



SUNNINGDALE PARISH COUNCIL

Full Council Meeting Agenda

Date: Tuesday 29 September 2026 at 7:30 pm

Location: The Pavilion, Broomhall Lane, Sunningdale, SL5 0QS

Councillors:

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

You are hereby summoned to attend a Meeting of Sunningdale Parish Council on the date and location stated above.

Members of the public are welcome to attend.

38 / 26 Chair Welcome and Update

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 to all in attendance of the fire safety regulations for the venue of the meeting.

39 / 26 Attendance and Apologies for Absence

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

40 / 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.

41 / 26 Minutes of Full Council Meeting 14 July 2026

DECISION: To approve the minutes of the Council meeting held on 14 July 2026.

42 / 26 Public Adjournment

The meeting will be adjourned for a maximum of 15 minutes, 5 minutes per speaker, to allow members of the public to make representations, answer 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 prior to attending the meeting, no later than 10am on the Monday preceding the meeting. This session to be conducted in accordance with standing order 6e-h.

43 / 26 External Audit

TO NOTE: To receive and note the report of the External auditor on the Council's 2025-26 accounts.

44 / 26 Business Debit Card

DECISION: To approve the introduction of Business Debit cards for use by the Clerk/RFO and authorised officers for day-to-day purchases.

- 45 / 26 Proposed Budget Timeline and Process**
- DECISION:** To approve the proposed budget timetable and process for setting the 2027/28 budget and precept and to require each committee to review its service areas and submit its priorities, projects, budget requirements and anticipated financial pressures for consideration by the Finance Committee.
- 46 / 26 National Pay Award to Staff**
- DECISION:** To note the National Joint Council pay award for 2026/27 as advised by NALC and to approve the payment of the pay award, back dated to 1 April 2026, to the Council's staff in accordance with employees' terms and conditions of employment with immediate effect.
- 47 / 26 Structural Inspection of Village Columns for Hanging Banners, Lights and Hanging Baskets.**
- DECISION:** To approve expenditure of £3,131.96 for the structural inspection of village columns used to support hanging baskets, banners and festival lighting.
- 48 / 26 Remembrance Banners and Christmas Lights**
- TO NOTE:** The remembrance banners will be installed at the end of October. Two weeks later they are taken down, and the Christmas lights are installed. The Christmas lights are switched off on the 5th January and then taken down, tested and put into storage.
- 49 / 26 Commemorative Bench and Plaque for Graeme Kennedy**
- DECISION:** To approve the contribution of £400 towards "Graeme's chat bench" in advance of a ceremony on 22 November 2026.
- 50 / 26 Policies Update**
- TO NOTE:** To receive an update from the Clerk about the review of policies.
- 51 / 26 Driving for Work Policy**
- DECISION:** To approve the Driving for Work Policy as recommended by the HR Committee.
- 52 / 26 Expenses Policy**
- DECISION:** To approve the Expenses policy as recommended by the HR Committee.
- 53 / 26 Committee Updates**
- TO NOTE:** 53/26a to receive the approved minutes of the HR Committee 9 June 2026.
- TO NOTE:** 53/26b to receive the approved minutes of the Facilities and Services Committee 16 June 2026.
- TO NOTE:** 53/26c to receive the draft minutes of the Cemetery Committee 9 July 2026.
- TO NOTE:** 53/26d to receive a financial update from the Finance Committee.
- 54 / 26 Clerk's Appraisal**
- DECISION:** To agree the arrangements for the Clerk's annual appraisal following a recommendation from the HR Committee.
- 55 / 26 CIL Policy**
- DECISION:** Upon the recommendation of the Finance Committee to consider the amendments to the CIL Policy.
- 56 / 26 Pavilion Building Conditions Survey**
- DECISION:** To approve the expenditure of £774 for a conditions survey to be carried out to the Pavilion building.
- 57 / 26 Outdoor Table Tennis**
- DECISION:** To approve the purchase of 1 x table tennis table at Broomhall Recreation Ground at a cost of £5,800 (including contingency) to be funded from CIL.

58 / 26 Allotment Gates

DECISION: To approve the replacement of entrance gates at Sunningdale allotments and select a preferred design and supplier.

59 / 26 Security gates at Broomhall Recreation Ground

DECISION: **59/26a** to approve the installation of a lockable security gate or barrier at the entrance to Broomhall Recreation Ground to be funded from CIL.

DECISION: **59/26b** Authorise officers to obtain three quotes for the supply and installation of a suitable gate/barrier.

DECISION: **59/26c** Request a further quote for contracting the operational management of the barriers at the weekends and evenings.

60 / 26 Perimeter Path around the Field

DECISION: Approve the expenditure of £36,000 (including approx. 15% contingency) + VAT for a walking/running track around the recreation ground field. (to be funded from CIL)

61 / 26 Café at Broomhall Recreation Ground

TO NOTE: To receive an oral update on the Café at the recreation ground.

62 / 26 Recreation Ground Projects: Multi Use Games Area (MUGA), Padel Courts and siting of padel on one of the tennis courts

DECISION: To select a preferred option for recreation ground projects from the options presented in the accompanying paper.

63 / 26 Clerks Report

TO NOTE: To receive a report from the Clerk.

64 / 26 Date of Future Meetings and Information Sharing

TO NOTE: Next Full Council Meeting: Tuesday 17 November at 7.30pm.

To note any additional updates or information shared by councillors.



Natalie Hayes, Clerk

24 September 2026



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

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

26 / 26 **Welcome and update**

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

27 / 26 **Attendance and Apologies for absence**

PRESENT: Cllr Hilton (Chair), Cllr Buxton, Cllr Coxon, Cllr Morgan, Cllr Newman, Cllr Penney and Cllr Pike.
APOLOGIES: Cllr Curtis, Cllr Evans and Cllr Grover.
IN ATTENDANCE: Natalie Hayes (Clerk/RFO), Nikki Tomlinson (Deputy Clerk) and John Rose (Facilities Officer)
PUBLIC: Three members of the public were present.

28 / 26 **Disclosure of pecuniary interests and other registerable interests**

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

29 / 26 **Approval of the minutes of the Full Council Meeting 16 June 2026**

APPROVED: The minutes of the Full Council meeting held on 16 June 2026.

30 / 26 **Public Adjournment**

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

31 / 26 **Outdoor Table Tennis**

TO NOTE: Councillors discussed the proposal for outdoor table tennis, leading to a wider conversation about providing recreation opportunities that meet the needs of all age groups, including teenagers.

Cllr Coxon emphasised the importance of considering investment across the recreation ground as a whole and referring to resident survey results when identifying priorities.

ACTION: Update the paper and present to Full Council for approval in September.

Councillors discussed the proposal for a boules/pétanque area and raised concerns regarding installation and ongoing maintenance costs. The importance of resident engagement and obtaining feedback from both users and non-users of the recreation ground was highlighted.

ACTION: No further action to be taken.

33 / 26 Gazebo and Shelters in the recreation ground

TO NOTE: Councillors discussed the provision of gazebos and shelters within the recreation ground. Cllr Penney noted a general lack of seating in the park. Members were broadly supportive of additional covered areas but agreed that a decision regarding the chalet should be made before considering replacement of the adjacent gazebo. Alternative options discussed included a shade sail over the sandpit and temporary gazebos.

A member of the public shared examples of successful multi-use gazebo facilities from other countries.

ACTION: Investigate temporary gazebos and a removable shade sail over the sandpit. Update the paper and present to Full Council in September.

34 / 26 Car Park and Gates

Gates

TO NOTE: Members discussed gate options for the recreation ground entrance. Written clarification is required from RBWM Highways regarding the minimum distance from the road to allow vehicles to enter safely. Any temporary solution should be suitable for longer-term use if required. Members also noted the need to factor officer time into any gate-locking arrangements and to confirm land ownership and any implications for future gate installations.

ACTION: Update the gates paper, including RBWM advice, and present to Full Council in September.

Car Park

TO NOTE: Cllr Morgan updated members on the rationale for extending and improving the car park. Discussion covered the need for clear pedestrian routes, evidence of active travel demand, provision of cycle parking, and improved signposting to alternative parking locations. Members also discussed exploring opportunities to work with Holy Trinity School regarding potential car park expansion.

ACTION: Cllr Morgan to update the proposal and share the information obtained from the planning consultant.

35 / 26 Path around the field

TO NOTE: Members discussed a perimeter path around the recreation ground. Consideration was given to Green Belt implications, accessible routes for less mobile users, opportunities for children learning to cycle, and improved connectivity to the train station.

ACTION: Update the report with additional quotations and present to Full Council in September.

36 / 26 Padel and Multi Use Games Area (MUGA)

TO NOTE: Members discussed the potential introduction of padel courts and a MUGA.

Cllr Buxton requested that the conversion of one tennis court into two padel courts be explored, with Cllr Morgan offering to obtain quotations.

Discussion focused on court availability, financial sustainability, protection of green space, potential impacts on local facilities, demand across different age groups, and whether future facilities should generate income or be subsidised.

Members agreed that further evidence is required before a decision can be made, particularly regarding the interests and needs of younger residents.

ACTION: Cllr Morgan is to update the paper including the likely costs and impacts of putting padel courts on the existing tennis courts.
Deputy Clerk to update the MUGA report, present to Full Council in September for consideration.

As a side note the council would like to identify ways to engage children and young people aged 6-16 through schools and community organisations.

37 / 26 Date of Future Meetings and Information Sharing

TO NOTE: Next Full Council meeting: Tuesday 29 September 2026 at 7:30 pm

The meeting started promptly at 7:30pm and closed at 9:54pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____



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Sunningdale Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Sunningdale Parish Council** for the year ended 31 March 2026 has been completed and the accounts have been published
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Sunningdale Parish Council** on application to:

Natalie Hayes, Clerk to the Council
Sunningdale Parish Council
The Pavilion
Broomhall Recreation Ground
Broomhall Lane
Sunningdale
SL5 0QS
clerk@sunningdale-pc.gov.uk

Mon, Tues, Thurs & Friday 09:00 to 15:00

3. Copies will be provided to any local government elector of the area on payment of £1 for each copy of the Annual Governance & Accountability Return.

Announcement made by: Natalie Hayes Clerk to the Council

Date of announcement: 21 September 2026

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Sunningdale Parish Council

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

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

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

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

16/06/2026

and recorded as minute reference:

19/26 b

MINUTE REFERENCE

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

Chair

Clerk

[Signature]
N. Hayes

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

Section 2 – Accounting Statements 2025/26 for

Sunningdale Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,914,570	2,084,125	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	234,042	260,811	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	499,203	693,020	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	145,503	181,029	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	418,187	216,245	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	2,084,125	2,640,682	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	2,210,719	2,654,277	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,201,078	1,256,485	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

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

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

SIGNED REQUIRED

Date

11/06/2026

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

16/06/2026

as recorded in minute reference:

19/26 c

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

SIGNED REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **Sunningdale Parish Council - BE0076**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

08/09/2026



Proposal to Council Introduction of a Business Debit Card

Prepared for: Sunningdale Parish Council Meeting

Presented by: Natalie Hayes, Clerk/RFO

Date: 29 September 2026

The resolution before Council is:

For Council to approve the introduction of Business debit cards for use by the Clerk/RFO and authorised officers for day-to-day purchases.

Background

Local authorities increasingly use debit cards to facilitate efficient day-to-day purchasing where suppliers require immediate payment. Introducing a business debit card would improve access to competitive pricing, reduce reliance on staff reimbursements, and enable officers to respond more quickly to operational requirements.

The Council currently relies on supplier invoicing arrangements and staff reimbursements for day-to-day purchases. Examples include fuel, office supplies, annual subscriptions and items purchased for Council events.

This has several limitations:

- **Restricted suppliers and operational delays:** Where suppliers do not offer invoicing facilities, operational activities can be delayed while alternative purchasing arrangements are made. e.g. Survey monkey subscription, Stringers World (tennis balls), Playwaze (Tennis box league software) and LTA membership. Other potential suppliers only accept card payments such as Amazon, Vista print.
- **Reduced value for money:** Inability to access competitive online pricing or limited-time offers. Gifts for allotment tea awards and Chairman's Volunteer Award had to be purchased from suppliers and businesses where we have an account, rather than something bespoke. Stamps are ordered via stationery supplier, and additional costs are

applied for delivery and payment protection, rather than purchasing directly from the Post Office.

- **Administrative inefficiency:** Staff reimbursement adds unnecessary processing time. The Parish Council assets require fuel to operate; which is currently paid for by an officer and claimed back.

This report outlines options to introduce a Council Business debit card and proposes appropriate controls and governance arrangements.

Options considered

1. Do nothing

Continue to use bank transfers and staff reimbursements.

Risk: Increasing number of suppliers no longer accept invoice payments. Reduced supplier choice may result in higher purchasing costs and reduced value for money. Continues to place financial burden on employees.

Delays: There are delays with setting up accounts to purchase single items. Some companies have a minimum spend threshold, so the Council cannot open an account.

2. Handelsbanken Business Debit Card

- Eligible for a Business Debit card
- Purchases debited directly from the business account
- Control expenditure with individual transaction limits
- Enables contactless payments
- Multiple cards available e.g. Clerk, Deputy Clerk and Facilities officer

(The product team at Handelsbanken advised that we would not be eligible for a purchasing card).

3. Debit card via another bank

Alternative banking providers offering business debit cards and purchasing card facilities were explored. Given the Council's existing banking relationship with Handelsbanken, the availability of a suitable debit card product, and the administrative burden associated with changing banking arrangements, further investigation was not considered proportionate at this stage.

Proposed Governance and Internal Controls

Number of Proposed cardholders:

It is proposed that Business debit cards are issued to the Parish Clerk, Deputy Clerk and Facilities Officer. These officers have distinct operational responsibilities and may need to make authorised purchases independently. Issuing individual cards avoids delays associated with a single shared card and provides clear accountability, as each transaction can be directly attributed to a named officer. Cardholders: Parish Clerk, Deputy Clerk, Facilities Officer.

Delegated limits:

- Clerk – up to £500 per transaction. Anything above £500 would require prior approval from the Finance Committee or Full Council.
- Deputy Clerk – up to £300 per transaction.
- Facilities Officer – up to £100 per transaction, for fuel for the company vehicle and lawnmowers, vehicle/machinery consumables, urgent maintenance supplies and other pre-approved operational purchases.

Financial Controls:

The following controls are proposed to ensure the Business debit card is operated in accordance with the Council's adopted Financial Regulations and Standing Orders. The card is a payment method and does not provide spending authority.

- All purchases must be for authorised Council business, within an approved budget and within officers delegated authority, and made in accordance with the Council's Financial Regulations and delegated authorities. The debit card is a payment method only and does not provide additional spending authority. Debit card expenditure will form part of the Council's normal budget monitoring, payment reporting and reconciliation processes.
- Receipts or invoices must be retained for all transactions.
- Debit card transactions will be included within the monthly reported payment schedule.
- The Clerk/RFO will undertake monthly reconciliation. The reconciled statement will then be reviewed by the nominated Councillor.
- Any discrepancies will be investigated and reported to the Finance Committee.
- Subscriptions should be recorded on a central register with renewal dates, and cancellation responsibility.
- There are to be no cash withdrawals.
- No splitting of purchases to avoid spend limits.

Usage conditions:

- Authorised Council business only.
- Must comply with Financial Regulations and procurement procedures.

Security measures:

- Each card holder is responsible for securely storing their assigned card when not in use.
- Multi-factor authentication for online accounts
- Immediate reporting of loss or suspected misuse
- Account activity should be monitored, with suspicious activity picked up by sending push notifications to a mobile device.
- No personal expenditure under any circumstances.
- Card details must not be saved to personal accounts or browsers.
- The bank provides practical advice on fraud and security.

<https://www.handelsbanken.co.uk/en/support/fraud-and-security>

Recommendation:

The Clerk/RFO recommends that Council:

1. Approves the introduction of a **Handelsbanken Business Debit Card** for operational Council purchases.
2. Confirms that the debit card arrangement will operate in accordance with the Council's adopted Financial Regulations and Standing Orders and does not amend or replace existing approval, procurement or budgetary controls.
3. Issues cards to the Parish Clerk, Deputy Clerk and Facilities Officer.
4. Adopts the payment card policy and procedures attached to this report.
5. Sets the following individual transaction limits: Parish Clerk £500, Deputy Clerk £300 and Facilities Officer £100.
6. Requires all Business debit card expenditure to be undertaken in accordance with the Payment Card Policy and the Council's Financial Regulations, including the retention of supporting receipts and reporting through the Council's normal accounting procedures.
7. The policy will be reviewed after six months of operation and annually thereafter.

Sunningdale Parish Council Business Debit Card Policy and Procedures

1. Spending and Use

- 1.1. Council Business debit cards will be issued as named individual cards to authorised officers approved by Council.
- 1.2. No Councillor or employee other than the named cardholder is authorised to use the Business debit card.
- 1.3. The Business debit card may only be used for authorised Council expenditure.
- 1.4. Cash withdrawals are not permitted.
- 1.5. All purchases must comply with the transaction limits approved by Council and the requirements of the Council's Financial Regulations.
- 1.6. Any expenditure exceeding delegated limits must be authorised in advance by Full Council or the Finance Committee.
- 1.7. Receipts or invoices must be retained for every transaction.
- 1.8. The Clerk/RFO will reconcile receipts against statements and investigate discrepancies.
- 1.9. All Business debit card transactions shall be reported through the Council's normal payment and accounting procedures.
- 1.10. Business debit card statements shall be reconciled monthly against receipts and supporting documentation.
- 1.11. Any discrepancies, missing receipts or suspected misuse shall be reported immediately to the Chair of HR Committee and the Chair of Finance.

2. Security

- 2.1 Each cardholder is responsible for the safekeeping of their issued card. The card must be stored securely when not in use and must not be shared with any other person.
- 2.2 If removed for a purchase, it must be returned immediately afterward.
- 2.3 PINs and login credentials must remain confidential.
- 2.4 Lost or stolen cards must be reported to the bank immediately and to the Chair of Finance Committee. The Clerk shall notify the Council's insurers where appropriate and report any significant fraudulent activity to the Finance Committee at the earliest opportunity.
- 2.5 The Clerk/RFO must have full access to online card management tools.
- 2.6 When employment ends, the card must be returned immediately and cancelled.

3. Misuse

- 3.1 Misuse or fraudulent use of the card may result in disciplinary action.
- 3.2 Failure to provide a receipt may result in the cardholder being personally liable for repayment.

Appendix A

The guidelines for payment cards, as outlined in Financial Regulations. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the card holder 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.

Appendix B - Questions

Why can't officers continue to claim expenses?

Staff reimbursement is still possible for occasional purchases, but it is inefficient and places a financial burden on employees. Council assets such as vehicles and machinery require regular fuel purchases, which are currently being funded temporarily by officers. A debit card removes this unnecessary administrative process.

What is stopping an officer from buying whatever they want?

The debit card does not provide spending authority. Officers remain subject to the Council's approved budgets, Financial Regulations, delegated authority limits, receipt requirements and monthly financial reporting processes. The card simply changes the method of payment.

Why are we choosing a business debit card rather than a credit card?

A Business debit card uses the Council's own funds and does not create borrowing or credit liabilities. Handelsbanken advised that the Council is not eligible for a purchasing card, and a debit card provides the functionality needed for operational purchases while maintaining straightforward financial control.

Why is the Facilities Officer limit £100?

Most routine operational purchases are relatively low value. The £100 limit allows the Facilities Officer to undertake day-to-day purchasing while ensuring larger purchases remain subject to additional oversight and approval. The Council has accounts with a variety of businesses that we use to purchase equipment and other goods, such as Screwfix, Longacres and Chapmans, and we will continue to use this method.

Why is the Clerk's limit £500?

The Council's Financial Regulations (9.1) already permit payment card transactions up to £500. The limit reflects the type of purchases often required by the Clerk, such as annual memberships, software subscriptions, event-related purchases and specialist equipment.

What happens if something costs more than £500?

Any purchase above £500 would require prior approval from the Finance Committee or Full Council before the order is placed. The card does not override existing approval requirements.

How will Councillors know what has been purchased?

All Business debit card transactions will be included within the Council's normal payment reporting, supported by receipts and reconciled against bank statements. Councillors therefore retain the same level of oversight and transparency as for any other Council expenditure.

Link to further information on the Handelsbanken website:

<https://www.handelsbanken.co.uk/en/corporate/business-account/commercial-cards/business-debit-card>

Budget Setting Timetable 26/27 - Proposed

This timetable sets out the annual budget setting process for the council.

Committees are responsible for reviewing service budgets and submitting recommendations. The Clerk/RFO is responsible for coordinating the process, providing financial information and preparing draft budgets.

The Finance Committee is responsible for scrutinising and recommending the budget to Full Council. Full Council is responsible for approving the final budget and precept.

Date	Detail	Responsibility
w/c 31 August	Share timetable with all councillors - Circulate current year budget monitoring information and budget setting guidance.	Clerk/RFO
w/c 31 August or w/c 7 Sept	RFO writes to committee chairs outlining: - Their role in budget setting - Requirement to review expenditure, income and EMR - Deadline for submissions - Budget codes to review by committee	Clerk/RFO
15 September (Business Planning mtg)	Budget discussion at Business Planning meeting - Councillors identify priority projects, service changes and strategic objectives	All councillors (facilitated by Finance Chair and Vice-Chair)
By 20 October	All Committees review: - Budgets - Fees and charges - Future projects and capital requirements - reserve requirements Committee recommendations submitted to RFO	Chairs of Committees
Late October/early November	RFO validation stage: - verify figures - review contracts, inflation and staffing costs - assess budget bids from committees - prepare updated budget assumptions	Clerk/RFO

10 Nov (Finance Committee mtg)	Budget Assumptions agreed by Finance Committee including: -inflation estimates -utility costs -salary increments and NJC award assumptions -borrowing commitments -reserve levels	Finance Committee
17 November (Council meeting)	- Draft budget assumptions - Adoption of Business Plan at Full Council	Full Council (presented by Finance Chair and Vice Chair)
Late November	Draft Budget version 1 prepared by Clerk/RFO and issued to Finance Committee for review. -A copy is circulated to all councillors for information and transparency.	Clerk/RFO
15 December (Finance Committee mtg)	-Review Draft budget version 1 -Review EMR -Consider anticipated tax base and precept implications (<i>subject to receipt of provisional tax base info from RBWM</i>) -Recommend amendments	Finance Committee
Early January 2027	RFO updates budget and prepares Draft Budget version 2 and precept options	Clerk/RFO
19 January 2027 (Full Council meeting)	-Budget assumptions presented -Council considers draft budget and proposed precept -Budget and precept formally approved	Full Council (presentation by Finance Chair and Vice Chair supported by Clerk/RFO)
By 31 January	RFO submits precept demand to RBWM	Clerk/RFO
February	Public communications; Parish newsletter, website, social media	Clerk/RFO in collaboration with the Chair of Finance

Contingency Arrangement

If the budget and precept are not approved at the Full Council meeting on 19 January 2027, a revised budget will be presented to Full Council on 16 February 2027.

45/26 – Supporting paper for Budget setting Timetable 26/27

The Finance Committee are looking to receive input to the Budget preparation, specifically on potential expenditure outside the scope of CIL.

Below are some points that is hoped will be helpful.

- Capital expenditure
- Legal and Professional Fees outside the day-to-day operational costs
- New services and events – including their publicity and marketing
- Improvements to existing assets, particularly those that generate revenue – tennis, community hall /room, allotments, cemetery, chalet
- Staffing reviews
- Projects with RBWM
- Projects with other third parties

This is not an exhaustive list and the Finance Committee look forward to receiving any other ideas/thoughts.



SUNNINGDALE PARISH COUNCIL

Document reference: PC-GOV-006

Document title: Driving for work and use of council vehicles policy

Version: v1.0

Date adopted: 2026

Minute reference: /26

Next review due: June 2028

Driving for Work and Use of Council Vehicles Policy

1. Purpose

This policy sets out the requirements for anyone who drives on behalf of the Council to ensure safety, legal compliance, and the wellbeing of employees, councillors, and the public. The Council has a duty of care under health and safety law to protect employees and others who shall be affected by its activities. By establishing clear expectations and standards, this policy aims to:

- Reduce the risk of accidents and harm
- Ensure all drivers understand their legal responsibilities
- Promote a consistent and responsible approach to driving
- Protect the Council from legal and financial consequences
- Support a positive safety culture where risks are actively managed

This policy should be read and applied alongside relevant health and safety legislation and road traffic law, and the Council's wider risk management policy.

2. Scope

This policy applies to:

All employees (Paid officers), councillors, volunteers, contractors, agency workers or any other person authorised to drive on Council business or to use a Council-owned, leased, hired or borrowed vehicle. All individuals covered by this policy are required to meet the same safety and legal standards, regardless of their role or employment status, reducing risk and ensuring fairness.

3. General Responsibilities

All individuals covered by this policy, including paid officers and volunteers, must:

- Comply with road traffic legislation and this policy to ensure legal compliance and reduce risk of harm
- Ensure they are fit and competent to drive to prevent accidents caused by fatigue, illness or impairment.
- Report incidents, defects, or concerns promptly so risks can be addressed before harm occurs.
- Take reasonable care for their own safety and that of others in line with duty of care obligations.

The Clerk is responsible for:

- Ensuring drivers understand this policy so that expectations are clear and consistently applied
- Monitoring compliance to identify and address unsafe practices early.

Anyone driving on Council business must:

- a) Hold a valid UK driving licence to ensure legal entitlement to drive.
- b) Inform the Council of any changes so risks can be assessed and managed.
- c) Provide evidence of a valid driving licence to confirm compliance and protect insurance validity.
- d) Drive in accordance with all road traffic laws to reduce accident and legal risk.
- e) Be fit to drive at all times to avoid impairment-related incidents.
- f) Only individuals authorised by the Council shall drive on Council business or use council-owned vehicles.
- g) Drivers must not drive, or attempt to drive, while under the influence of alcohol, illegal drugs, medication, fatigue, illness or any other condition that may impair their ability to drive safely. Drivers must comply with any prescription or over-the-counter medicine warnings.
- h) No individual, including volunteers, shall drive on Council business unless they have been formally authorised to do so.

4. Use of Vehicles

Drivers must ensure that any vehicle used for Council business:

- a) Is roadworthy, properly maintained, and safe to prevent breakdowns and accidents
- b) Has valid insurance, MOT (where required), and road tax to ensure legal compliance and insurance protection

- c) Drivers should carry out reasonable pre-use checks, including tyres, lights, mirrors, fluid levels, warning lights, cleanliness of windows, and any visible damage or defects. This is to identify defects early and reduce the risk of breakdowns and accidents.
- d) Any defects must be addressed before use to prevent unsafe operation.

5. Using Your Own Vehicle

Where a private vehicle is used:

- a) Insurance must include business use to ensure that cover remains valid while driving on Council business and to avoid uninsured liability.
- b) The vehicle must be legal, roadworthy, and properly maintained.
- c) Evidence of insurance, MOT, and tax must be provided if requested.
- d) Mileage will be reimbursed in accordance with the Council's approved rates, to ensure fairness and transparency.

6. Mileage Records

Drivers must:

- a) Keep a record of all journeys undertaken on Council business to ensure transparency and accountability.
- b) Record the date, start and end locations, purpose of journey, and mileage to support audit and financial control.
- c) Submit mileage claims in accordance with the Council's procedures to prevent misuse of public funds.
- d) The Council requires evidence to support mileage claims. (Refer to the SPC Expenses policy for further details)
- e) Where mileage is claimed through expenses, a valid licence and insurance document should be validated with the Clerk.

7. Safe Driving Practices

Drivers must:

- a) Plan journeys to reduce time pressure and unsafe driving.
- b) Take breaks on long journeys (recommended at least every 2 hours) To reduce fatigue, which is a significant contributor to road accidents.
- c) Adjust driving for weather and road conditions
- d) Wear seatbelts at all times to reduce injury severity in collisions.
- e) Avoid distractions to maintain attention and reaction time.

8. Mobile Phones and Distractions

- a) Officers must not use a handheld mobile phone or similar device while driving. Using a handheld device while driving significantly increases the risk of collisions by reducing attention, reaction time, and control of the vehicle. It is also illegal and can result in fines, penalty points, or prosecution, putting both the driver and the Council at risk.
- b) Further details regarding the use of handheld mobile phones as well as guidelines for the use of hands-free devices are contained within the SPC mobile phone policy. Even when using hands-free devices, distractions can still impair concentration and driving performance. Clear guidance ensures that drivers understand how to minimise distraction, comply with legal requirements, and make safe decisions when communication is necessary.
- c) Failure to comply with this policy will be taken seriously and shall result in appropriate action, depending on the individual's status. This would be as follows:
For officers: disciplinary procedures would be followed
For Volunteers: withdrawal of driving permission or volunteer role
- d) If you are required to answer work related calls whilst driving, the council will provide suitable hands-free kit. (This applies to the Company vehicle only)

9. Accidents and Incidents

All incidents must be reported promptly to support insurance claims, legal compliance and learning from incidents. This is to ensure appropriate investigation, support insurance claims, and enable lessons to be learned to prevent recurrence.

In the event of a incident:

- a) Drivers should ensure their own safety and that of others to prevent further harm.
- b) In the event of an accident, drivers should, where safe to do so, obtain the details of other parties, witnesses, vehicles, insurers, police incident numbers and photographs of the scene/damage.
- c) Drivers must not admit liability to protect the Council's legal position.
- d) Contact the appropriate breakdown service to ensure safe recovery.

10. Fines and Charges

Drivers are personally responsible for:

- a) Fines, penalties or charges arising from unlawful, careless or unauthorised use of a vehicle, including speeding penalties, parking fines and traffic offences.
- b) Properly authorised business costs, such as tolls, parking or congestion charges, may be reimbursed to ensure fairness while maintaining control of public funds.

11. Use of Council-Owned Vehicles

Where the Council provides a vehicle:

- a) The vehicle must only be used for authorised Council business
- b) The vehicle, when available, should be used by officers for council business rather than their own vehicle.
- c) Personal use is not permitted unless expressly authorised by the Clerk to prevent misuse.
- d) Only authorised and insured individuals shall drive the vehicle to ensure insurance validity.
- e) The vehicle must be kept clean and secure to maintain safety and asset condition.
- f) Smoking is not permitted in any Council-owned vehicle, including electronic cigarettes
- g) Drivers must return the vehicle in a clean and tidy condition with personal items removed and must be locked when unattended with keys kept secure.
- h) Any defects, damage, or incidents must be reported immediately to prevent further risk.
- i) The Council may install safety devices such as dashcams in Council-owned vehicles to support driver safety and assist in the event of incidents or insurance claims
- j) Where dashcams, vehicle tracking, telematics or other monitoring systems are used, the Council will ensure that their use is lawful, proportionate, transparent and compliant with UK GDPR and the Data Protection Act 2018. Drivers will be informed about what data is collected, the purpose of collection, who may access it, how long it will be retained and their rights in relation to that data.
- k) The Council reserves the right to withdraw use of the vehicle at any time.

12. Passengers and Carrying Goods

Drivers must not carry unauthorised passengers, pets, hazardous materials or non-Council goods in Council vehicles unless expressly authorised and lawful. These apply to control liability, ensure safety, and prevent unauthorised use of council resources.

13 Lone Working and Emergency Arrangements

Procedures must be followed to reduce risks where drivers are isolated and may not have immediate assistance. Refer to the Council's lone working and personal safety procedures.

14. Compliance

Failure to follow this policy shall result in:

- a) Withdrawal of permission to drive on Council business
- b) Disciplinary action for employees, in line with Council procedures.

This is necessary because non-compliance exposes individuals and the Council to significant safety, legal and financial risks.

15. Review

This policy will be reviewed every two years, or sooner if required by changes in legislation, guidance, insurance requirements, operational need or following a serious incident.

Driver Declaration Form (Driving on Council Business)

Parish Council Name: _____

Driver Details

- Full Name: _____
- Role (e.g. Employee / Councillor / Volunteer): _____
- Address: _____
- Contact Number: _____

Driving Licence

- Driving Licence Number: _____
- Expiry Date: _____

- ☐ I confirm that I hold a valid UK driving licence appropriate for the vehicle I will use.
- ☐ I agree to inform the Council immediately of any endorsements, disqualifications, or changes affecting my licence.

Vehicle Details (if using own vehicle)

- Make and Model: _____
- Registration Number: _____

☐ I confirm that this vehicle:

- Has valid MOT (if required)
- Is taxed and roadworthy
- Is maintained in a safe condition

Insurance

- Insurance Provider: _____
- Policy Number: _____

- Expiry Date: _____

☐ I confirm that my insurance policy **includes business use** for Council activities.

☐ I agree to provide proof of insurance, MOT, and tax upon request.

Declarations

I confirm that:

☐ I have read and understood the Driving for Work and Use of Council Vehicles Policy

☐ I will comply with all legal requirements and safe driving practices

☐ I am responsible for any fines, penalties, or unauthorised charges incurred while driving

☐ I will report any accidents or incidents promptly

☐ I will ensure I am fit to drive at all times

Signature

Signed: _____

Name: _____

Date: _____

For Council Use

Date Received: _____

Checked by: _____

Next Review Due: _____



SUNNINGDALE PARISH COUNCIL

Document reference: PC-GOV-007

Document title: Expenses Policy

Version: v2.1

Date adopted: 2026

Minute reference: /26

Next review due: June 2028

EXPENSES POLICY

Purpose of the Policy

This policy explains how employees may claim reimbursement for reasonable expenses incurred wholly, necessarily and exclusively in carrying out authorised duties for the Council. It applies to employees only and does not apply to councillors.

Related Policies

This policy should be read in conjunction with:

- Financial Regulations
- Code of Conduct
- Driving for Work and Use of Council Vehicles Policy

General Procedure

- Expenses must be authorised and incurred for Council business only.
- Claims must be submitted using the Council's expense claim form.
- Original receipts or invoices must be provided for all claims except mileage.
- Any exceptions must be approved by the clerk
- Credit card and bank statements are not acceptable evidence.
- Public transport claims should include tickets where available.
- Claims must be submitted within 30 days of the expense being incurred unless an extension is approved.
- Claims require approval from Clerk before payment. Claims by the Clerk require approval by the Chair of the HR Committee.
- The Council may refuse claims that are incomplete, unsupported, late, or unauthorised.
- Reimbursement will be made by bank transfer.
- Any expense outside the categories below requires prior written approval.

Homeworking and Training

Homeworking

Where homeworking is agreed, the Council will reimburse reasonable business expenses incurred while carrying out Council duties.

The Council will either:

- Provide suitable equipment; or
- Agree an allowance for the use of personal equipment.

The Council may also reimburse eligible homeworking costs in line with HMRC guidance.

Training

Employees attending approved training may claim additional travel costs incurred beyond their normal commute.

Attendance at training outside contracted hours will be treated as working time where applicable.

Where the Council funds significant training costs, repayment provisions may apply if an employee fails to complete the training or leaves employment within an agreed period.

Travel Expenses

Employees should consider remote meetings before undertaking travel.

Rail Travel

- Standard-class travel only.
- Tickets should be booked in advance where practical to secure lower fares.

Use of Personal Vehicles

Use of a personal vehicle for business travel must be approved in advance.

Employees using their own vehicle must:

- Hold a valid UK driving licence.
- Ensure the vehicle is roadworthy and legally registered.
- Hold insurance that covers business use.

Mileage will be paid at:

- Cars (petrol/diesel/electric/hybrid): 55p per mile (first 10,000 miles), 25p per mile thereafter
- Passengers: 5p per mile per passenger (must be a Councillor or officer of the Parish Council)

Approved tolls, parking charges and congestion charges may also be claimed. The Council accepts no liability for damage, loss or accidents involving personal vehicles.

Bicycles and Motorcycles

Approved business journeys may be claimed at:

- 20p per mile for bicycles.
- 24p per mile for motorcycles.

Taxis

Taxi travel requires prior approval and will normally only be permitted where:

- It represents a significant time saving.
- Several employees are travelling together.
- Safety or security considerations apply.

Receipts must be provided.

Accommodation and Meals

Overnight Accommodation

When travel requires an overnight stay:

- Accommodation should normally be three-star standard or equivalent.
- Maximum rates are:
 - £120 per night in major cities.
 - £100 per night elsewhere.

Employees are responsible for cancelling unnecessary bookings.

Meals

When away on approved Council business, employees may claim up to:

- £10 for breakfast (if not included with accommodation).
- £15 for lunch.
- £20 for dinner.
- £5 daily incidental allowance (if adopted by the Council).

Employees may claim actual meal expenditure, up to the maximum limits specified above, while undertaking approved Council business.

Only reasonable business-related meal costs are reimbursable. The Council will not reimburse the cost of alcoholic beverages or any other personal expenditure. Where a receipt includes both allowable and non-allowable items, only the allowable costs may be claimed.

Receipts are required for all accommodation and meal expenses except incidental allowances.

Gifts, Hospitality and Staff Events

Employees must declare any gifts, rewards or hospitality offered to them in connection with Council business.

Modest tokens of appreciation may be accepted where appropriate and declared.

Attendance at Council staff events is voluntary unless otherwise stated. Employees remain responsible for any personal expenses incurred.

Non-Reimbursable Expenses

The Council will not reimburse:

- Normal commuting costs.
- Personal travel.
- Travel expenses for spouses, partners or family members.
- Motoring fines, parking penalties, clamping charges or other fines.
- Cash withdrawals or advances.
- Employees are personally responsible for these costs.

False or Misleading Claims

The Council may investigate any expense claim and request additional information where necessary.

Any false, exaggerated or misleading claim, including undeclared gifts or hospitality, may result in:

- Recovery of monies paid.
- Disciplinary action.
- Dismissal for gross misconduct.
- Referral to the police where appropriate.

This policy is non-contractual and may be reviewed and amended from time to time.

Business Debit card

Where a council business payment card is issued, personal use is strictly prohibited. All transactions must be supported by receipts.

Environmental and Sustainability Considerations

Where reasonably practicable, individuals should prioritise environmentally friendly modes of transport and avoid unnecessary travel. Carsharing is encouraged.

Review of the policy

This policy will be reviewed every two years, or sooner if required by changes in legislation, guidance or operational need.

DRAFT



HR Committee Meeting Minutes Tuesday 9 June 2026

HRC 01 / 26 Chair welcome

The Chair opened the meeting and reminded attendees of the fire regulations and to switch mobile phones to silent.

TO NOTE: It was requested that all draft policies on future agendas include a “draft” watermark. The Clerk will circulate a list of all policies to Full Council so that committees can review and take responsibility for each.

HRC 02 / 26 Attendance and Apologies for absence

Attendance: Cllr Evans (Chair), Cllr Buxton, Cllr Coxon, Cllr Hilton (Vice-Chair), and Cllr Penney

In Attendance: Natalie Hayes – Clerk/RFO

TO NOTE: Cllr Penney had not been formally appointed to the HR Committee at the Annual Meeting of Council and was therefore unable to vote.

HRC 03 / 26 Disclosable pecuniary interests and other registerable interests

No members declared a personal interest in any items on the agenda.

HRC 04 / 26 Minutes of HR meeting 10 March 2026

RESOLVED: The minutes of the HR Committee meeting held on 10 March 2026 were approved and signed by the Chair of the Committee at that time.

HRC 5 / 26 Appointment of Vice-Chair of the HR Committee

RESOLVED: Cllr Hilton was appointed as Vice-Chair of the HR Committee.

(Proposed by Cllr Evans, seconded by Cllr Buxton)

HRC 6 / 26 Mobile Phone Policy

The committee reviewed the updated Mobile Phone Policy.

COMMENTS:

- Remove personal elements for clarity
- Ensure consistent use of “shall” instead of “may”
- Section 6 (Driving & Safety): rewrite as subsections conflict
- Section 8: retain part (b); rewrite remaining sections
- Include purpose of mobile phone use (e.g. lone working, with cross-reference to relevant policies)

NEXT STEPS: The Revised version to be presented at the September Council meeting
ACTION: The Clerk is to amend, clearly highlight changes, and circulate to the HR Committee by end of the month.

HRC 7 / 26 Driving for Work Policy

The updated policy was reviewed.

COMMENTS:

- Include rationale (WHY), not just requirements (WHAT)
- Clarify mobile phone provisions in line with legal requirements
- Hands-free kits required for work-related calls while driving
- Distinguish between paid staff and volunteers
- Require valid licence and insurance (including business use where mileage is claimed)
- Use of logbook for council vehicles (record driver, purpose, mileage)
- Avoid “may”; use “shall” or “must”
- Council vehicles must be used where available

HRC 8 / 26 Code of Conduct Policy Review

RESOLVED: The Code of Conduct Policy, including RBWM appendices, was approved for submission to Full Council on 16 June 2026.

HRC 9 / 26 Staff Handbook

TO NOTE: The Clerk confirmed the Staff Handbook is complete after over a year of work. It will be issued as a working document.

No comments were raised; any feedback should be directed to the Clerk.

HRC 10 / 26 Expenses Policy

The updated policy was reviewed.

COMMENTS:

- Rewrite Section 3 and proofread document
- Clearly distinguish between councillors and officers
- Mileage to be claimed from place of work, not home
- Clarify “reasonable” expenses (e.g. hotels)
- Suggested hotel cap: £120 outside London
- Define meal allowances clearly
- Clarify “out-of-pocket” expenses
- Specify Chair approval where required
- Include strategic overview and operational detail
- Add statement: Council decision is final
- Encourage car sharing (link to driving policy)
- Research other parish council policies
- Corporate card section to align with future policy
- Receipts required for all claims (audit trail)
- Cross-reference relevant policies and handbook
- Use consistent terminology (“Officers”)

NEXT STEPS: The final version will go to the September meeting.

ACTION: The Clerk will revise, highlight changes, and circulate by end of the month to the HR Committee.

HRC 11 / 26 TOIL Policy

The Clerk presented the new TOIL Policy.

COMMENTS:

- Clarify applicability (Clerk and officers)
- Define upper limits
- Clarify whether TOIL is for unforeseen work
- Reconsider 6-month timeframe for use
- TOIL to be raised promptly, not delayed
- Review TOIL at each HR meeting
- Clarify difference between TOIL and overtime
- Clerk to approve TOIL in advance and monitor usage
- Separate policy from operational procedures
- Include staff welfare and duty of care

HRC 12 / 26 BACS Payroll paper

RESOLVED: To approve the BACS Payroll paper for submission to Full Council on 16 June 2026.

ACTION: Highlight preferred supplier and include an additional parish council reference.

HRC 13 / 26 Date of next meeting

TO NOTE: The date of the next meeting is Thursday 10 September at 9.30am.

HRC 14 / 26 To resolve to exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted (staffing arrangements).

RESOLVED: To exclude members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 due to confidential business.

Part 2 – Confidential

HRC 15 / 26 Update from the Chair of the HR Committee on a HR Matter

The Chair formally opened the confidential session.

The Vice-Chair provided an update on an ongoing HR matter, supported by the Clerk.

TO NOTE: Committee feedback was received, including Cllr Coxon who was recently appointed to the committee.

ACTION: Feedback and questions to be collated and shared with solicitors, with a report back at the next meeting. An oral update would be provided at the Full Council meeting on the 16 June 2026.

The meeting started at 9.35am and closed at 11.02am.



Natalie Hayes
Clerk and RFO

18 June 2026



Minutes of the Facilities & Services Committee Meeting Tuesday 16 June 2026

FS 1 / 26 Attendance and apologies

Attendance: Cllr Morgan (Chair); Cllr Pike; Cllr Curtis and Cllr Coxon

Present: Nikki Tomlinson (Deputy Clerk), John Rose (Facilities Officer), Cllr Jacqueline Hilton

There were no members of the public present

Part 1

FS 2 / 26 Disclosable pecuniary interests and other registerable interests

TO NOTE: Cllr Morgan declared an interest in tennis and Cllr Coxon declared an interest in allotments and tennis.

FS 3 / 26 To review minutes of the meeting on the 16 April 2026

RESOLVED: That the committee approved the [minutes](#) of the Facilities and Services Committee meeting held on 16 April 2026.

FS 4 / 26 Appointment of Vice-Chair of the Facilities and Services Committee

RESOLVED The committee elected Cllr Coxon to be Vice -Chair of the Facilities and Services Committee.

FS 5 / 26 Public Adjournment

There were no questions received from any members of the public before the meeting.

FS 6 / 26 Priority Setting

Cllr Morgan summarised the priorities for the committee:

- Woodland Management Plan
- Tree works (appointing a preferred contractor)
- Update asset register complete with photos of high value items (to complete this task before end of 2026)
- Health and Safety check list
- Chalet Contract
- Tennis coaching contract
- Contracts and leases (Chair and DC to prioritise what contract/lease to review first)

FS 7 / 26 Tree Works (Allotments)

RESOLVED: The quotes for the tree works at the allotments was agreed at a cost of £1,180 + VAT.

DISCUSSION: The next phase of the woodland tree works will be discussed at the next Facilities and Services meeting scheduled for 16 July 2026.

ACTION: Facilities Officer to collate information so the Facilities and Services Committee can appoint a preferred tree contractor.

- FS 8 / 26 Peter O'Kill Bench
- DISCUSSION:** The committee expressed support for a larger project revolving around the Peter O'Kill memorial bench and allotment community sitting area. Admin Officer to collate further information/costs on the project and seek clarification on which budget code could be used.
- FS 9 / 26 War Memorial Cleaning Quotes
- DECISION:** The committee approved supplier B at a cost of £830 + VAT on the condition that confirmation is given on how the supplier will clean the highest point of the memorial.
- FS 10 / 26 Deputy Clerk Update
- DISCUSSION:** [Table Tennis Table paper – to be presented at the Full Council meeting on 14 July 2026](#)
The committee was in favour of the proposal. Cllr Coxon suggested adding information on accessibility to the paper. Clarification was also suggested in regards to a safe surface needed for people to stand/play on. Deputy Clerk welcomed suggestions on where the table tennis tables should be located at Broomhall Recreation Ground.
- [Perimeter Path paper – to be presented at the Full Council meeting on 14 July 2026](#)
The committee was in favour of the proposal. Further clarification was suggested in terms of the surface options of the path. How would the maintenance differ for the different types of surfaces. How wide would the path be for full accessibility and what surface is best for drainage.
- [Tennis Floodlights Planning Application \(26/00550/VAR\) – Approved](#)
Deputy Clerk advised the committee the planning application (26/00550/VAR) for the extended hours of floodlight use has been approved. Cllr Morgan asked for confirmation that the correct LED lights are installed to meet the planning approval criteria.
- FS 11 / 26 Resolved. To exclude any members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted (contracts).
- Cllr Curtis and the Facilities Officer left the meeting at this point.

Part 2 – Confidential

- FS 12 / 26 Chalet Hire Agreement
- Curly Wurly Café requested:
- * 2 – For the hire agreement to run for a 4th year until November 2027.
 - * 3 & 4 – Removal of minimum opening hour requirements and replacement with: “Opening hours to be at the operator’s discretion based on weather conditions, safety considerations and business viability.” *
 - 5a - For the hire charges payable to be reduced. Propose a revised hire fee of £1,200 per annum.
 - * 5b – A dedicated electricity meter and smart meter to be installed.
 - *9 – Removal of: • Minimum hours breach “6 strike” clause • Menu items and pricing control
- DECISION:** The committee discussed the requested amends and will continue discussions with Curly Wurly Café to agree on an outcome before November 2026
- FS 13 / 26 Tennis coaching contract
- DISCUSSION:** It was suggested that the Deputy Clerk and Chair of Facilities and Services arrange a meeting with the tennis coaches who currently coach at Broomhall Park Tennis to discuss a tendering process for new contracts in line with the Sunningdale Parish Council [Standing Orders](#)

The meeting started at 2pm.

The meeting closed at 4.05pm.

Future meeting date 14 July 2026

Signed as a true record of the meeting:

Signed:

Dated:



Minutes of the Cemetery Committee Meeting Thursday 9 July 2026

CC 1 / 26 Attendance and apologies

Attendance: Cllr Buxton (Chair); Cllr Hilton; Cllr Newman and Cllr Evans
Present: Nikki Tomlinson (Deputy Clerk), John Rose (Facilities Officer)
There were no members of the public present

CC 2 / 26 Disclosable pecuniary interests and other registerable interests

TO NOTE: Cllr Evans declared a standing interest in Kiln Lane cemetery.

CC 3 / 26 Appointment of Vice-Chair of the Cemetery committee

RESOLVED The committee elected Cllr Hilton to be Vice -Chair of the Cemetery committee.

FS 4 / 26 Public Adjournment

There were no questions received from any members of the public before the meeting.

FS 5 / 26 Terms of Reference of the Cemetery Committee

RESOLVED All members of the committee agreed the Terms of Reference (amended May 2026) were relevant and up to date.

There was a discussion relating to the priorities for the committee and were agreed to be:

- 1) Kiln Lane Cemetery regeneration project including the extension, driveway, car park and removal of hedges along the bank and replaced with a fence and shrubs.
- 2) Wall memorial at Kiln Lane cemetery.

FS 6 / 26 Cemetery Fees and Conditions

DISCUSSION: Deputy Clerk to review the following sections within the document

ACTION: Wording of "Fees and charges set out herein depend on whether the person purchasing the Exclusive Right of Burial or being interred is regarded(?) as a resident of Sunningdale." What does regarded mean?

Search fee of £30 to be reviewed and to include wording of "at the discretion of the Parish Council".

What headstone materials are readily available and what other cemeteries allow.

To include "letters will be posted regarding maintenance of plots".

DISCUSSION: Benches to be part of a wider discussion at the next committee meeting.

FS 7 / 26 Headstone Permission Process

RESOLVED: Headstone applications that sit outside of the regular rules/criteria shall be agreed via a cemetery whats app group and then minuted within the next committee meeting.

FS 8 / 26 Extension Works

DISCUSSION: The works are taking longer than expected and should be completed within the next 4-5 weeks. The project is estimated to complete within the £43,000 budget agreed by Full Council on 20 January 2026.

ACTION: Cllr Hilton and Facilities Officer to provide an outline plan of all regeneration works within Kiln Lane Cemetery

FS 9 / 26 Memorial Wall at Kiln Lane cemetery

RESOLVED The Committee agreed to investigate the project.

ACTION: Cllr Hilton to distribute ideas via email and prepare a paper for the January 2027 committee meeting.

FS 10 / 26 Memorial Benches at Kiln Lane cemetery

DISCUSSION: Facilities Officer proposed to move some of the benches that sit along the west perimeter edge of the cemetery back, to create space for additional ashes plots.

ACTION: Deputy Clerk to check historical paperwork to ensure the parish council are able to do this and then contact bench owners by 24th July 2026 to advise them this will be happening in September / October 2026.

FS 11 / 26 Information Sharing

ACTION: Cllr Buxton has requested for all committee members to give thought to what the Holy Trinity memorial area could look like. Could the granite bench on Chobham Road which is used very little currently, be re located?

DISCUSSION: Cllr Newman is currently undertaking a project to identify all Sunningdale residents who have died in service since WWI.

The meeting started at 10am.

The meeting closed at 11.10am.

Future meeting date 12 January 2027

Future agenda items: Benches, scattering of ashes, memorial wall and Holy Trinity memorial garden

Signed as a true record of the meeting:

Signed: _____

Dated: _____