# Full Council Meeting Agenda
## Date: Tuesday 17 November 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 the Meeting of Sunningdale Parish Council on the date and location stated above. Members of the public are welcome to attend.**

### 70 / 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.

### 71 / 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.

### 72 / 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.

### 73 / 26 Minutes of Full Council Meeting 29 September 2026

DECISION: To approve the minutes of the Council meeting held on 29 September 2026.

### 74 / 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.

### 75 / 26 Scheme of Delegation

DECISION: To consider the recommendation to remove the Events Working Group from the Scheme of Delegation and to agree a review of the Scheme of Delegation.

### 76 / 26 Risk Register

DECISION: To approve the updated risk register.

### 77 / 26 CIL Discussion

DECISION: To receive a recommendation from the Chair of the Council regarding CIL.

78 / 26 **Community Grant Applications**

DECISION: To review the applications received for Community grants against the community grants policy:

78 / 26a the application of £1,000 from Bracknell and District Parkinson's Branch to provide a range of services to members and carers to subsidise the costs of activities which help alleviate members' condition of Parkinson's.

78 / 26b the application of £4,000 from Ascot District Day Centre to support the running of the centre.

79 / 26 **Financial Regulations**

DECISION: To approve the updates to the Financial Regulations as presented by the Chair of the Finance Committee.

80 / 26 **Business Plan 2026-2031**

DECISION: To approve the Business Plan 2026-2031 as presented by the Business Plan Working Group.

81 / 26 **Park Yoga 2027**

DECISION: To approve Park Yoga at Broomhall Recreation Ground for 2027, at a cost of £1,500 to be funded from the events budget.

82 / 26 **Community Room Warm Space proposal (winter 2026-27)**

DECISION: To approve the proposal to provide a warm space at the Community Room, Pavilion, Sunningdale, during Winter 2026-27.

83 / 26 **ANPR A30 proposal**

DECISION: To approve the proposal to install an ANPR camera at pedestrian crossing on A30 (outside Waitrose)

84 / 26 **Security Barrier**

TO NOTE: To note the suggestions received from RBWM Community Safety Manager following communication regarding ongoing incidents at Broomhall Recreation Ground.

85 / 26 **Change to dates of Council Meetings 2026-2027**

DECISION: to approve a change in dates of Council meetings for 2026-2027.

86 / 26 **Budget Assumptions 2027-28**

DECISION: To approve the Budget Assumptions for 2027-28.

87 / 26 **Updates from Committee Chairs**

TO NOTE: To receive any relevant updates from Chairs of Committees.

88 / 26 **Update from the Clerk**

TO NOTE: To receive an oral update from the Clerk.

N Hayes.

Natalie Hayes, Clerk 12 November 2026

# Minutes of Council Meeting
# Tuesday 29 September 2026 at 7:30 pm

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

**38 / 26 Welcome and update**

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

**39 / 26 Attendance and Apologies for absence**

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

**40 / 26 Disclosure of pecuniary interests and other registerable interests**

TO NOTE: Cllr Coxon declared an interest to agenda item 58/26 as an allotment plot holder.

**41 / 26 Approval of the minutes of the Full Council Meeting 14 July 2026**

APPROVED: The minutes of the Full Council meeting held on 14 July 2026.

**42 / 26 Public Adjournment**

A resident raised a concern about the way the Parish Council is allocating CIL.
TO NOTE: The Chair advised that the council would come back to the resident with a response before the next Full Council meeting in November.

**43/ 26 External Audit**

TO NOTE: The Council received the External Auditor's Report and Certificate for 2025-2026 and noted that there were no comments raised.

**44 / 26 Business Debit Card**

APPROVED: Introduction of a business debit card for use by the Clerk/RFO and authorised officers for day-to-day purchases.
TO NOTE: Cllr Pike's comments were noted regarding cross referencing disciplinary procedures and the expenses policy.

**45 / 26 Proposed Budget Timeline and Process**

APPROVED: Council approved the budget timelines and process presented by Cllr Pike.

TO NOTE: Cllr Pike updated the council on the process of the budget and explained that the budget assumptions would be incorporated into the budget using Rialtas.
The draft budget assumptions would be presented to council on the 17 November 2026.

**46 / 26 National Pay Award to Staff**

APPROVED: Council approved to pay the National Joint Council (NJC) pay award for 2026/27 as advised by NALC, back dated to 1 April 2026.

**47 / 26 Structural Inspection of Village Columns for hanging banners, Lights and Hanging banners.**

DEFERRED: the expenditure of £3,131.96 for the structural inspection of village columns used to support hanging baskets, banners and festival lighting.

ACTION: Council requested that further information and clearer guidance be obtained from RBWM regarding the requirement for inspections.

**48 / 26 Remembrance Banners and Christmas Lights**

TO NOTE: Once further information has been received from RBWM more information will be made available (Min ref: 47/26)

**49 / 26 Commemorative Bench and Plaque for Graeme Kennedy**

APPROVED: Council approved the contribution of £400 to a memorial bench for Graeme Kennedy.

A member of the public left the meeting at 7.50 pm

**50 / 26 Policies Update**

TO NOTE: The Clerk updated the council on the revised format, referencing and version control arrangements.

ACTION: The Clerk will circulate this document with councillors.

**51 / 26 Driving for work policy**

APPROVED: council approved the driving for work policy.

**52 / 26 Expenses policy**

APPROVED: council approved the expenses policy.

**53 / 26 Committee Updates**

53/26a Council received an update from Cllr Evans about creating standardised policy guidance

53/26b Council received an update from Cllr Morgan about work approved by the Facilities and Services Committee: Woodland Management Plan, Tree works and review of contracts.

53/26c Council received an update from Cllr Buxton about the cemetery extension works.

DRAFT

53/26d Council received an update from Cllr Pike in regard to an Investment Strategy to spread the risk of Council funds, General Reserves and Earmarked Reserves.

**54 / 26 Clerks Appraisal**

DEFERRED: This agenda item was deferred to the HR Committee.

**55 / 26 CIL Policy**

DEFERRED: Deferred to the Finance Committee for further review and recommendation.

**56 / 26 Pavilion Building Conditions Survey**

APPROVED: Council approved a survey to be carried out on the Pavilion building at a cost of £774.

**57 / 26 Outdoor Table Tennis**

APPROVED: Council approved the purchase of 1 x table tennis table at Broomhall Recreation Ground at a cost of £5,800 to be funded from CIL.

**58 / 26 Allotment Gates**

APPROVED: Council approved option 3 for the replacement gate at Sunningdale allotments, to be funded from property reserves.

TO NOTE: Council requested clearer guidance from RBWM regarding eligible CIL expenditure.

**59 / 26 Security Gates at Broomhall Recreation Ground**

DEFERRED: This agenda item was deferred to a future meeting.

**60 / 26 Perimeter Path around the Field**

APPROVED: Council approved the perimeter path around the field at an expenditure of £36,000 to be funded from CIL.

**61 / 26 Café at Broomhall Recreation Ground**

TO NOTE: The Clerk advised no report has been received and therefore the item was deferred to a future meeting.

**62 / 26 Recreation Ground Projects:**

APPROVED: Council agreed to investigate Options 1 and 3 further, including consideration of an appropriate playing surface for pickle ball, with a report to be presented to the November Council meeting.

TO NOTE: Cllr Morgan will be the lead on Padel and converting court 3 to padel.

A member of the public left the meeting at 8.57 pm

**63 / 26 Date of Future Meetings and Information Sharing**

TO NOTE: Next Full Council meeting: Tuesday 17 November 2026 at 7:30 pm

The meeting started promptly at 7:30pm. The meeting closed at 9:29 pm.

Signed as a true record of the meeting:

DRAFT

Signed: _____

Dated: _____

DRAFT

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SUNNINGDALE PARISH COUNCIL

# SUNNINGDALE PARISH COUNCIL

# SCHEME OF DELEGATION

Version 1 April 2025

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1. DISCHARGE OF THE SCHEME

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

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

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

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

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

2. PRINCIPLES OF DELEGATION

2.1 Section 101 of the Local Government Act 1972 provides:

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

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

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

2.4 Where the Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chairman of the Council and

must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3. AUTHORITY TO ACT

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

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

4 CONFLICTS OF INTEREST

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

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

5 COUNCIL RESERVED POWERS

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

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

Furthermore

- Unless specifically delegated then a matter remains with Full Council. This includes, but is not limited to: o Approval of the Council's Business Plan and any amendments to it.
    - o Approval of CIL Projects
    - o Approval of Regulation 14 and Regulation 16 drafts of the Neighbourhood Plan and any amendments to the extant plan

6 DELEGATIONS TO COMMITTEES - SAFEGUARDS

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

7 DELEGATIONS TO STANDING COMMITTEES

7.1 Finance Committee

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

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

Terms of Reference:
The Finance Committee will be responsible for the following:

1) Ensuring that financial procedures are being carried out in accordance with Financial Regulations;
2) Appointing a member (not a bank signatory) to verify bank reconciliations in accordance with Financial Regulation 2.6;
3) Working with, supporting, and co-operating with officers in their duties to comply with financial processes and to prepare any financial documentation on behalf of Full Council;
4) Ensuring that the Council's agreed spending objectives are met and regularly monitored against the Council's Budget and reserves position. Material variances should be reported to Full Council;
5) Considering loan and grant (including CIL) applications and making recommendations to Full Council;
6) Authorising small grants up to and equal to £500;
7) Reviewing and amending the Risk Register (quarterly) to identify, assess and evaluate risks including financial and H&S. Alerting Full Council to material changes and take appropriate action when necessary;
8) Producing, amending and annual review of Finance Committee Terms of Reference, Financial Regulations, and all finance related council policies each April in preparation for approval by Full Council in May. Currently:
    - Scheme of Delegation
    - CIL and Grants Policy
    - Financial Reserves Policy
    - Investment Policy
9) Considering any financial risks on behalf of the Full Council and recommending actions arising from any risks identified;
10) Preparing an annual budget in order to meet the council's objectives for recommendation to Full Council;
11) Recommending a precept to Full Council; 12) Ensuring the reserves are managed;
13) Overseeing all legal matters pertaining to leases, mortgages, insurance claims, easements, tenancies, contracts, loans, damage to property, vehicle insurance, debt recovery, and any other similar constructs and make recommendations to Full Council;
14) Verifying that the Council is adequately insured and reviewing insurance annually;
15) Setting the Chairman's allowance and Councillors' expenses and recommending to Full Council accordingly;

Commented [Cl1]: Should we list CIL or would this com under grants?

16) Seeking grant aid and appropriate financial support including S106 and CIL to meet the responsibilities of the Full Council. And recommending any CIL expenditure in accordance with the guidelines;
17) Making recommendation to Full Council on banking matters, short- and long-term investments, borrowings and Loan Sanction Applications for capital projects;
18) Verifying, as and when appropriate, that all loans and grants have been used by claimants for the purpose as described in the applications. If, in the opinion of the Committee, the funds have not been used appropriately a recommendation will be made to Full Council that the monies are recalled.
19) Making recommendations to Full Council on appropriate financial training needs for Council members and staff;
20) Producing an annual financial report for the Annual Parish Meeting, and ensure the completion of the Annual Governance and Accountability Return covering Year End until 31 March each year; and
21) Reviewing and considering any Internal and External auditors' reports and arranging for implementation of any recommendations
22) Receiving schedules of payments and authorising payments in accordance with the requirement of Financial Regulation 6.

7.2 Facilities & Services Committee

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

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

Terms of reference:

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

1) Managing and maintaining the cemeteries at Kiln Lane and Holy Trinity Church
2) Providing and maintaining the Councils shelters, seats, noticeboards, litter bins and dog waste bins
3) Considering and determining any new contracts and any renewals of contracts under the jurisdiction of this committee.
4) Reviewing and revising budgets for all Facilities and Services income and expenditure for the following year and submitting to full council, via the Finance Committee in line with the budget programme.
5) Setting the level of charges for facilities in respect of all the services of the Committee.
6) Reviewing, annually, the Council's inventory of land and assets including buildings.
7) Monitoring all matters relating to leases and byelaws in connection with the facilities under the control of the Committee
8) Managing the Council's woodland to enhance nature, sustainability, biodiversity, and conservation and overseeing the management of council owned trees including provision of the Tree Safety Inspection Programme.
9) Promoting safe walking and cycling routes.

10) Overseeing the management of Health & Safety policy and risk assessments and routine inspections to ensure safe practices are followed and tasks identified.
11) Verifying that agreed service levels are met by contractors.
12) Verifying that contractors working in public spaces have appropriate insurance and have undertaken risk assessments and health and safety checks. Providing specifications and contract conditions for all contracted services and projects.
13) Verifying that equipment is inspected as required by the council's insurance policy.
14) Monitoring burial and allotment usage and propose projects to enhance these services.
15) Promoting the use of services and liaise with stake holders.
16) Verifying that council provides a consistent and high-quality service to all users.
17) Authorising individual purchases up to £5,000 within its agreed operating budgets (as above) in accordance with Financial Regulation 5.15

7.3 Human Resources (HR) Committee

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

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

Terms of Reference:
The Human Resources Committee will be responsible for the following:

1) Establishing and regularly reviewing the staffing structure to best meet the Council's responsibilities & workload.
2) Keeping under review the Clerk's Job description and ensure it reflects the requirement of the role.
3) Reviewing salary pay scales for all staff and recommending any changes to Full Council.
4) Reviewing annually the budget for salaries and wages (Financial Regulation 4.2)
5) Reviewing performance management (annual appraisals) and staff training programmes with the Clerk.
6) Overseeing the recruitment process and appointment of staff and volunteers.
7) Overseeing the process for co-opting new Councillors to vacancies on the Council.
8) Reviewing staff working conditions including health, safety and wellbeing at work.
9) Considering any appeal against any decision in respect of pay – including overtime.
10) Supporting & performance managing the Clerk's work; administering that officer's leave requests and recording and monitoring their absences and authorising their overtime.
11) Reviewing and making recommendations to the Council on employment contracts.
12) Drafting polices relating to staff employment and making recommendations thereon to Full Council. Monitoring, reviewing and recommending revisions of those policies annually or as required.
13) Ensuring the Council complies with all legislative requirements relating to the employment of staff.
14) Offering an initial point of contact for the Clerk and Councillors and a point of escalation for other officers to raise questions/concerns relating to staffing levels, performance, pay and contracts.
15) Offering an initial point of contact for the Clerk and Councillors to raise questions/concerns relating to the recruitment, supervision and activities of volunteers.
16) Appointing panels to investigate grievance or disciplinary matters (excluding appeals) and making recommendations to Full Council. Each panel to consist of a minimum of three councillors not connected to the grievance or disciplinary matter

17) Appointing panels to consider appeals related to grievance or disciplinary matters and making recommendations to Full Council. Each panel to consist of a minimum of three individuals not members of the original panel nor connected to the grievance or disciplinary matter - these individuals need not be members of the Parish Council

7.4 Planning Committee

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

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

Terms of Reference

The Planning Committee will be responsible for the following:

1) Considering every planning application related to this Parish and making representations to the Borough on any application referred to the Parish Council
2) Making representations at Development Control Panel and at appeal hearings on applications which affect the Parish.
3) Considering any planning application in the neighbouring parishes which impacts on this Parish.
4) Considering any development (local) plan or strategy proposals under planning legislation affecting the Parish.
5) Upholding the principles of the Neighbourhood Plan and be party to any future update to that Neighbourhood Plan.
6) Considering any future development that impacts on the Parish and considering the infrastructure implications of such developments.

8 DELEGATIONS TO OFFICERS

8.1 Clerk

1. The Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other stature requiring the designation of a proper officer.

2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair of Council (if practicable in the circumstances).

3. The Clerk will have the authority to dispose of the Councils assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.

4. Power to authorise relevant training courses provided the expense can be met from approved budgets having considered the training needs of the employees.

5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget

6. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the HR Committee members when such work is to be sanctioned.

7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the Full Council

8. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972

9. To sign and publish the annual public notice that the Audit of Accounts is to take place and has taken place.

10. To receive members' acceptance of declarations of interest and their appointment as a Councillor.

11. Power to release press statements on any activities of the Council subject to prior consultation with the Chairman

12. Power to act on own initiative to implement the Councils policies and objectives.

13. Power to take appropriate steps to ensure the Council does not exceed its powers.

14. Power to manage all the Council's facilities and resources in accordance with the Council's policies.

15. In liaison with and after conferring with the Chairman, to make such Civic arrangements as are necessary.

16. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.

17. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.

18. Within an agreed budget the Proper Officer/Responsible Financial Officer may incur expenditure on revenue items on behalf of the Council in accordance with Financial Regulation 5.15.

19. Authority to authorise payments in accordance with Financial Regulation 6.9

20. The Clerk, in consultation with the Chair of Planning Committee, to make comment on planning applications submitted to Sunningdale Parish Council by The Royal Borough of Windsor and Maidenhead within the statutory 21day consultation period.

8.2 Responsible Financial Officer

21. The Clerk is designated and authorised to act as the Responsible Financial Officer in accordance with Section 151 of the Local Government Act 1972 and all other statutes and regulations requiring the designation of a Responsible Financial Officer.

22. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.

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

24. The Responsible Financial Officer shall ensure the approved precept request is issued to The Royal Borough of Windsor & Maidenhead (the billing authority).
25. The Responsible Financial Officer shall have authority to authorise payments in accordance with Financial Regulation 6.9

## 9. Working Groups

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

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

### 9.1.1Cemetery Working Group

Repor ng to: Facilities and Services Committee

Responsibili es:

- To review the council's cemetery regulations
- To review selected memorial applications

### 9.1.2 Business Plan Engagement Strategy Working Group

Repor ng to: Full Council

Responsibili es:

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

### 9.1.3 Cycling and Walking

- Repor ng to: Facilities and Services Committee

Responsibili es:

- To actively monitor the provision of Footpaths and Cycle paths in Sunningdale and make recommendations of improvements or new paths which would benefit the Village.
- To work with Sunninghill and Ascot Parish Council on joint plans for green infrastructure
- To liaise with RBWM on the LCWIP over the 10-year RBWM project lifecycle
- Liaise with RBWM Public Rights of Way Officer, to agree the annual maintenance requirements and allocation of budget.
- To review the provision of cycle paths in conjunction with national bodies and potential funding opportunities to improve the network.
- To review and update where appropriate the information available on the parish website for the location of footpaths, cycle paths and walks.

### 9.1.4 Recrea on Ground Working Group

Repor ng to: Full Council

Responsibili es:

- Assess the feasibility, cost/benefit and indicative cost of the following improvements to the Recreation Ground: better drainage, more parking, larger cafe, padel tennis court(s), adult fitness facilities, Splash Pad and permanent area for dog walkers next to cafe.
- Create a blueprint for the Recreation Ground which accommodates those priorities
- Oversee the Woodland Walk project and bring next steps back to Full Council

### 9.1.5 Tennis Working Group

Repor ng to: Facilities and Services Committee

Responsibili es:

- Investigate why tennis income has not reached budget since refurbishment
- Consult with users and coaches to recommend changes which can increase court utilisation
- Ensure the tennis courts are a safe place to play, ensuring our current maintenance schedule is meeting health and safety requirements

### 9.1.6 Events Working Group

Repor ng to: Full Council

Responsibili es:

- To develop an Events Policy and a programme of Events for 2025

## 10. Focus Areas (to be reviewed annually)

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

- Assigned to an Individual ('Lead Member') who may be a member or an officer of the council.

- The Lead Member may, op onally, work with other individuals to fulfil the ac vi es required.
- A Focus Area can only be set-up (and disbanded) by a committee. The Committee will define the terms of reference of the Focus Area, and the scope of their activities.

Notes

- A Lead Member normally reports to a committee but may, exceptionally, report to the Clerk's Office or the Chairman. The Lead member is responsible for managing the activities and harnessing resources to deliver the required outcomes.
- A Focus Area can only provide advice and information to the Council or a Committee. Any recommendations will be brought forward for approval to Full Council or to a committee if that Committee has appropriate delegated powers

Current Focus Areas

10.1 Allotments

Repor ng to: Facilities and Services Committee Responsibili es:

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

10.2 Cemeteries

Repor ng to: Facilities and Services Committee

Responsibili es:

- To provide the Clerk, as the Cemetery Authority representative and the Assistant to the Clerk, as the day-to-day manager of the Cemetery with support when additional cemetery requests are made that are not provided for in the standard terms.
- To review the infrastructure and ongoing maintenance of the cemetery and make recommendations in conjunction with the Clerk's Office for future works.
- To actively review the annual regulations and charging schedules in conjunction with any legislative changes and working with the Clerk's Office team member, make recommendations for changes.
- To represent Council if required in meeting with bereaved family members in relation to cemetery queries.

- To monitor the use and requirement for extension of the cemetery and potential of the option for a future purchase of a new cemetery

## Appointed representatives to external organisations:

Charters School – Cllr Evans

Holy Trinity School – Cllr Buxton

Responsibilities:

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

**Summary of Risk Register** (November 2026)

Below is a summary of the red rated risks since it was last reviewed and published and shared with the council in May 2026.

| | | | | | |
|---|---|---|---|---|---|
| F18 | Failure to spend CIL monies within 5 years of receipt | 3 | 5 | 15 | Business Plan to identify infrastructure needs and priorities - annually |
| F19 | Management of spending CIL | 3 | 5 | 15 | Cil policy and process - Clerk to have clear guidelines |
| | | 3 | 5 | 15 | Councillors' personal involvement in applications |
| R7 | Councillors in breach of breaking code of conduct | 3 | 5 | 15 | |
| CM17 | Business plan not updated on time | 3 | 5 | 15 | |
| CM13 | Effective working of Council employees undermined by Council Member | 3 | 4 | 12 | |
| L5 | Failure to comply with Employment legislation | 3 | 4 | 12 | |
| L11 | Failure by any party in a grievance process to accept recommendations | 3 | 4 | 12 | |
| S6 | Length of time for processes taking place e.g. grievance process taking a long time | 3 | 4 | 12 | |
| R9 | Members unavailable for meetings without proper reason, causing cancelations | 2 | 5 | 10 | |
| P1 | Council commits resources and funds to | 2 | 5 | 10 | |

| | | | | |
|---|---|---|---|---|
| | unsound or badly managed projects | | | |
| P17 | Woodland including the Brook/stream; damage to woodlands including fire, fallen trees | 2 | 5 | 10 |
| F3 | Funds invested inappropriately or improperly | 2 | 5 | 10 |
| S7 | Sudden loss of key personnel/Simultaneous staff absence | 2 | 4 | 8 |
| L6 | Failure to comply with GDPR | 2 | 4 | 8 |
| L2 | Failure to comply with Equality legislation (including Gender, Race and Disability Discrimination) | 2 | 4 | 8 |
| CM11 | Council Members not fulfilling obligations to Council as per Good Councillor Guide | 2 | 4 | 8 |

PARKINSON'S UK
CHANGE ATTITUDES.
FIND A CURE.
JOIN US.

## Bracknell & District Branch

01 January 2025 to 31.12.25

**Income & Expenditure statement**

| AFR row | Income | | Unrestricted | Restricted | Total |
|---|---|---|---|---|---|
| 1 | Membership | For UK office | 0.00 | 0.00 | **0.00** |
| 2 | | Group | 2,233.25 | 0.00 | **2,233.25** |
| 3(a) | Donations from UK office | Donations | 355.25 | 0.00 | **355.25** |
| 3(b) | | Gift Aid | 37.25 | 0.00 | **37.25** |
| 4 | Grants | | 7,900.00 | 0.00 | **7,900.00** |
| 5 | Legacies received directly by group | | 0.00 | 0.00 | **0.00** |
| 6 | Legacies received via UK office | | 0.00 | 0.00 | **0.00** |
| 7 | General donations | | 323.00 | 5,000.00 | **5,323.00** |
| 8 | Fundraising | | 12,662.87 | 0.00 | **12,662.87** |
| 9 | In memoriam donations and funeral collections | | 4,323.51 | 0.00 | **4,323.51** |
| 10(a) | Group activities | Social Activities/Meetings | 689.00 | 0.00 | **689.00** |
| 10(b) | | Exercise Activities | 18,457.00 | 2,575.00 | **21,032.00** |
| 10(c) | | Therapeutic Activities | 3,376.00 | 0.00 | **3,376.00** |
| 10(d) | | Holiday, Outings | 1,111.00 | 0.00 | **1,111.00** |
| 11 | Interest on bank balances | | 0.00 | 0.00 | **0.00** |
| 12 | Transfers from other Parkinson's UK groups | | 0.00 | 0.00 | **0.00** |
| 13 | Other items | | 75.00 | 0.00 | **75.00** |
| 14 | Sale of purchased items | | 0.00 | 0.00 | **0.00** |
| | **Total Income** | | 51,543.13 | 7,575.00 | **59,118.13** |

| AFR row | Expenditure | | Unrestricte | | |
|---|---|---|---|---|---|
| 15(a) | Sent to UK office membership/dons | | 0.00 | 0.00 | **0.00** |
| 15(b) | | Donations for Gift Aid | 0.00 | 0.00 | **0.00** |
| 16(a) | Group t | Research | 0.00 | 0.00 | **0.00** |
| 16(b) | | Improving Services | 0.00 | 0.00 | **0.00** |
| 16(c) | | Regional activities | 0.00 | 0.00 | **0.00** |
| 16(d) | | Financial Assistance Programme | 0.00 | 0.00 | **0.00** |
| 16(e) | | Other | 0.00 | 0.00 | **0.00** |
| 17 | Payments to other voluntary organisations | | 0.00 | 0.00 | **0.00** |
| 18 | Fundraising | | 0.00 | 0.00 | **0.00** |
| 19 | Campaigning | | 0.00 | 0.00 | **0.00** |
| 20 | Marketing | | 0.00 | 0.00 | **0.00** |
| 21 | Research activity | | 0.00 | 0.00 | **0.00** |
| 22(a) | Group a | Group/Social meetings | 283.50 | 0.00 | **283.50** |
| 22(b) | | Exercise activities | 29,384.68 | 5,914.29 | **35,298.97** |
| 22(c) | | Therapeutic activities | 8,612.05 | 3,390.00 | **12,002.05** |
| 22(d) | | Holiday & Outings | 2,428.82 | 0.00 | **2,428.82** |
| 23 | Financial Assistance | | 0.00 | 0.00 | **0.00** |
| 24 | Stationery & postage | | 75.00 | 0.00 | **75.00** |
| 25 | Group admin & related volunteer expenses | | 45.59 | 0.00 | **45.59** |
| 26 | Transfer to other Parkinson's UK groups | | 0.00 | 0.00 | **0.00** |
| 27 | Other items | | 69.24 | 0.00 | **69.24** |
| 28 | Cost of purchasing items for resale | | 0.00 | 0.00 | **0.00** |
| | **Total Expenditure** | | 40,898.88 | 9,304.29 | **50,203.17** |

# Community Grant Application Form

## Application for Grant Funding for Voluntary Organisations

| |
|---|
| Name and Address of Organisation: Bracknell & District Parkinson's Branch |
| 21 Bosman Drive, Windlesham, Surrey<br>Postcode: GU20 6JN |

| |
|---|
| Name and Role of Main Contact: Will Hague, Branch Secretary |
| |

| | |
|---|---|
| Contact details for Main Contact: | |
| Telephone: 01276 850286 | Email:<br>wghague@outlook.com |

| | | |
|---|---|---|
| Is the organisation a registered Charity? | YES √ | NO |
| If yes, please provide Charity No. | 258197 | |

| | |
|---|---|
| Total amount of Grant Requested: | £1,000 |
| Purpose of the Grant or Project: | |
| There are currently no cures for Parkinson's and so the best ways of treating the condition are through medication and exercise. The medication side is dealt with through the NHS and so, as a Branch, we focus our efforts on providing activities for members.<br>Therefore, the grant would be used to help provide a range of services to members and carers and, in particular, to help subsidise the cost of activities which help alleviate members' condition of Parkinson's. The activities include Physiotherapy, Hydrotherapy, Nordic Walking, Singing, Yoga, and Walking Football as well as access to Chiropody and a Counselling service. | |

| | |
|---|---|
| Total cost of the Project: | estimated at £59,000 for 2026 |
| From where will the remaining funds be sourced: (Please list funder and fund amounts) | |
| From other grant applications, fundraising events, and members' subs and fees.<br>Further details of our fundraising for 2026 including the founder and the amount can be seen on our website at Fundraising \| Parkinson's Bracknell and District Branch | |

| |
|---|
| |

| Who will benefit from the Project? |
|---|
| Our Branch members with Parkinson's will benefit from the continuation of the activities which will help to alleviate their symptoms of Parkinson's, which will also lead to improved mental wellbeing of both themselves and their carers, many of whom are also members of the Branch. |

| How many of these beneficiaries will be residents of Sunningdale Parish: |
|---|
| 8 |

| What are the Project Outcomes? |
|---|
| Continuation of the range of services to help alleviation of members' symptoms of Parkinson's and to improve the mental wellbeing of both themselves and their carers. |

Please return the application form to the Clerk via email: clerk@sunningdaleparish.org.uk

**Teamwork Makes the Dream Work: Our Volunteers Are the Backbone of Our Charity**

At the heart of the Chandler Club at The Ascot Day Centre is a simple truth: our volunteers make everything possible. Their kindness, time and dedication create the warm, cheerful and active environment that so many local people aged 55 and above rely on each week. Without them, we simply couldn't offer the vibrant social space that helps our members stay connected, independent and engaged.

We would love to welcome more volunteers to support all aspects of the Chandler Club's operations. With a larger team, we would be able to expand the range of activities and outings available to our members. Every new volunteer helps us reach more people across Sunninghill, Sunningdale and Ascot, ensuring that older residents continue to enjoy friendship, support and a real sense of community.

**Volunteer Drivers: Helping Our Community Stay Connected**

We are currently seeking friendly and reliable volunteer drivers to support our daily transport service. Our two minibuses run every weekday morning at 9.30am and again from 3pm in the afternoon, bringing members to and from the Chandler Club. You can choose to help with either the morning or afternoon runs, so there is no need to commit to both. Even offering just one regular shift can make a meaningful difference.

As a volunteer minibus driver, you will play a crucial role in providing essential transportation for local residents. You will help members travel safely to and from the Chandler Club at Ascot Day Centre. By joining our dedicated team, you will help our buses run more frequently, enabling our members to maintain the independence and social connections they deserve.

You do not need a D1 licence to volunteer with us. A normal manual car licence is sufficient, and full, comprehensive training will be provided. All volunteer roles are subject to a successful DBS check.

If you would like to find out more, we would be delighted to arrange a meeting with our manager and invite you to take a test run with one of our experienced volunteer drivers.

**Passenger Assistants: A Warm Welcome from Door to Door**

We are particularly keen to recruit passenger assistants to support our transport service. This is a vital and rewarding role, helping members board and disembark the minibus safely during their journeys to and from the Chandler Club and on other outings.

Passenger assistants provide reassurance, a friendly face and practical support, ensuring every journey begins and ends with care and fun.

We operate flexible volunteer schedules and truly appreciate any time you are able to offer. Whether you can spare a few hours a week or more regularly, your support will directly enhance the experience and safety of our members.

**Supporting Club Life: More Than Just Transport**

Volunteering at the Chandler Club goes far beyond driving. There are opportunities to assist with serving tea, coffee and lunch, helping to create the welcoming atmosphere our members value so highly. Volunteers also support the planning and delivery of activities, contributing ideas, energy and enthusiasm to our varied programme.

Whether you enjoy chatting over a cup of tea, organising events, or lending practical support behind the scenes, your contribution will help us provide a warm welcome from Tuesday to Friday.

**Join Us and Make a Difference**

The Chandler Club at The Ascot Day Centre is a place of friendship, laughter and belonging for local people aged 55 and above. By becoming a volunteer driver, passenger assistant or general helper, you will be joining a team that truly makes a difference every single day.

If you are interested in lending a hand, please get in touch to chat with the team and arrange a visit. We would love to meet you and show you how, together, teamwork really does make the dream work.

Telephone number: 01344624923

Email: office@ascotdaycentre.org

**Email from Ascot Day Centre April 2026**

I have looked at our statistics for the members of the Day Centre and as at the end of March 2026 we have over 100 members on our books of which 23 members who live in Sunningdale, over 20%. Some of these attend on a more regular basis than others but they all attend. (I have a list of attendees which I will share if required but because of data protection it would have to have parts redacted).

We are continually fundraising and finding it more difficult in line with other charities.

The members of our Day Centre contributed to their environs for most of their lives and now find that it is they who are need of help. We find that we have a block when organisations make choices on donations, the elderly are not seen as a priority when put against the young or more active.

Our costs for the last financial year exceeded £150,000. For the first time in 48 years the borough have imposed council rates which are discretionary on their part. Members pay £10.00 per day for attending the Centre and this includes all activities and meals.It costs us £56.00 per day for each member to attend so you can see the importance of donations and our fundraising efforts. The elderly housebound get the opportunity to leave their homes and socialise with others..

With this said I would ask that the councillors for Sunningdale Parish Council consider at their next meeting an

annual grant /allowance if possible to be allocated to the Day Centre taking into account that over 20% of our current members reside in your parish.

We received donations /grants and monies from fundraising of £116,000 last year which I can forward details if you wish.

We intend to remain serving our local elderly for many more years and it is yours and others support we need to do this.

I am attaching a recently published article requesting volunteers, donations and alerting the community to our activities. We would appreciate it if you would update your website, volunteering section to show that we are open for four days a week and the opportunities we offer.

**Email from Ascot Day Centre May 2026**

As requested, please find attached the latest list of fundraising and donation monies. (Refer to document – Donations and similar income transactions)

As you will note the Day Centre running costs totalled over £150, 000 and the amounts received were £116,000 so we greatly need your support.

# Community Grant Application Form

## Application for Grant Funding for Voluntary Organisations

| | |
|---|---|
| Name and Address of Organisation: | The Arrow District Day Centre |
| The Chandler Centre, Bagshot Rd. Sunningdale | |
| Postcode: | SL5 9PD |

| | |
|---|---|
| Name and Role of Main Contact: | ROBERT ELLISON |
| | CHAIRMAN OF THE TRUSTEES |

[redacted]

| | | | |
|---|---|---|---|
| Is the organisation a registered Charity? | | YES ✓ | NO |
| If yes, please provide Charity No. | 269845 | | |

| | |
|---|---|
| Total amount of Grant Requested: | £4,000 ~~Pounds~~ |
| Purpose of the Grant or Project: | |
| Last year the costs of running the Day Centre totalled £144,000. We provide a vital role in the local community serving the needs of the elderly. | |

| | |
|---|---|
| Total cost of the Project: | — |
| From where will the remaining funds be sourced: (Please list funder and fund amounts) | |
| All of our funds are sourced by our own fundraising activities, grants from local organisations events and donations. | |

| |
|---|
| Who will benefit from the Project? |
| For some their visit to the Day Centre is the only time our members leave to leave their home we provide a vital role in stopping loneliness & isolation amongst our elderly. |

| |
|---|
| How many of these beneficiaries will be residents of Sunningdale Parish: |
| we have over 100 members with is from the Sunningdale Parish some visiting us 4 times a week. |
| What are the Project Outcomes? |
| We combat ~~loneline~~ loneliness amongst the elderley in SO. and I feel we are able to prolong their independance, please help support |

Please return the application form to the Clerk via email: clerk@sunningdaleparish.org.uk

Donations and similar income Transactions
Ascot District Day Centre
For the period 1 January 2025 to 28 February 2026

| Date | Source | Description |
|---|---|---|
| Donations and similar income | | |
| 21 Oct 2025 | Receive Money | Donation - Sunninghill Fuel Allotment Trust |
| 24 Feb 2026 | Receive Money | Day Centre Card Receipts - Donations - other cash |
| 24 Feb 2026 | Receive Money | Day Centre Card Receipts - Donations |
| 31 Jan 2026 | Receivable Invoice | Day Centre Card Receipts - January card receipts |
| 31 Jan 2026 | Receivable Invoice | Day Centre Card Receipts - January card receipts - raffle donations |
| 19 Jan 2026 | Receive Money | Donation - AFC Gar |
| 19 Jan 2026 | Receive Money | Donation - R & D Ellison |
| 12 Jan 2026 | Receive Money | Cash Donation - No further info |
| 09 Jan 2026 | Receive Money | Donations - Donation re T Fletcher |
| 09 Jan 2026 | Receive Money | Day Centre Card Receipts - Donations - December cash |
| 09 Jan 2026 | Receive Money | Donation - Peter Wills |
| 08 Jan 2026 | Receive Money | Donations - Ascot 41Club |
| 31 Dec 2025 | Receivable Invoice | Day Centre Card Receipts - December card receipts |
| 18 Dec 2025 | Receive Money | Ascot Day Centre Benefactors - DAY CENTRE BE BENEFACTORTRANSFE |
| 15 Dec 2025 | Receive Money | Day Centre Card Receipts - Donations - November cash |
| 10 Dec 2025 | Receive Money | Donation - Donation from the Circle Gallery |
| 28 Nov 2025 | Receivable Invoice | Day Centre Card Receipts - November card receipts |
| 28 Nov 2025 | Receivable Invoice | Day Centre Card Receipts - November Xmas Fair card receipts |

| | | |
|---|---|---|
| 27 Nov 2025 | Receive Money | Donation - Malcolm Fisher legacy donation |
| 24 Nov 2025 | Receive Money | Donations - Just Giving |
| 13 Nov 2025 | Receive Money | Ascot Day centre cash receipts - Donations - Oct cash |
| 13 Nov 2025 | Receive Money | Ascot Day centre cash receipts - Oct cash banking diff |
| 12 Nov 2025 | Receive Money | Donations - Coworth Park Benefactors fundraising |
| 11 Nov 2025 | Receive Money | Donations - Just Giving |
| 11 Nov 2025 | Receive Money | Donations - Maurice Harrup legacy |
| 03 Nov 2025 | Receive Money | Donations - JustGiving |
| 31 Oct 2025 | Receivable Invoice | Day Centre Card Receipts - October card receipts - Gill Love Band event |
| 31 Oct 2025 | Receivable Invoice | Day Centre Card Receipts - October card receipts |
| 22 Oct 2025 | Receive Money | Donations - Fire Brigade Trust |
| 21 Oct 2025 | Receive Money | Donations - Sunningdale Hope Trust |
| 07 Oct 2025 | Receive Money | Cash Receipts - Donations - Sept cash |
| 07 Oct 2025 | Receive Money | Cash Receipts - September cash banking diff |
| 29 Sep 2025 | Receive Money | Donations - JustGiving |
| 26 Sep 2025 | Receivable Invoice | Cash Receipts - Sept card receipts |
| 11 Sep 2025 | Receive Money | Donations - W J Daniel & Co |
| 08 Sep 2025 | Receive Money | Donation - Berkshire Community Foundation - conservatory grant |
| 05 Sep 2025 | Receive Money | Donations - 22 Camberley |
| 05 Sep 2025 | Receive Money | Cash Receipts - August cash receipts - donations |
| 29 Aug 2025 | Receivable Invoice | Cash Receipts - Aug wk 4 card receipts |
| 26 Aug 2025 | Receivable Invoice | Cash Receipts - Aug wk 3 card receipts |
| 21 Aug 2025 | Receive Money | Donations - Wheelbarrow race event |
| 20 Aug 2025 | Receive Money | Donations - Award ceremony donation |
| 18 Aug 2025 | Receivable Invoice | Cash Receipts - Aug wk 2 card receipts |

| | | |
|---|---|---|
| 15 Aug 2025 | Receive Money | Much Loved - Donation + Gift aid |
| 11 Aug 2025 | Receive Money | Donations - JustGiving |
| 11 Aug 2025 | Receivable Invoice | Cash Receipts - Aug wk 1 card receipts |
| 04 Aug 2025 | Receive Money | Donations - JustGiving - ADC skydive |
| 31 Jul 2025 | Receivable Invoice | Cash Receipts - July card receipts |
| 28 Jul 2025 | Receive Money | Donations - JustGiving - ADC skydive |
| 21 Jul 2025 | Receive Money | Donations - ADC skydive donation |
| 17 Jul 2025 | Receive Money | Donations - PAS Holdings - sky dive |
| 15 Jul 2025 | Receive Money | Much Loved - Donation + Gift aid |
| 03 Jul 2025 | Receive Money | Cash Receipts - Donations |
| 30 Jun 2025 | Receivable Invoice | Donations - To clear overpayment and recognise donations |
| 16 Jun 2025 | Receive Money | Donations - JustGiving |
| 13 Jun 2025 | Receive Money | M A Beeching - M A BEECHING STO  M A BEECHING STO |
| 09 Jun 2025 | Receive Money | Donations - ADC skydive donation |
| 06 Jun 2025 | Receive Money | Cash Receipts - Donations |
| 02 Jun 2025 | Receive Money | Donations - Gross Amount Paid |
| 28 May 2025 | Receive Money | Donations - Gross Amount Paid |
| 20 May 2025 | Receive Money | Donations - Gross Amount Paid |
| 12 May 2025 | Receive Money | Cash Receipts - Donations |
| 12 May 2025 | Receive Money | Donations - Gross Amount Paid |
| 12 May 2025 | Receive Money | Cash Receipts - Other Cash receipts April 2025 |
| 30 Apr 2025 | Receive Money | Donations - Donation from the Comrades Club Sunninghill |
| 30 Apr 2025 | Receivable Invoice | Cash Receipts - Donations |
| 28 Apr 2025 | Receive Money | Donations - Gross Amount Paid |
| 17 Apr 2025 | Receive Money | Donations - Donation from the Benham Charitable Settlement |

| | | |
|---|---|---|
| 15 Apr 2025 | Receivable Invoice | Wadi Foundation - Wadi Foundation Resolution £6000p.a. Year 1/3 |
| 08 Apr 2025 | Receive Money | Cash Receipts - Donations |
| 31 Mar 2025 | Receive Money | Winkfield Parish Council - WINKFIELD PC WPC GRANT 03/25 BGC |
| 31 Mar 2025 | Receivable Invoice | Cash Receipts - Donations |
| 31 Mar 2025 | Receive Money | Donations - Gross Amount Paid |
| 25 Mar 2025 | Receive Money | Ascot Racecourse - Reindeer Sponsorship for The Ascot Day Centre Christm |
| 14 Mar 2025 | Receive Money | Much Loved - Donation + Gift aid |
| 06 Mar 2025 | Receive Money | Cash Receipts - Donations |
| 03 Mar 2025 | Receive Money | Donations - Gross Amount Paid |
| 28 Feb 2025 | Receivable Invoice | Cash Receipts - Donations |
| 17 Feb 2025 | Receive Money | Much Loved - Donation + Gift aid |
| 11 Feb 2025 | Receive Money | Sunninghill & Ascot Parish Council - Discretionary one-off grant/donation from Council |
| 08 Feb 2025 | Receive Money | Cash Receipts - Donations |
| 05 Feb 2025 | Receive Money | Cash Receipts - Cheque £500 - Robert Ellison, £1400 cash XMAS - January |
| 05 Feb 2025 | Receive Money | Cash Receipts - Cheque £668.50 Kate Balsover - January 25 |
| 03 Feb 2025 | Receive Money | Donations - Gross Amount Paid |
| 31 Jan 2025 | Receivable Invoice | Cash Receipts - Donations |
| 22 Jan 2025 | Receive Money | Donations - Donation from Tangent plc |
| 17 Jan 2025 | Receive Money | Donations |
| 08 Jan 2025 | Receive Money | Cash Receipts - Donations |
| 07 Jan 2025 | Receive Money | Donations - Gross Amount Paid |
| 07 Jan 2025 | Receive Money | Donations |
| Total Donations and similar income | | |

Total

# MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
2) Bold text indicates legal requirements, which a council cannot change or suspend.
3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
5) Specific areas that may need adapting:
    a) In 1.5 – is the Clerk the RFO?
    b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
    c) In section 4, does the council have committees and how many years are forecast?
    d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
    e) In 5.9, are online prices acceptable evidence?
    f) In 5.13, 5.15 and 5.17, does the council have committees?
    g) In 5.16, will a councillor ever be instructed to place an order?
    h) In 5.20, is there a minimum level for official orders?
    i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
    j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
    k) Section 10 gives two alternatives, with or without petty cash.
    l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
    m) 13.7 and 13.8 are removable if they don't apply to the council.

n) Much of Section 16 can be deleted if not applicable.

o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?

6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.

   a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.

   b) In Section 4, the council needs to determine the timescale for its budget setting.

7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.

8) Key limits to set:

   a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.

   b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?

   c) In 5.9, at what level can smaller purchases be made without competition?

   d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?

   e) In 5.18, how much can the clerk commit to spending in an emergency?

   f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?

   g) In Section 9, what are the limits for card payments?

   h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?

9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.

10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.

11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

12) Please ensure that the latest approved version is published on the council’s website.

[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

## 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];

**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 [with the RFO] 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 [with the RFO] 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 Chair {or a cheque signatory} 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 reasonable 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 (England)/budget (Wales)] 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 council] at least annually in [October] 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 Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft budgets.}

4.3. No later than [month] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/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 council {finance committee} not later than the end of [November] 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 (England)/budget (Wales)] 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 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 relevant 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 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 Procurement Act 2023 and The Procurement Regulations 2024 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 5.12) 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]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;

5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.

5.11. **Contracts must not be split 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 [£2,000] excluding VAT.
- {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
- {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
- the council for all items over [£5,000];

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

5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} 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 [£2,000] 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 {above [£250] excluding VAT} 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 [name bank]. 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/cheque], 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 [£2,000] 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], where the [Clerk and RFO] certify 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 up to the sum of [£10,000], 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 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 [two] 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. Two [councillors who are] authorised signatories 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 [council] meeting {and appended to the minutes}.

7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. 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 members], 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. 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].

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. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.

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.

8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

**9. Payment cards**

9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] 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 {and RFO} {specify other officers} 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 {under any circumstances.} OR {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. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

**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 relevant 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 will be reviewed by [the finance 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/Welsh Assembly Government] (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 be written 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 and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}

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.}

13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

## 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. [Charities]**

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

**19. Suspension and revision of Financial Regulations**

19.1. 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.

19.2. 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.

19.3. 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 [insert reference of the council's relevant standing order] 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

# Financial Regulations

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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;**

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- **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 Chair {or a cheque signatory} 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}.

**Commented [C1]:** Updated to reflect wording in NALC model Fin Regs March 2025.

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.

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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.**

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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 Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

**Commented [C2]:** Updated to reflect wording in NALC model Fin Regs March 2025

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 £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

**Commented [C3]:** Updated to reflect wording in NALC model Fin Regs March 2025

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.

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- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

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

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

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

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] 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.

**Commented [C4]:** Updated to reflect wording in NALC model Fin Regs March 2025.

Existing SPC version authorises expenditure of £1,000.

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.

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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 [two] authorised signatories.

**Commented [C5]:** Updated to reflect wording in NALC model Fin Regs March 2025.

Existing SPC version states by email and to one 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. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

**Commented [C6]:** Amended wording based upon NALC model Fin Regs March 2025.

Existing SPC version advises a councillor who is an authorised signatory shall check payment details against the invoice before approving each payment using the online banking system.

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

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

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

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

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

7.12. 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].

**Commented [C7]:** Amended wording based upon NALC model Fin Regs March 2025.

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.

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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.

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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.

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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.

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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.

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# Business Plan 2026 - 2031

Proposal from Business Plan Engagement Working Group

(Cllrs Coxon, Morgan, Newman & Pike)

Updated using the output from the 2nd Informal Business Plan meeting on 15 September 2026

**The Parish Council's Vision** is for Sunningdale to be a friendly, inclusive and welcoming village with a strong identity, fostering a vibrant community where people of all ages, cultures, faiths and backgrounds feel recognised, connected and supported.

**The Council's Mission** is **t**o represent and support the whole community strengthening wellbeing, protecting green spaces, improving services, and leading through partnership.

## Purpose of the Business Plan

The Plan provides the Parish Council with a clear framework for decision-making, investment and service delivery over the next five years. It translates community and councillor feedback into priorities, objectives and actions, helping the Council use resources effectively, measure progress and deliver its long-term vision for Sunningdale.

## Priorities for the next five years are to:

- **Strengthen Sunningdale's identity:** developing a clearer sense of place so that Sunningdale is recognised as a distinct parish, while celebrating the character of it's different areas.
- **Build a more inclusive community:** ensuring residents of all ages and backgrounds feel welcomed, heard and able to participate in village life.
- **Protect and enhance green spaces:** maintain clean, safe and attractive open spaces, walks and play areas that support health, wellbeing and community use.
- **Improve access, walking routes and connectivity:** supporting safer pedestrian access, better links across the parish and easier access to local facilities and services.
- **Support community facilities and services:** ensuring our facilities, activities and services meet the needs of families, older residents, younger people and visitors.
- **Plan responsibly for the future:** using evidence, consultation and partnering to guide investment, manage change and deliver practical improvements.
- **Meet our financial responsibilities:** while delivering value for money for our residents

# Five Focus Areas

1

**Community Engagement**
Engage with residents & stakeholders. Support community projects.

2

**Community Facilities & Services**
Upgrade the recreation ground. Explore health/ wellbeing options. Expand community events.

3

**Our Village Environment**
Support safe, accessible and sustainable travel throughout the village.

4

**Neighbourhood Plan**
Refresh the Neighbourhood Plan

5

**Financial Management**
Balance budgets. Spend CIL wisely to improve facilities and protect our assets.

# Community Engagement

| 2026-2031 Proposed Objectives | Proposed Projects | Rational for new Projects | Key Decisions of council |
|---|---|---|---|
| • Continue the implementation of the Community Engagement Policy.<br>• Resurvey Residents & Stakeholders survey midway through the plan period.<br>• Assess use of technology to better engage with residents. | • Communicate the updated Business Plan to residents[1]<br>• Implement a measurement system to track progress with community engagement[2]<br>• Undertake a survey with traders[2]<br>• Undertake a survey with teenagers[1] | • Positive and direct engagement with the community is vital to ensure effective working of the Council to address the aspirations and concerns of residents, local businesses and other stakeholders | |
| • Use CIL Stakeholder & Community Grants to support community projects. | • Review the CIL Policy[1] | • The Grants allow the Council to make a direct and positive impact on community priorities | |

Priority [1] project
Priority [2] project

# Community Facilities & Services

| 2026-2031 Proposed Objectives | Proposed Projects | Rational for new Projects | Key Decisions of Council |
|---|---|---|---|
| Ensure our green spaces are accessible & inclusive, improving them to meet the needs of all our residents. | Enhancements to the Recreation Ground including:<br>• Perimeter Path[1]<br>• Padel Courts[1]<br>• Review of play areas[2]<br>• Review of car parking[1] | • Enhancements to the Recreation Ground were requested in the Resident's Survey | Perimeter path approved 16/9/26 |
| Evaluate new & existing services to meet the needs of the community. | • Feasibility study for Hopper Bus linking local villages[2]<br>• Feasibility study for potential outreach services such as Health and wellbeing services (offered by partners & possibly in conjunction with Sunninghill & Ascot PC)[2] | • Identified in Neighbourhood Plan & requested by residents | |
| Facilitate a broader range of community events with partners and using council land & facilities where appropriate | • Feasibility study for a 'Sunningdale Festival '[1] | • Requested in the Resident's Survey | |

Priority [1] project
Priority [2] project

# Our Village Environment

| 2026-2031 Proposed Objectives | Proposed Projects | Rational for new Projects | Key Decision of Council |
|---|---|---|---|
| Improve awareness & use of local Public Rights of Way while exploring opportunities to improve accessibility | | | |
| Support safe movement around the village while encouraging walking and active travel | Identify key locations for improvement[2]<br>Candidates include<br>• Dry Arch Road<br>• Rise Road<br>• Zebra Crossing at Waitrose<br>• Charters Road | | |
| Enhance the appearance & safety of key areas of the Parish | • Enhance entrances to village[1]<br>• Improve signage in key areas[1]<br>• Maintain walkways[1] | | |

Priority [1] project
Priority [2] project

# Neighbourhood Plan

| 2026-2031 Proposed Objectives | Proposed Projects | Rational for new Projects | Key Decision of Council |
|---|---|---|---|
| • Refresh the Neighbourhood Plan following the adoption of RBWM Local Plan. | Complete Neighbourhood Plan update[1] | Neighbourhood Plan dates from 2014-2026. Work underway with Sunninghill & Ascot PC | |

Priority [1] project
Priority [2] project

# Financial Management

| 2026-2031 Proposed Objectives | Proposed actions | Rationale | Key Decisions of council |
|---|---|---|---|
| • Continue to maintain sound financial management over the plan period<br>• Aim to keep increases in precept at or below CPI by where possible<br>• Identify alternative sources of income to offset any potential increases in precept<br>• Ensure CIL funds are spent appropriately, transparently and to the benefit of a wide cross section of the Community | • Review CIL policy in the light of the adopted Business Plan[1]<br>• Identify projects which increase income[1]<br>• Identify further CIL projects[2] | • The Council has substantial CIL funds to spend during the plan period. | |
| • Achieve General Power of Competence during the plan period.<br>• Collaborate with the Village Hall Trustees to enhance the Village Hall to meet the needs of the community | Clerk achieves CiLCA[1] qualification1 | • The General Power of Competence confers broader powers on the Parish Council to enable it to act for the benefit of its residents. | |

Priority [1] project
Priority [2] project

# Recommendations

The Working Group recommends that Council should:

- Assign a lead councillor and a lead officer to each project with oversight from the relevant committee.
- Ensure each project should follow a defined methodology. The first stage should focus on scope, benefits & costs thus providing a clear justification for delivery before progressing to subsequent stages.
- Implement a robust process for monitoring the timescales, receipts and expenditure of all CIL funding allocated to projects ensuring compliance with CIL regulations.
- Produce a 'resident friendly' version of the plan can be published on our website & used to communicate with residents

**Park Yoga 2026**

49 participants weekly (average)

Over 1,000 participants over the summer period (May-Sept)

**Park Yoga 2027**

Start Sunday 2 May 2027

**Costs**

| **2026** | **2027** |
|---|---|
| £2,000 | £1,500 |

**Budget:** Other Events (305)

# Proposal to Open a Warm Space – Winter 2026/27

**Subject:** Warm Space in the Community Room
**Council:** 17 November 2026
**Agenda Item:** 82/26
**Author:** Cllr Buxton

## 1. The Resolution before the Council

This paper asks Council to open the Community Room as a Warm Space from Dec 2026 to March 2027: a free, welcoming space where residents can keep warm, enjoy a hot drink and spend time with others over the winter.

## 2. Background

High energy bills continue to leave some households choosing between heating and other essentials. Older residents, people with long-term conditions, and those on low incomes are most at risk from cold homes in winter.

Many councils, churches and libraries now run warm spaces: a welcoming, heated room where anyone can sit, have a hot drink and some company, with no questions asked. The Community Room is already heated, with officers on site during office hours, so Sunningdale can offer this at very little extra cost.

## 3. The proposal

- **What:** a free, welcoming space where residents can keep warm, enjoy a hot drink and spend time with others over the winter. Tea, coffee and biscuits are provided.
- **Who:** anyone in the community. No referral, means test or booking needed.
- **When:**
    - regular advertised sessions during Parish Office opening hours: [days and times]. These will be chosen by looking at the existing booking pattern for times when the room is usually free.
    - during library opening times: Fridays 2.30–5.30pm, Saturdays 10am–1pm and 1.30–4pm, and Sundays 11am–2pm. Anyone can sit, read or keep warm while the library is open.
    - from [start date] to [end date] (suggested December 2026 to March 2027)
- **Fixed, protected sessions:** once the sessions are advertised, they will not change and will be protected from new bookings. This means no one will travel to the Pavilion and find the Warm Space closed. This matters most for residents who are not online and would not see a change. Existing bookings are honoured.
- **Who runs it:** officers and library volunteers may be on site, but their capacity to help will be checked and agreed with them before the Warm Space opens (see Section 4).

**Using both halves of the room.** The room can be split by its bi-fold door. Using both halves at once, with the Warm Space in one half and a hirer in the other, will only be considered where the activities and access arrangements are compatible. This includes access to toilets (for example, whether visitors would need to use the outside toilets) and maintaining privacy and confidentiality for officers and hirers.

**Refreshments only.** The kitchen area has no cooking facilities, so the offer is hot drinks and biscuits, not hot food.

## 4. Operational arrangements

1. Before launch, officers review the existing booking pattern and identify regular sessions when the room is usually free.
2. Once agreed, the sessions are blocked out in the booking diary so they are protected from new bookings.
3. The session times go on the noticeboard, website and social media, in printed leaflets, and on a notice at the room door.

4. A simple daily headcount is kept so Council can review demand at the end of the winter.

Setting up the sessions is a one-off task. After that, a short weekly check of the booking diary is estimated at about 30 minutes of officer time per week.

**Running each session.** For each session it needs to be clear who will:

- welcome visitors
- set up the room and prepare refreshments
- respond to any concerns
- clear away and close the room

Officers and library volunteers may be on site, but their capacity to help will be checked and agreed with them before the Warm Space opens. A simple rota will show who is responsible for each session.

**Registration and signposting.** Sunningdale has not previously been part of the Royal Borough of Windsor and Maidenhead (RBWM) warm spaces network. If approved, the office will ask to be added:

| Who | Purpose | Contact |
|---|---|---|
| RBWM Communications team | Add the Warm Space to the RBWM safe, warm spaces map | communications@rbwm.gov.uk (RBWM warm spaces map) |
| RBWM "Here to Help" | Cost of living support to signpost visitors to | rbwm.gov.uk/here-to-help, 01628 683800 |
| Warm Welcome campaign | National directory of warm spaces (free to register) | warmwelcome.uk |

The RBWM contact above was published for the 2022/23 scheme. The Clerk should confirm it is still current. Leaflets on energy bills, benefits and local support will be kept in the room, and visitors can be pointed to the Citizens Advice service.

## 5. Reaching residents who need it

The Warm Space only works if the people who need it know about it and feel comfortable coming. This outreach is the most important part of the scheme, and it needs as much attention as opening the room itself.

**Who we most want to reach**

- Older residents, especially those living alone
- People with long-term health conditions or disabilities who are at home during the day
- Families and individuals on low incomes or struggling with energy bills
- Carers, and anyone feeling lonely or isolated over the winter

**How we describe the Warm Space**

The Warm Space is for everyone. All publicity will describe it as a free, welcoming space where residents can keep warm, enjoy a hot drink and spend time with others over the winter. There is nothing to sign up for, and no one will be asked why they have come. This matters because some of the people who would benefit most may not feel comfortable saying they are finding it hard to heat their home.

**How we will reach people**

- **Personal word of mouth:** councillors, officers and library volunteers mention the room to residents they know may benefit.

- **Trusted local partners:** posters and leaflets at the library, churches, the GP surgery, pharmacy, local shops and schools.
- **Advice services:** Citizens Advice and RBWM "Here to Help" will be asked to refer residents to the room.
- **Parish channels:** noticeboards, website, social media, the parish newsletter and local community Facebook groups.
- **Directories:** the RBWM warm spaces map and the national Warm Welcome directory.
- **For those not online:** printed leaflets and a phone number to call, as many of those most at risk do not use the internet.

**Getting there.** All publicity will include:

- the address: Community Room, The Pavilion, Broomhall Recreation Ground, Broomhall Lane, Sunningdale SL5 0QS
- simple directions from the village centre and where to park
- that the room is step-free with an accessible toilet [Clerk to confirm]
- the regular session times, and the office phone number (01344 874268) for anyone who wants to check before coming

**Checking it is working.** The daily headcount will show whether people are coming. If take-up is low after the first few weeks, the outreach will be stepped up before the scheme is reviewed.

## 6. Financial implications

The estimated total cost for the winter is £[total], based on a 17-week period (December to March). Figures in brackets are for the Clerk to confirm.

| Item | Basis | Estimated cost (£) |
|---|---|---|
| Tea, coffee, milk, sugar, biscuits | About £10 a week × 17 weeks | 170 |
| Officer time (setting up sessions and weekly check) | 0.5 hours a week × 17 weeks = 8.5 hours at £[hourly rate] | [8.5 × rate] |
| Lost hire income | Protected sessions may mean some new hire requests are declined | Up to [amount to be agreed] |
| Heating and lighting | Room is already heated during office hours | Minimal / nil |
| **Total** | | **[total]** |

**Lost revenue.** Sessions will be chosen at times when the room is usually free, so little hire income should be lost. However, because advertised sessions are protected from new bookings, some hire requests may have to be declined. Council is asked to agree how much lost hire income it is willing to accept, up to £[amount] over the winter.

**Room hire rates.** The Community Room's current published hire rates show what a lost booking would be worth:

| Room option | Hire rate (£ per hour) |
|---|---|
| Large room (whole space) | 13.50 |
| Room separated by the bi-fold door (two spaces) | 17.00 |
| Front meeting room only | 10.00 |

For example, if a two-hour booking of the large room were ever turned away, the loss would be £27. Source: Sunningdale Parish Council – Meeting Room for Hire.

**Budget.** The cost can be met from [budget line, e.g. general reserves or community grants] and does not require a precept increase. [Section 137, Local Government Act 1972].

## 7. Risks and considerations

- **Insurance:** the Clerk to confirm Council's public liability cover extends to free public use of the room.
- **Safeguarding:** Officers remain on site. A short guidance note will explain what to do if a visitor seems unwell or vulnerable, with signposting to local support services.
- **Health and safety:** The existing room risk assessment will be reviewed for drop-in use, including hot drinks.
- **Demand:** if take-up is low or very high, Council can review at its [February/March] meeting.
- **Dignity:** the room is open to everyone, so no one has to explain why they are there.

**Access.** The Pavilion is on Broomhall Lane at the recreation ground, away from the village centre. The publicity will explain how to get there (see Section 5). If the Community Room is unavailable for a longer period, Sunningdale Village Hall could be considered as an alternative venue.

## 8. Resolutions before the Council

Council is asked to vote on the following proposals:

1. **Proposal 1:** That the Council approves the use of the Community Room as a Warm Space during regular advertised sessions within Parish Office opening hours, and during Sunningdale Library's opening hours, from [start date] to [end date].
2. **Proposal 2:** That the Council approves a budget of up to £[total] from [budget line] to cover refreshments and officer time.
3. **Proposal 3:** That once the Warm Space sessions are advertised, they are protected from new bookings, and that the Council accepts a possible loss of hire income of up to £[amount] over the winter.
4. **Proposal 4:** That, before the Warm Space opens, the Clerk confirms insurance cover, updates the room risk assessment and agrees with officers and library volunteers who will run each session.
5. **Proposal 5:** That a report on usage is brought to the [February/March] meeting and at the end of the scheme.
6. **Proposal 6:** That the Clerk contacts the Royal Borough of Windsor and Maidenhead to have the Warm Space added to its warm spaces network and map, and registers it with the national Warm Welcome campaign.
7. **Proposal 7:** That the Council adopts the outreach plan in Section 5, and that all councillors actively promote the Warm Space within the community, particularly to residents who may be isolated or struggling to heat their homes.

## 9. Next Steps

If Council approves these proposals, the next steps are:

1. Officers review the booking pattern and propose regular session times, which are then blocked out in the booking diary.
2. The Clerk confirms insurance cover and updates the room risk assessment.
3. Responsibility for running each session is agreed with officers and library volunteers, and a rota is drawn up.
4. The office registers the Warm Space with RBWM and the Warm Welcome campaign, and prepares the publicity.
5. The Warm Space opens on [start date].
6. A report on usage is brought to the [February/March] meeting and at the end of the scheme.

| | |
|---|---|
| Report Title | Proposal to install ANPR camera at pedestrian crossing on A30 outside Waitrose |
| Meeting & Date | Council – 17th November 2026 |
| Prepared by | Cllr Pike |

**Report Summary**

The pedestrian crossing on the A30 outside Waitrose is used considerably by the elderly residents and businesses who live/work in close proximity. It is well known and documented that pedestrians using the crossing, are at risk, as motorists continue to flout Road Regulations.

For e.g. not keeping left on the London bound carriageway when the level crossing barriers are down. Motorists quite frequently speed up on the Bagshot bound carriageway, after the level crossing barriers are lifted. Businesses who take up the pavement area add to the difficulties that elderly residents, wheelchair users, and mothers with prams in particular, have to contend with.

In August 2023 the RBWM Council received the powers to enforce moving traffic offences such as driving through no entries.

They advised then that the first 10 locations for this enforcement had been already agreed but will be looking at new locations from May 2024 and will ensure this is one of the new locations.

In December 2025, an elderly resident (in her 80s) was struck by a vehicle, in a hit-and-run crash at this very crossing. She sustained serious injuries and had to be hospitalised for a period of time. The Police appealed for witnesses and any dashcam footage.

https://www.bbc.co.uk/news/articles/c4gv69l2e45o

In September 2026, when I was at Clarefield Court for Macmillan Coffee morning, the pedestrian crossing was once again raised by a resident who said, she took her life in her hands crossing the A30.

**Details of Recommendation**

RBWM advise

- this is a location that is appropriate for enforcement consideration
- the camera installation will cost approx. £18k and £6k per year after that.
- they have no funding for additional cameras and will not know if any funding is available in 2027/28 until February 2027.

- (when asked about utilising CIL funding) - an application for funding has been made and it will be up to colleagues to decide where that funding comes from, if agreed
- unless the Partish Council is willing to fully fund the camera nothing can happen before next year and only if funding is agreed.

**Total System & Installation Considerations**

- **Hardware vs. Full Infrastructure:** Purchasing just the camera unit is only part of the cost. Commercial or public-facing deployments often require Network Video Recorders (NVRs), specialized software licenses, pole or wall mounting brackets, cabling (PoE), and professional installation.
- **Large-Scale / Municipal Systems:** Large-scale public or congestion-zone integrated ANPR setups can cost significantly more per street site or camera node when factoring in central processing hubs and ongoing maintenance.

**RECOMMENDATION TO COUNCIL**

**That the Council fully fund the camera from CIL.**

**Reasons for recommendation**

1. Key benefits of ANPR camera recording – (a) crime reduction and law enforcement (b) high-accuracy evidential data providing clear, time-stamped digital evidence for investigations and legal proceedings (c) deters unauthorized access
2. RBWM have had Sunningdale Parish Council on their radar since 2024 but to date, have not delivered. The probability scale value of this happening in their current financial climate is very unlikely.
3. Our (joint with S&A Parish Council) Safer Roads campaign and traffic calming proposal was not adopted by RBWM.
4. Increase in volume of traffic movements in our village – housing development continues apace.

Thank you for sending me the incident log sheet and data. I have tried to make some suggestions and observations based on the log sheet.

Looking at the data

**1. Nearly all the demand is vehicle related**

The report identifies at least 24 vehicle-related incidents.

The car park appears to be functioning as:

- A meeting place
- A location for drinking
- A location for cannabis use
- A place for loud music and engine revving
- Potentially a location for vehicle-based drug activity

The fact that incidents are concentrated between 20:00 and 01:00 is quite significant.

This suggests the issue is not random daytime misuse but a predictable evening pattern.

Can I ask the following

Is the car park currently open 24 hours?

If it is, then it would be clear that unrestricted vehicle access is enabling much of the recorded behaviour.

**Car Park Closure**

One of the first options to consider is restricting access to the car park.

There are many councils and parish councils that close recreation ground car parks overnight specifically to prevent:

- Car meets
- Drug use
- Drinking gatherings
- Noise nuisance
- Fly tipping
- Vehicle-based ASB

If the recreation ground itself remains accessible on foot, you are not excluding legitimate users whilst reducing vehicle access.

If there was resource to do this, I would suggest the following

- Lock at 21:00 or dusk
- Re-open 07:00

Alternatively:

- Trial closure Friday, Saturday and Sunday initially

You would need to consider:

- Sports club access
- Emergency access
- Maintenance contractors

Based on this data I would be surprised if a closure trial did not significantly reduce incidents.

**Environmental Design Opportunities**

It may be worth considering making some physical changes, I know there is an expense, but this would help mitigate some of these issues.

I would look at:

Entry Control

- Height barriers
- Swing gates
- Timed closures

**Signage**

Current signs often simply state rules.

Instead use:

- Car park opening times
- No overnight parking
- CCTV in operation
- Offenders may be prosecuted

**Lighting**

Check:

- Car park lighting
- Paths
- Access routes

Poor lighting often creates opportunities, and too much lighting can attract use, so this needs to be balanced.

**Youth Related Issues**

The incidents recorded in the wooded areas are concerning.

These include:

- Improvised bridges
- Access to the brook
- Removal of barriers
- Late-night gathering

This feels more like a safeguarding issue than an enforcement issue.

I would consider:

- Remove improvised structures quickly.
- Reinstate barriers quickly.
- Review physical access points.
- Engage schools and youth providers if individuals become identified.

The quicker hazards are removed, the less likely they become established features.

**Drug and Alcohol Issues**

The cannabis references are repeated enough that I would treat them as a genuine pattern rather than isolated complaints. I am not sure that there is clear evidence to suggest that there is organised dealing as there is only one report.

Current evidence suggests:

- Consumption is recurring.
- The welfare incident on 9 August is the most significant concern.

**Key observation**

The most notable feature in the data is that 83% of incidents occurred between April and August and most occur after 20:00.

That suggests the site experiences a seasonal evening ASB pattern linked to unrestricted vehicle access. I would say school holidays especially in the summer where we see longer days are more prevalent.

If you can successfully reduce vehicular access after dark, I feel you will remove a large proportion of the recorded incidents in one intervention.

I hope this helps in the Parish discussions; I shall add the recreational ground to the Community Safety Officers tasking which will add some visible presence in the evening. I shall also discuss with the Ascot police team to see if some joint patrols can be conducted.

SUNNINGDALE PARISH COUNCIL

**Schedule of Full Council Meetings and Committees 2026-2027**

| | May-26 | Jun-26 | Jul-26 | Aug-26 | Sep-26 | Oct-26 | Nov-26 | Dec-26 | Jan-27 | Feb-27 | Mar-27 | Apr-27 | May-27 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Full Council Meeting | 12-May* | 16-Jun | 14-Jul | | 29-Sep | | 17-Nov | | 19-Jan*** | 23-Feb | 23-Mar | 20 Apr** | 18-May* |
| Finance Committee | | | 14-Jul | | 15-Sep | | 10-Nov | 15-Dec | 12-Jan | 09-Feb | 09-Mar | 13-Apr | |
| Planning Committee | 05-May | 02-Jun | 07-Jul | 04-Aug | 08-Sep | 06-Oct | 03-Nov | 08-Dec | 05-Jan | 02-Feb | 02-Mar | 06-Apr | 04-May |
| Human Resources Committee | | 09-Jun | | | 10-Sep | | 12-Nov | | 14-Jan | | 04-Mar | | |
| Facilities & Services Committee | | 16-Jun | 28-Jul | | 17-Sep | | | 03-Dec | | 04-Feb | | 08-Apr | |
| Cemetery Committee | | | 09-Jul | | | | | | 12-Jan | | | | |

*Annual Meeting of the Council
**Annual Parish Meeting
***Draft Budget presented

NB: A Finance Committee meeting has been provisionally scheduled for 9 February, should an additional meeting be required as part of the budget-setting process.

V3 - 13 Nov 2026

**Budget Assumptions 2027/28**

The following notes have been used in preparing the draft budget for 2027/28. These notes are intended to provide a consistent basis for budget preparation and may be amended following consideration by the Finance Committee and Council.

**Incremental Budgeting**
The budget is being prepared on an incremental basis.

**Inflation**
Operational budgets to be increased by 3.9%* where inflationary pressures are known or reasonably anticipated.

*RPI Release date 21 Oct 2026. next release 18 November (ONS website)

Utility, fuel and insurance budgets are based on the latest available quotations, contract information, or known market rates.

Existing external contracts are assumed to increase by 3.4%, unless specific information suggests otherwise. Exceptions may include gas, electricity, fuel and water costs.

**Income**
The Council will seek to maximise income from its assets whilst maintaining community accessibility and affordability.

Opportunities to generate additional income will be reviewed and incorporated where considered achievable.

Caution about the inclusion of interest from the bank

**Charging Schedule**
The Charging Schedule will be reviewed and updated following feedback from all relevant committees.

**Contracts and Services**
Existing contracts and services are assumed to continue unless the Council determines otherwise.

Known contractual increases have been incorporated where suppliers have provided notification. Where no notification has been provided it will be increased by RPI of 3.9%.

One-off projects or initiatives have not been included unless specifically identified and approved.

**Community Grants**
Provision has been made for a Community Grant budget in line with the Council's agreed priorities. Current budget is £10,000 (spend to date is £400)

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**Staffing**

Salary budgets are based on the current staffing structure.
Salary increments have been included where applicable.
Pension and National Insurance employer costs have been calculated using current rates.
Provision has been included for agreed training and professional subscriptions.
A provision of 3.5% has been included for the anticipated National Joint Council (NJC) pay award for 2027/28.

**Asset Management**

Routine maintenance budgets are based on historic expenditure, known maintenance requirements and anticipated works.

No provision has been made for major capital projects unless separately identified within the budget.

**Events**

Provision has been included for the annual Christmas Event with the continued budget provision of £10,000.

Subject to Council approval of continued support for Park Yoga, provision has been included for additional community events, including an outdoor cinema and three family fun days. (Existing budget £4,000)

**Blooms and Library**

The Council is assumed to continue its support of the Bloom project and library provision throughout 2027/28.

**Village Hall**

The Village Hall lease is assumed to continue under the current fully repairing and insuring lease arrangements.

**General and Earmarked reserves**

General reserves will be maintained at a level considered appropriate by the Council as sat out in the Earmarked Reserves and Reserve Policy. (Feb'26)

The Council agreed that there should be three months equivalent general reserves. (25% of planned gross expenditure excluding CIL)
Earmarked reserves have been reviewed to ensure adequate provision for future asset replacement, maintenance and service requirements. Reserve movements are shown below: (as at 30 September 2026).

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| | 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 CLOSED | 2,046,881.56 | 203,654.87 | 2,250,536.43 | 0.00 |
| 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 May | 0.00 | 27,337.85 | 0.00 | 27,337.85 |
| 342 | EMR CIL 25/26 Oct | 0.00 | 50,212.78 | 0.00 | 50,212.78 |
| 343 | EMR CIL 25/26 May | 0.00 | 465,893.66 | 0.00 | 465,893.66 |
| 344 | EMR CIL 24/25 Oct | 0.00 | 144,575.80 | 0.00 | 144,575.80 |
| 345 | EMR CIL 24/25 May | 0.00 | 167,594.59 | 0.00 | 167,594.59 |
| 346 | EMR CIL 23/24 Oct | 0.00 | 144,575.80 | 0.00 | 144,575.80 |
| 347 | EMR CIL 23/24 May | 0.00 | 144,094.17 | 0.00 | 144,094.17 |
| 348 | EMR CIL 22/23 Oct | 0.00 | 291,297.07 | 0.00 | 291,297.07 |
| 349 | EMR CIL 22/23 May | 0.00 | 362,996.25 | 0.00 | 362,996.25 |
| 350 | EMR CIL 21/22 Oct | 0.00 | 276,727.64 | 194,606.29 | 82,121.35 |
| 351 | EMR CIL 21/22 May | 0.00 | 49,126.58 | 49,126.58 | 0.00 |
| | | **2,473,457.76** | **2,328,087.06** | **2,494,269.30** | **2,307,275.52** |

**Precept**

The budget has been prepared on the assumption that the Council will set a precept sufficient to support approved expenditure requirements for 2027/28.

**CIL**

No assumptions have been made regarding future Community Infrastructure Levy (CIL) receipts or expenditure unless funds have already been received or committed.

**Risks and Uncertainties**

Inflationary pressures may exceed current forecasts.
Utility costs and insurance premiums may vary from budget assumptions.
Unforeseen maintenance liabilities may arise during the year, including asset and infrastructure repairs.
Further reductions in service provision by RBWM may create additional demands on Council resources.

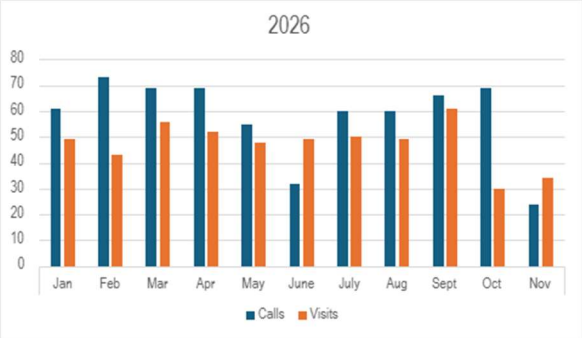
The final outturn position for 2026/27 is not yet known and a forecast will be reported to the Finance Committee in January 2027.

DRAFT

# Clerks Report – November 2026

## Summary of calls and visitors to Sunningdale Parish Council

| Summary 2026 | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2026 | | | | | | | | | | | | | |
| Month | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | TOTAL |
| Calls | 61 | 73 | 69 | 69 | 55 | 32 | 60 | 60 | 66 | 69 | 24 | | 638 |
| Visits | 49 | 43 | 56 | 52 | 48 | 49 | 50 | 49 | 61 | 30 | 34 | | 521 |
| | | | | | | | | | | | until 12 Nov | | |




## Christmas lights switch on – Friday 29 November 2026

All is on schedule for the BIG Christmas Lights Switch on Event on Friday 29 November, starting at 4pm.

Thank you to those councillors who have been able to offer their time to support the officers. If you know of anyone is available to volunteer their time then please contact Suzie in the office.

## Parish Council Christmas Opening Hours

The Parish Council will be closed over the Christmas and New Year Period as follows:

From 3:00 pm Wednesday 23 December – 9:00 am Monday 4 January 2027

## Sunningdale Parish Council donation to Royal British Legion

Sunningdale Parish Council donated £200 to the Royal British Legion for a wreath which was laid at a remembrance service held at Holy Trinity Church, Sunningdale by the Chair of the Council.

## Printing of papers for meetings

If you require any printing of papers for meetings, please contact the office 48 hours prior and we can print off the documents ready for you to collect.

The office can be busy and it's not always possible to accommodate unplanned visits.