



Windlesham Parish Council

Sarah Walker
Clerk to the Council
Email: sarah.walker@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG
Tel: 01276 471675

9th May 2019

To: The Members of the Windlesham Parish Council

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held in the Council Chamber on **Tuesday 14th May 2019, at 7.30pm** to act upon the undermentioned business.

If you are unable to attend the meeting please send your written apologies.

Sarah Walker
Clerk to the Council

AGENDA

1. To elect the **Chairman of the Council** for the ensuing year and to
 - a) Receive the Chairman's Declaration of Acceptance of Office
 - b) Chairman to receive the Chain of Office and assume the Chair
2. To elect the **Vice-Chairman of the Council** and to receive the Vice Chairman's Declaration of Acceptance of Office.
3. The Chairman to open the meeting, to report **apologies for absence** and to consider whether to approve reasons given (LGA 1972 S85(1)).
4. **Declarations of Interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e).
5. **Public Question Time:** In accordance with Standing Orders a period not exceeding 20 minutes will be allowed for public participation.
6. **Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admissions to Meetings) Act 1960.
7. **Council Minutes:** To approve as a correct record the open minutes of the previous meeting held on the 30th April 2019.
8. **Committee Minutes:** To confirm and sign the open minutes of the recent committee meetings and to adopt the recommendations and agreements contained therein:
 - a. **Planning Committee** – 30th April 2019
9. To appoint members to **existing committees and sub-committees**
 - a. Planning Committee
 - b. Civic Amenities & Recreation Committee
 - c. Finance & General Purposes Committee
 - d. Personnel Committee
 - e. Review of **delegation arrangements and terms of reference to existing committees and sub-committees.**

- f. Appointment of any **new committees**, confirmation of terms of reference, the number of members (including if appropriate, substitute councillors) and receipt of nominations to them
- 10. Review of **representation on or work with outside organisations**.
- 11. Review and adoption of appropriate **standing orders** and **financial regulations**
- 12. Review of inventory of **land and assets** including buildings and office equipment
- 13. Review and confirmation of arrangements for **insurance cover** in respect of all insured risks.
- 14. Reviewing the **Council's policies**
- 15. Setting the **dates, times and place of ordinary meetings** of the full Council and committees for the year ahead.
- 16. **Finance**
 - a. **Accounts for payment**
- 17. To receive any reports by Representatives on **Outside Organisations**.
- 18. To discuss **any business for referral to, or received from, Surrey County Council and Surrey Heath Borough Council**.
- 19. **Clerks Update**
- 20. **Notice of a motion from Cllr Halovsky-Yu to request Council to write to estate agents regarding unnecessary boards in Lightwater**
- 21. **General Power of Competence**
- 22. **To discuss a Council response to the current SCC Surrey Fire and Rescue consultation**
- 23. **GDPR** – to consider re-appointing an external Data Protection Officer
- 24. To consider any applications for **Memorials and Inscriptions**.
- 25. **Exclusion of the press and public**. To exclude members of the public, including the press, for consideration of items excluded under S1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

EXEMPT BUSINESS

- 26. **Exempt Council Minutes:** To approve as a correct record the exempt minutes of the previous meeting held on the 30th April 2019.
- 27. **Exempt Committee minutes:** To confirm and sign the exempt minutes of the recent committee meetings and to adopt the recommendations and agreements contained therein:
 - a) **Personnel Committee** – 17th April 2019
- 28. **Hook Mill Lane update**