0	1,200	1,200		1,200	0.0%	
	Democratic Process :- Indirect Expenditure	**1,370**	**12,217**	**10,847**	**0**	**10,847**	**11.2%**	**0**
	Net Expenditure	**(1,370)**	**(12,217)**	**(10,847)**				
202	Recreation Ground							
1011	Rent Received Field	153	0	(153)			0.0%	
	Recreation Ground :- Income	**153**	**0**	**(153)**				**0**
4007	Health & Safety	145	1,120	975		975	13.0%	
4012	Water Rates	612	1,054	442		442	58.1%	
4014	Electricity & Gas	1,255	0	(1,255)		(1,255)	0.0%	
4038	Tree maintenance	3,000	24,354	21,354		21,354	12.3%	
4040	Dog Bin Emptying	1,452	5,160	3,708		3,708	28.1%	
4042	Grounds Maintenance	1,021	3,746	2,725		2,725	27.3%	
4043	Equipment Maintenance	35	24,239	24,204		24,204	0.1%	
4044	Equipment Hire	0	630	630		630	0.0%	
4045	Equipment & Small Tools	13	784	772		772	1.6%	
4046	Vehicle Repairs/Mtce	426	516	90		90	82.6%	
4047	Vehicle Tax/Insurance	0	888	888		888	0.0%	
4048	Vehicle Fuel & Oil	83	774	691		691	10.7%	
4049	Other Fuel & Oil	184	991	807		807	18.6%	
	Recreation Ground :- Indirect Expenditure	**8,226**	**64,256**	**56,030**	**0**	**56,030**	**12.8%**	**0**
	Net Income over Expenditure	**(8,073)**	**(64,256)**	**(56,183)**				
203	Cemetery							
1031	Cemetery Income	15,115	34,452	19,337			43.9%	
1032	Headstones	1,085	3,404	2,319			31.9%	
1033	Grant of Rights	9,000	19,136	10,136			47.0%	
	Cemetery :- Income	**25,200**	**56,992**	**31,792**			**44.2%**	**0**
4012	Water Rates	34	106	72		72	32.3%	
4014	Electricity & Gas	(9)	0	9		9	0.0%	
4015	Waste Services	10	0	(10)		(10)	0.0%	
4037	Grave Services	1,895	8,525	6,630		6,630	22.2%	
4042	Grounds Maintenance	50	4,000	3,950		3,950	1.2%	
4064	Legal and Professional Fees	107	0	(107)		(107)	0.0%	
	Cemetery :- Indirect Expenditure	**2,086**	**12,631**	**10,545**	**0**	**10,545**	**16.5%**	**0**
	Net Income over Expenditure	**23,114**	**44,361**	**21,247**				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Allotments							
1010	Rent Received	15	1,760	1,745			0.9%	
	Allotments :- Income	**15**	**1,760**	**1,745**			**0.9%**	**0**
4012	Water Rates	31	650	619		619	4.8%	
4020	Miscellaneous Expenses	117	2,300	2,184		2,184	5.1%	
4042	Grounds Maintenance	0	1,000	1,000		1,000	0.0%	
	Allotments :- Indirect Expenditure	**148**	**3,950**	**3,802**	**0**	**3,802**	**3.7%**	**0**
	Net Income over Expenditure	**(133)**	**(2,190)**	**(2,057)**				
205	Tennis							
1012	Electricity income	0	500	500			0.0%	
1021	Tennis Court Season Ticket	388	12,560	12,172			3.1%	
1022	Tennis Court P&P	1,969	4,800	2,831			41.0%	
1023	Tennis Court Coaching	5,432	16,050	10,619			33.8%	
1024	Tennis Box League	9	90	81			10.0%	
	Tennis :- Income	**7,798**	**34,000**	**26,202**			**22.9%**	**0**
4014	Electricity & Gas	28	898	870		870	3.1%	
4026	Subscriptions	0	250	250		250	0.0%	
4043	Equipment Maintenance	450	10,026	9,576		9,576	4.5%	
	Tennis :- Indirect Expenditure	**478**	**11,174**	**10,696**	**0**	**10,696**	**4.3%**	**0**
	Net Income over Expenditure	**7,320**	**22,826**	**15,506**				
206	Pavilion Toilets							
4016	Cleaning Costs	2,869	5,500	2,631		2,631	52.2%	
4017	Cleaning Supplies	354	1,365	1,011		1,011	25.9%	
	Pavilion Toilets :- Indirect Expenditure	**3,223**	**6,865**	**3,642**	**0**	**3,642**	**46.9%**	**0**
	Net Expenditure	**(3,223)**	**(6,865)**	**(3,642)**				
207	Facilities							
1012	Electricity income	1,177	2,500	1,323			47.1%	
1013	Rent Received Chalet	800	2,400	1,600			33.3%	
1014	Rent Received Flat	5,100	15,500	10,400			32.9%	
1016	Waste Income	384	750	366			51.2%	
1017	Trading pitch (car park)	530	2,400	1,870			22.1%	
1020	Letting Income	4,348	11,500	7,153			37.8%	
	Facilities :- Income	**12,338**	**35,050**	**22,712**			**35.2%**	**0**

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007	Health & Safety	358	480	123		123	74.5%	
4014	Electricity & Gas	0	8,170	8,170		8,170	0.0%	
4015	Waste Services	408	1,469	1,061		1,061	27.8%	
4017	Cleaning Supplies	48	0	(48)		(48)	0.0%	
4041	Property Maintenance	2,412	12,000	9,588		9,588	20.1%	
4043	Equipment Maintenance	40	0	(40)		(40)	0.0%	
4045	Equipment & Small Tools	176	200	24		24	87.8%	
	Facilities :- Indirect Expenditure	**3,441**	**22,319**	**18,878**	**0**	**18,878**	**15.4%**	**0**
	Net Income over Expenditure	**8,898**	**12,731**	**3,833**				
208	Heritage Assets							
4041	Property Maintenance	0	1,500	1,500		1,500	0.0%	
4042	Grounds Maintenance	2,160	10,280	8,120		8,120	21.0%	
4221	Village Clocks	0	331	331		331	0.0%	
	Heritage Assets :- Indirect Expenditure	**2,160**	**12,111**	**9,951**	**0**	**9,951**	**17.8%**	**0**
	Net Expenditure	**(2,160)**	**(12,111)**	**(9,951)**				
301	Village Hall							
4041	Property Maintenance	0	7,500	7,500		7,500	0.0%	
	Village Hall :- Indirect Expenditure	**0**	**7,500**	**7,500**	**0**	**7,500**	**0.0%**	**0**
	Net Expenditure	**0**	**(7,500)**	**(7,500)**				
302	Library							
4070	Service Charge RBWM Library	11,500	12,000	500		500	95.8%	
	Library :- Indirect Expenditure	**11,500**	**12,000**	**500**	**0**	**500**	**95.8%**	**0**
	Net Expenditure	**(11,500)**	**(12,000)**	**(500)**				
303	Borough in Bloom							
1040	Sponsorship Income	2,041	5,550	3,509			36.8%	
	Borough in Bloom :- Income	**2,041**	**5,550**	**3,509**			**36.8%**	**0**
4039	In Bloom Expenses	7,824	12,075	4,251		4,251	64.8%	
	Borough in Bloom :- Indirect Expenditure	**7,824**	**12,075**	**4,251**	**0**	**4,251**	**64.8%**	**0**
	Net Income over Expenditure	**(5,783)**	**(6,525)**	**(742)**				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
304	Christmas							
1040	Sponsorship Income	(295)	1,000	1,295			(29.5%)	
	Christmas :- Income	**(295)**	**1,000**	**1,295**			**(29.5%)**	**0**
4301	Christmas Event	0	10,000	10,000		10,000	0.0%	
	Christmas :- Indirect Expenditure	**0**	**10,000**	**10,000**	**0**	**10,000**	**0.0%**	**0**
	Net Income over Expenditure	**(295)**	**(9,000)**	**(8,705)**				
305	Other Events							
4003	Casual Labour	0	800	800		800	0.0%	
4302	Other Events	3,383	4,000	617		617	84.6%	
	Other Events :- Indirect Expenditure	**3,383**	**4,800**	**1,417**	**0**	**1,417**	**70.5%**	**0**
	Net Expenditure	**(3,383)**	**(4,800)**	**(1,417)**				
309	Woodland							
4015	Waste Services	0	600	600		600	0.0%	
4042	Grounds Maintenance	0	2,000	2,000		2,000	0.0%	
4043	Equipment Maintenance	0	2,000	2,000		2,000	0.0%	
	Woodland :- Indirect Expenditure	**0**	**4,600**	**4,600**	**0**	**4,600**	**0.0%**	**0**
	Net Expenditure	**0**	**(4,600)**	**(4,600)**				
	Grand Totals:- Income	**321,818**	**445,163**	**123,345**			**72.3%**	
	Expenditure	**247,630**	**445,163**	**197,533**	**0**	**197,533**	**55.6%**	
	Net Income over Expenditure	**74,188**	**0**	**(74,188)**				
	plus Transfer from EMR	**125,960**	0	(125,960)				
	Movement to/(from) Gen Reserve	**200,148**	**0**	**(200,148)**				

23/07/2026

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Sunningdale Parish Council Current Year

Summary Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Administration	Income	271,131	310,811	39,680			87.2%
		Expenditure	128,895	248,665	119,770		119,770	51.8%
		Net Income over Expenditure	142,236	62,146	(80,090)			
		plus Transfer from EMR	71,875	0	(71,875)			
		Movement to/(from) Gen Reserve	214,111	62,146	(151,965)			
102	Democratic Process	Expenditure	941	12,217	11,276		11,276	7.7%
202	Recreation Ground	Income	153	0	(153)			0.0%
		Expenditure	7,423	64,256	56,833		56,833	11.6%
		Movement to/(from) Gen Reserve	(7,270)	(64,256)	(56,986)			
203	Cemetery	Income	18,875	56,992	38,117			33.1%
		Expenditure	1,504	12,631	11,127		11,127	11.9%
		Movement to/(from) Gen Reserve	17,371	44,361	26,990			
204	Allotments	Income	15	1,760	1,745			0.9%
		Expenditure	110	3,950	3,840		3,840	2.8%
		Movement to/(from) Gen Reserve	(95)	(2,190)	(2,095)			
205	Tennis	Income	5,869	34,000	28,131			17.3%
		Expenditure	478	11,174	10,696		10,696	4.3%
		Movement to/(from) Gen Reserve	5,392	22,826	17,434			
206	Pavilion Toilets	Expenditure	2,039	6,865	4,826		4,826	29.7%
207	Facilities	Income	7,856	35,050	27,194			22.4%
		Expenditure	1,908	22,319	20,411		20,411	8.6%
		Movement to/(from) Gen Reserve	5,947	12,731	6,784			
208	Heritage Assets	Expenditure	920	12,111	11,191		11,191	7.6%
301	Village Hall	Expenditure	0	7,500	7,500		7,500	0.0%
302	Library	Expenditure	11,500	12,000	500		500	95.8%
303	Borough in Bloom	Income	2,588	5,550	2,962			46.6%
		Expenditure	7,824	12,075	4,251		4,251	64.8%
		Movement to/(from) Gen Reserve	(5,236)	(6,525)	(1,289)			
304	Christmas	Income	(30)	1,000	1,030			(3.0%)
		Expenditure	0	10,000	10,000		10,000	0.0%
		Movement to/(from) Gen Reserve	(30)	(9,000)	(8,970)			
305	Other Events	Expenditure	2,688	4,800	2,112		2,112	56.0%
309	Woodland	Expenditure	0	4,600	4,600		4,600	0.0%
		Grand Totals:- Income	**306,457**	**445,163**	**138,706**			**68.8%**
		Expenditure	**166,231**	**445,163**	**278,932**	**0**	**278,932**	**37.3%**
		Net Income over Expenditure	**140,226**	**0**	**(140,226)**			
		plus Transfer from EMR	**71,875**	0	(71,875)			
		Movement to/(from) Gen Reserve	**212,101**	**0**	**(212,101)**			

Sunningdale Parish Council Current Year

Summary Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Cost Centre Report

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Administration	Income	274,568	310,811	36,243			88.3%
		Expenditure	203,792	248,665	44,873		44,873	82.0%
		Net Income over Expenditure	70,777	62,146	(8,631)			
		plus Transfer from EMR	125,960	0	(125,960)			
		Movement to/(from) Gen Reserve	196,737	62,146	(134,591)			
102	Democratic Process	Expenditure	1,370	12,217	10,847		10,847	11.2%
202	Recreation Ground	Income	153	0	(153)			0.0%
		Expenditure	8,226	64,256	56,030		56,030	12.8%
		Movement to/(from) Gen Reserve	(8,073)	(64,256)	(56,183)			
203	Cemetery	Income	25,200	56,992	31,792			44.2%
		Expenditure	2,086	12,631	10,545		10,545	16.5%
		Movement to/(from) Gen Reserve	23,114	44,361	21,247			
204	Allotments	Income	15	1,760	1,745			0.9%
		Expenditure	148	3,950	3,802		3,802	3.7%
		Movement to/(from) Gen Reserve	(133)	(2,190)	(2,057)			
205	Tennis	Income	7,798	34,000	26,202			22.9%
		Expenditure	478	11,174	10,696		10,696	4.3%
		Movement to/(from) Gen Reserve	7,320	22,826	15,506			
206	Pavilion Toilets	Expenditure	3,223	6,865	3,642		3,642	46.9%
207	Facilities	Income	12,338	35,050	22,712			35.2%
		Expenditure	3,441	22,319	18,878		18,878	15.4%
		Movement to/(from) Gen Reserve	8,898	12,731	3,833			
208	Heritage Assets	Expenditure	2,160	12,111	9,951		9,951	17.8%
301	Village Hall	Expenditure	0	7,500	7,500		7,500	0.0%
302	Library	Expenditure	11,500	12,000	500		500	95.8%
303	Borough in Bloom	Income	2,041	5,550	3,509			36.8%
		Expenditure	7,824	12,075	4,251		4,251	64.8%
		Movement to/(from) Gen Reserve	(5,783)	(6,525)	(742)			
304	Christmas	Income	(295)	1,000	1,295			(29.5%)
		Expenditure	0	10,000	10,000		10,000	0.0%
		Movement to/(from) Gen Reserve	(295)	(9,000)	(8,705)			
305	Other Events	Expenditure	3,383	4,800	1,417		1,417	70.5%
309	Woodland	Expenditure	0	4,600	4,600		4,600	0.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	**321,818**	**445,163**	**123,345**			**72.3%**
Expenditure	**247,630**	**445,163**	**197,533**	**0**	**197,533**	**55.6%**
Net Income over Expenditure	**74,188**	**0**	**(74,188)**			
plus Transfer from EMR	**125,960**	0	(125,960)			
Movement to/(from) Gen Reserve	**200,148**	**0**	**(200,148)**			

Community Infrastructure Levy (CIL)
Policy & Procedures

Document reference: PC-GOV-009
Document title: Community Infrastructure Levy Policy and Procedures
Version: v1.3
Adopted by: Full Council
Date adopted: 2026
Minute reference: /26
Next review due: August 2028
Owner: Clerk / RFO
Status: Adopted

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 for collecting 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 are available at https://www.gov.uk/guidance/community-infrastructure-levy

The purpose of this document is 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[3]). 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 Ascot, Sunninghill & Sunningdale 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

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.

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[1] https://www.gov.uk/guidance/community-infrastructure-levy

[3] http://www.legislation.gov.uk/uksi/2013/982/regulation/8/made

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. The Neighbourhood CIL 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

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 Grant Applications (see Form at Appendix 3)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

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.

D. The applicant must demonstrate that the project can be completed and the grant funding spent within 2 years of the funding decision.

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 overextend 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. Revision 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.

Revised paragraph:
All grant funding awarded by the Council must be fully spent within two years of the date of the relevant Full Council approval, unless the Council has agreed an extension in writing. Any grant funds remaining unspent after this period may be reclaimed by the Council. Recipients may be required to provide evidence of expenditure upon request.

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, demonstrating how the project will be completed and all grant funding money spent within 2 years of the funding decision.	
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 understand that any grant awarded by Sunningdale Parish Council must be spent within two years of the date of approval by Full Council, unless an extension has been approved in writing by the Council. I acknowledge that any unspent funds may be reclaimed by the Council. 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 I recognise Sunningdale Parish Council's statutory rights as the designated provider of these CIL funds, which include provision to reclaim unspent or misappropriated funds. Signed: ____________________ Organisation: ____________________ Date: ____________________

Comparison of SPC adopted Financial Regulations versus the NALC model 2025.

Current Financial Regulations are close to the NALC model 2025 as they are based on the 2024 version.

Procurement Legislation

SPC refers to Public Contracts Regulations 2015 or any superseding legislation (5.4)

NALC has been updated to: Procurement Act 2023 and Procurement Regulations 2024

Recommend: Update Regulation 5.4 and associated references to reflect the new procurement regime.

Procurement Notice threshold

SPC regulation 5.7 - Contracts estimated to be over £25,000 plus VAT.

NALC changed to - Contracts estimated to be over £30,000 including VAT.

Recommend: No change required. This section is in BOLD. It represents a statutory requirement and can't be amended or suspended by the Council.

The current Financial Regulations align with what the internal auditor recommended in his report May 2025 and align with the Standing Orders.

Additional procurement publication requirements

SPC refers to Contracts Finder obligations under the old regulations. (5.7)

NALC refers to - publication of invitations and notices under the Procurement Act regime.

Recommend: Update the wording for consistency with the Procurement Act 2023.

Financial Thresholds

These are a local choice.

The SPC emergency expenditure limit is relatively low considering the council size and inflation. (5.18)

Recommend: consider increasing it to £2,000 in line with the NALC model

<u>Banking and Online Payment Controls</u>

SPC regulation 7.4 and 7.6

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."*

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

NALC version

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 [two] authorised signatories."

7.6 – "Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system."

Background information:
The Law used to be that cheques had to be signed by 2 councillors. With councils then using online banking, an officer would set up the payments and a councillor authorising them, councils were effectively breaking the law.

The Law changed to reflect what councils were doing so it replicated how banking was being carried out e.g. one person sets up the payments and another person authorises the payment.

To note: Section 7.4 and 7.6 of the Financial Regulations are a model to be adapted to suit local arrangements.

Current process: An officer (RFO/Deputy Clerk) inputs the payment, and the second authorised signature is the councillor who approves the payment. There is an additional level of approval by the RFO if payments are set up by the deputy Clerk. A payment report is produced by Rialtas using the information input by the admin assistant, which is checked by the RFO.

Internal auditors have not advised of any issues with this process.

Practitioners Guide 2026/27 advises:

1.15.2 Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations. Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the 'two-member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.3 to 1.15.6 of this guide.

<u>Supplier bank detail changes</u>

SPC uses bank account verification service when creating suppliers: (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.

NALC - Adds an explicit requirement that changes to supplier bank details be independently verified by two individuals:

Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

Recommendation - NALC wording is stronger. Supplier account fraud is a major local government risk.

<u>Bank Reconciliation Checks</u>

SPC – quarterly review by a member other than the Chair (2.6)

NALC suggests member other than the Chair (and not a bank signatory)

Recommendation – consider amending to: "*a member other than the Chair and preferably not an authorised bank signatory.*"

<u>Assets Section</u>

Missing Regulation 16.5

NALC 2025 separates:

- 16.4 Land transactions
- 16.5 Moveable assets

SPC appears to combine both provisions into one section.

Recommendation – Not a compliance issue, but the numbering and structure no longer match the model. Update numbering so final paragraph is labelled 16.5.

SUNNINGDALE PARISH COUNCIL

Financial Regulations

Version: November 2024

Revision Notes – 14/07/26

- New version based on NALC Model Financial Regulations 2024
- Adopted at Annual Meeting of the Council (20th May 8/25)
- Adopted at X 2026

Contents

These Financial Regulations were adopted by the council at its meeting held on 19 November 202

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 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 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 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

[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.

- 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 councillor 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 NonDomestic 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 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 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).

16.5 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.

Sunningdale Parish Council Current Year

Earmarked Reserves

	Account	Opening Balance	Income	Expenditure	Closing Balance
321	EMR Tennis	68,696.32	0.00	0.00	68,696.32
323	EMR Village Hall	25,203.17	0.00	0.00	25,203.17
324	S106 - Open Space	1,723.85	0.00	0.00	1,723.85
325	S106 - Public Art	14,188.95	0.00	0.00	14,188.95
326	S106 - Community Facilities	137.84	0.00	0.00	137.84
328	EMR In Bloom	4,800.00	0.00	0.00	4,800.00
329	EMR Cemetery	94,721.65	0.00	0.00	94,721.65
330	EMR Van	15,450.00	0.00	0.00	15,450.00
331	EMR Property Maintenance	68,262.05	0.00	0.00	68,262.05
332	S106 - Allotments	20.78	0.00	0.00	20.78
333	EMR CIL Reserve	2,046,881.56	0.00	131,931.85	1,914,949.71
334	EMR Playground	133,331.59	0.00	0.00	133,331.59
338	EMR Training	40.00	0.00	0.00	40.00
341	EMR CIL 26/27	0.00	27,337.85	0.00	27,337.85
		2,473,457.76	**27,337.85**	**131,931.85**	**2,368,863.76**

Nominal Ledger (Months 1 - 4)

Nominal A/c 333 EMR CIL Reserve **Annual Budget** 0.00
Centre 0 **Committed Exp** 0.00

Month	Date	Reference	Source	Transaction	Debit	Credit
				Opening Balance		**2,046,881.56**
1	24/04/2026	TRANSFER	Cashbook	CIL Year 1	11,840.00	
2	08/05/2026	BACS	Cashbook	CIL Pymt 1/3	22,535.25	
2	15/05/2026	BACS	Cashbook	Sunningdale Scouts CIL May	18,750.00	
3	29/06/2026	TNSFR	Cashbook	Sunningdale Scouts CIL June	18,750.00	
3	09/07/2026	292	Journal	Divide net curtain Tennis	5,972.00	
4	17/07/2026	TNSFR	Cashbook	CIL payment 2/3	54,084.60	
				Account Totals	131,931.85	2,046,881.56
				Net Balance Month 4		**1,914,949.71**

Nominal A/c 341 EMR CIL 26/27 | **Annual Budget** 0.00
Centre 0 | **Committed Exp** 0.00

Month	Date	Reference	Source	Transaction		Debit	Credit
					Opening Balance	**0.00**	**0.00**
3	09/07/2026	292	Journal	CIL Receipt 26/27			27,337.85
					Account Totals	0.00	27,337.85
					Net Balance Month 4		**27,337.85**

Changes to the Annual Return (AGAR) from 2025/6 to 2026/7

Change	JPAG 2025	JPAG 2026
Foreword		
Method of submitting Annual Return to external auditor	N/A	Starting from April 2027, Smaller Authorities will be able to submit their AGAR data electronically via a digital portal. All Smaller Authorities are strongly encouraged to utilise this portal once it becomes operational. Comprehensive training and support will be provided to facilitate the use of the portal, as electronic submission will become mandatory under Proper Practices by 2028/2029.
PROPER PRACTICES ANNUAL GOVERNANCE STATEMENT		
Change to Assertion 3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.
Change to Assertion 10	*No assertion wording provided until the Annual Return form was published.*	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.
PROPER PRACTICES THE STATEMENT OF ACCOUNTS		
Change to basis of accounting	Where an error has been identified in the prior year's accounts, after the external auditor's review, which has resulted in the carried forward figure in Line 7 being amended, then the corrected figure needs to be carried forward to the current year's Annual Governance and Accountability Return. The authority must clearly indicate that the prior year column in the accounting statements is 'Restated' and inform the external auditor.	Where an error has been identified in the prior year's accounts, after the external auditor's review, **which has resulted in a change to the original submitted figures,** then the corrected figure needs to be **inserted into the prior year column** of the current year's Annual Governance and Accountability Return. The authority must clearly indicate that the prior year column in the accounting statements is 'Restated' and inform the external auditor **of the reason for the restatement**.
Disclosure re Trust Funds	Cell 11 requires a local council to answer 'Yes' or 'No' to whether the figures in Section 2 of the Annual Governance and Accountability Return exclude any trust transactions or balances (see paragraph 1.46 above). Where a body is NOT a sole managing trustee, it must answer Yes.	Cell 11 requires a local council to answer 'Yes' or 'No' to whether the figures in Section 2 of the Annual Governance and Accountability Return include any trust transactions or balances (see paragraph 1.46 above). Where a body is NOT a sole managing trustee, it must answer **'No'.**
BEST PRACTICE GUIDANCE FOR INTERNAL AUDIT		
F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for	A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "Not covered" response is frequently required in this area.	The word "petty" removed from the objective. A number of authorities are now running down and closing their petty cash accounts and using debit/ credit cards for ad hoc purchases. Consequently, **where no payments are made in physical cash**, a "Not covered" response is required in this area
L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation	IAs should review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation.	IAs should review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation, **including publishing the ICO publication scheme on its website.**

Change	JPAG 2025	JPAG 2026
New objective added to the 2025/6 annual return form O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	*New objective was not available until the Annual Return form was published.*	**• Ensure local authority has, as a minimum, a single generic email address on an authority owned domain.** **• Check that website accessibility has been tested, at least annually, and that the accessibility statement has been updated as required.** **• Check when the authority last completed a data audit.** **• Ensure the authority has prepared and formally adopted a data protection policy that is reviewed at least once annually.** **• Ensure the authority has an up to date IT policy in place.**
Previous Control Objective O, Trust Funds, moved to Control Objective 'P'		No change to content
SUPPORTING INFORMATION FOR OFFICERS		
Assertion 4 - Exercise of public rights	Proper practices and the flow charts in Section 6 include guidance for this area but the key points are: • a 30 working day inspection period (this excludes weekends and public holidays), with accounts and supporting records being made available at reasonable times; • the notice period should commence as soon as possible after approval of the accounts by the authority and must include the first 10 working days of July; • the announcement of public rights should be as soon as practicable after the approval of the AGAR; • it must give a day's notice of commencement and be published together with sections 1 and 2 of the AGAR.	Proper practices and the flow charts in Section 6 include guidance for this area but the key points are: • there must be a single period of 30 working days for inspection (this excludes weekends and public holidays) which must include the first 10 working days of July; • accounts and supporting records must be made available at reasonable times; and • the authority must give a day's notice of commencement of the inspection period, published together with sections 1 and 2 of the AGAR which have been approved by the authority.
AGAR Accompanying Information	'Significant' is defined as "being worthy of attention". A significant variance is one that would be of interest to the authority and to the public when looking at the figures in Section 2 of the AGAR. As per NAO AGN 02, that is more than 15% or over £100,000.	**As for 2025/6 (see left) with the addition:** **Details of the thresholds used by auditors are set out in the National Audit Office Auditor Guidance Note 2 (AGN 02).The purpose of showing comparative values in financial statements is so that the reader can observe and note any changes in levels of activity from one year to the next. The absence of significant variances from one year to the next implies that the authority has continued to provide budgeted services at the same level and approximately at the same cost as previously.**