



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER VILLAGE COMMITTEE
Held on Tuesday 9th January 2024 at 7:15pm at The Link, St John the Baptist Church, Church Road, Windlesham

Councillors	
Harris	P
Hartshorn	P
Jennings-Evans	P
Jennings-Evans	P
Malcaus Cooper	P
Stevens	P
Turner	P

In attendance: Sarah Wakefield- Assistant Clerk
Cllr Julie Hoad- SHBC Councillor

Cllr Harris took the Chair

P - present A – apologies PA – part of meeting - no information

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		Action
LVC/23/34	Apologies for absence No apologies for absence were received.	
LVC/23/35	Declarations of Interest There were no declarations of interest.	
LVC/23/36	Public question time There were no public questions.	
LVC/23/37	Exclusion of the press and public.	

	There were no Exclusions to the press & public.	
LVC/23/38	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the Lightwater Village Committee meeting held on the 10th October 2023 were approved and signed by Cllr Harris.</p>	Cllr Harris
LVC/23/39	<p>Payments for approval</p> <p>There were no payments for approval.</p>	
LVC/23/40	<p>Committee finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report up until the 3rd January 2024.</p> <p>Members expressed concern regarding the burial income which is down on what had been predicted in the budget.</p> <p>The Assistant Clerk commented that this year there had been a trend towards ashes burials with only 3 full burials taking place in Lightwater Cemetery since April 2023.</p> <p>Members noted the rest of the report.</p>	
LVC/23/41	<p>Lightwater Cemetery- to discuss the repair of Historical memorials.</p> <p>Members were reminded that 45 memorials in Lightwater Cemetery had been laid down and details of these memorials were presented. Members confirmed they were pleased to see that over a third of headstones were in the process of being repaired or families had made contact with the Parish office regarding the repair of their headstones.</p> <p>Members were asked if they wished to complete a walk around of the cemetery to identify any historic memorials which they would like to consider funding the repair of.</p> <p>While Members confirmed that they did not want to fund the repair of all the memorials which had been laid down, they unanimously resolved to complete a walk around of the cemetery to consider if there were any memorials of historic interest that they would like to repair. It was confirmed a list of memorials identified during the walk around would be brought back to the next Committee meeting for discussion. Members also confirmed they would like to use the walk around as an opportunity to discuss future plans for the cemetery and requested that this item was added to the next Committee meeting agenda for discussion.</p>	
LVC/23/42	Tree replanting	

	<p>Members were informed that following a Parish wide tree survey in 2022, it had been necessary to complete essential tree maintenance on a number of trees in Lightwater. Members were presented with information on 4 felled trees (Cherry Plum, Chinese Juniper and 2 x European Limes) which the tree surveyor suggested could be replanted. It was also noted that the replanting of these trees was not mandatory as they were either not covered by a Tree Protection Order or had not been identified by the SHBC tree officer.</p> <p>Members were also informed that since the tree survey, 2 further lime trees at Lightwater Recreation Ground had been felled due to being in a very poor condition. Cllr Harris confirmed that these trees were planted as a memorial to those who lost their lives in WWII and therefore should be considered for replanting.</p> <p>The Assistant Clerk asked members to note that the trees on Lightwater Recreation ground are not covered by a Tree Protection Order.</p> <p>Members were asked to decide if they would like to seek quotes to replant the trees, with a recommendation to Full Council to approve the work, with funding to come from the Tree Works EMR.</p> <p>Members unanimously resolved not to replace the 4 trees (Cherry Plum, Chinese Juniper and 2 x European Limes) which had been identified by the tree surveyor but unanimously agreed for quotes to be sought for the 2 x European Limes which had been subsequently felled at Lightwater Recreation Ground. Members requested quotes for the replanting and maintenance of 6ft, 12ft and 16ft European Lime trees and asked that they be brought back to the next Committee meeting for consideration.</p> <p>Members also discussed the proximity of the trees on the Recreation Ground to the bonfire which is lit each year as part of the 1st Lightwater Scouts bonfire and fireworks event. It was discussed that the Council need to work closely with the Scouts during future events to ensure no trees are damaged by the bonfire.</p>	<p>Assistant Clerk</p>
<p>LVC/23/43</p>	<p>Grant Applications</p> <p>a) <u>To consider a grant application from 1st Lightwater Scout Group</u></p> <p>The Committee considered a grant application from the 1st Lightwater Scout Group requesting £3,321.95 to help fund the following-</p> <ul style="list-style-type: none"> • Fundraising and activities that service the wider community, such as the annual Bonfire Night event • Replacing broken equipment used at section weekly meeting • Enhancing equipment to assist in the delivery of their programmes <p>Cllr Turner declared a non-pecuniary interest in this item.</p>	

	<p>Members resolved with 6 in favour and 1 against to grant £2000 for the above purposes.</p> <p>b) <u>To consider a grant application from Lightwater Community Cinema supported by All Saints Church</u></p> <p>The Committee considered a grant application from the Lightwater Community Cinema requesting £1000 to help fund the purchase and installation of an AED device on the outside wall of All Saints Church Hall.</p> <p>Cllr Harris and Cllr Turner declared a non-pecuniary interest in this item.</p> <p>The Committee felt that the grant application was incomplete, with further information being required from the landowner and applicant. Members unanimously resolved to defer making a decision on the application until the additional information had been received.</p> <p>c) <u>To consider a grant application from Lightwater Connected (Lightwater Fete Committee)</u></p> <p>The Committee considered a grant application from Lightwater Connected requesting £250 to help fund events at the Lightwater Fete.</p> <p>Cllr Harris, Cllr Malcaus Cooper and Cllr Turner declared a non-pecuniary interest in this item.</p> <p>The Committee unanimously resolved to defer making a decision on the grant until further information had been clarified by the applicant.</p>	
LVC/23/44	<p>Clerks Update</p> <p>No updates.</p>	
LVC/23/45	<p>Correspondence</p> <p>No correspondence.</p>	
LVC/23/46	<p>CONFIDENTIAL</p> <p>Lightwater Recreation Ground</p> <p>Members noted that following a meeting with Fields in Trust (FIT) it was confirmed their trustees were supportive of a proposal to transfer the land at Lightwater Recreation Ground to Windlesham Parish Council and FIT have asked to obtain the Chairity Commission's consent.</p>	

It was confirmed that FIT had given estimated costs of £1500 + VAT to transfer the land and £4000 + VAT for the removal of the dedication.

Members discussed the fee of £4000 + VAT to remove the dedication, which they believed would cover the cost of releasing the dedication from the area of land required to house the new Pavilion. It is to be noted, that this point needs clarification from FIT and independent legal advice.

Members also discussed the following process/timeline that was sent by FIT to WPC:

1. A transfer deed and a deed of dedication will be drafted and sent to the Council together with title documents for the land;
2. Council to approve the draft deeds
3. FIT will seek consent from the Charity Commission for transfer of the land to the Council
4. The Council provide plans and details for the proposed building;
5. PPC to give final approval for the transfer, deed of dedication and building at the next available meeting;
6. Signing and dating the deeds
7. Registering the deeds with the Land Registry

Members were asked to confirm if-

- 1) they wished to pursue the course of action as outlined above in steps 1-7:

Members resolved with 6 in favour and 1 against to proceed with steps 1-7 as outlined above with a caveat that Members would like to understand what liabilities WPC face as a sole trustee as opposed to a managing trustee.

- 2) they had any further questions they would like to pose to FIT.

Members confirmed that after receiving legal advice they would like to pose further questions to FIT.

- 3) they would like to commit funds for further legal advice, up to £2,000, to be funded from the Lightwater Pavilion & Rec EMR.

Members resolved with 6 in favour and 1 against to give delegated authority to the Clerk to seek quotes for legal advice up to a value of £2000 to be funded from the Lightwater Pavilion & Rec EMR. Members also agreed that that they would like to investigate the possibility of using the 20 minutes free legal advice from SALC, which they would like to use prior to accessing any paid advice.

- 4) they wished to prepare a public consultation to help inform the design of the building and help support a Your Fund Surrey application.

It was discussed that although a public consultation had been conducted in 2019 it was confirmed by Cllr R Jennings-Evans that a further consultation would be required for an application to Your Fund Surrey to be considered.

Members resolved with 6 in favour and 1 against to prepare a public consultation to include a proposed design/s for the new Pavilion building.

Members also resolved with 6 in favour and 1 against to give delegated authority to the Clerk to seek 3 quotes from companies to produce the design/s for a new Pavilion building and it was agreed to fund this from the Lightwater Pavilion & Rec EMR, with a spend of up to £5000.

Members agreed that companies should be asked to provide quotes for floorplans to include ground and mezzanine floors with front, side and rear elevations.

It was also agreed that a Task Group would be formed to include Cllr Harris, Cllr Malcaus Cooper, Cllr R Jennings Evans and Cllr Turner. The purpose of the Task Group would be to review the previous tender specification/design brief resulting from the 2019 consultation and put together a design specification which would go out to the companies asked to quote.

It was also confirmed that members would like to have the designs in place by April 2024, so they are in a position to consult with the public in the Spring. They also noted that their aim was to apply to Your Fund Surrey by September 2024.

There being no further business, the meeting closed at 21:05

INCOME AND EXPENDITURE REPORT AS AT 31 March 24
LIGHTWATER VILLAGE (Cost Centres 400-456)

The schedule below reflects the Income and Expenditure report for Lightwater Village (extracted from the Windlesham Parish Council Income and Expenditure report). Reference should be made to the 'Actual Year to Date' column as this reflects total income/expenditure in the period starting 1 April 23 with the 'Current Annual' reflecting the Annual Budget.

All amounts have been accounted for in the year save interest receipts for March 24 from RBS and Santander, These are estimated to total approximately £230. A report for the initial period of 2024-25 has not been run as there is no significant expenditure in the current year.

Income

Income for the village is derived from the following sources:

	Actual YTD £	Budget Full Year £
- Burial fees	16,476	24,300
- Allotment fees	660	646
- Precept	132,161	132,161
- Interest received	6,008	1,656
- Other income	557	0
- Field of Remembrance	402	2,824
	<u>156,264</u>	<u>161,587</u>

Income is budgeted as an annual total but is received periodically over the year, notably the Precept which is paid in two tranches. Both tranches have now been received.

CIL income is also received periodically but is not budgeted for and is transferred to an EMR as and when received for use within the village. The current balance stands at £0, the amount held being used as part of the payment for the new Lightwater Playground (FC 1Feb 23 C/22/184d).

Expenditure

The majority of expenditure is contracted for by the PC with costs are allocated to the individual villages based on a pre-determined split depending on the nature of the expenditure. In the case of Lightwater the following accounts are essentially controlled by the Village Committee:

	Actual YTD £	Budget Full Year - £
- 405/4100 War Memorial	183	1,000
- 410/4160 Greenspace Contingency	3,245 (1)	3,245
- 410/4185 Planting	1,941 (2)	1,977
- 410/4190 Christmas Trees	1,711 (3)	1,000
- 410/4220 Playground Repairs and Renewals	45,611 (4)	4,000
- 430/4500 Cllr Allowances & Training	11,434 (5)	11,667
- 440/4650 Grants	4,900 (6)	8,000
- 450/4915 Festive Lights	4,498 (7)	4,725

-	455/4055	Pavilion Utilities	50	(8)	300
-	455/4905	Pavilion Capital Project	0		5,000

- (1) The element of the Greenspace Contingency spend has been offset via a transfer from reserves totalling £2,989 (FC 29 Mar 23 C/22/215);
- (2) The Planting cost covers the charge for hanging baskets in the village to cover the full year and paid in April 23;
- (3) The overspend on Christmas trees was discussed at the Full Council meeting on 27 June 23 where it was resolved that an overspend would be taken from the general reserves (C/21/43b);
- (4) The Playground Repairs and Renewals budget has been committed towards the total cost of £44,500 as noted above (FC 1Feb 23 C/22/184d). A total of £40,765 has been transferred from EMRs;
- (5) Councillor Allowances cover the monthly allowances paid to Councillors plus an element of training;
- (6) The Grant total of £4,900 comprises a credit of £500 as a year end accrual for a grant to Lightwater Connected for the purchase of a Lightwater sign for the village (FC 29 Mar 23 C/22/217) along with grants given to: i) Harper Asprey - £1,000 towards a veterinary x-ray machine; ii) Lightwater School - £500 towards the new library; iii) Lightwater Library - £500 towards legal fees; iv) Neighbourhood Watch - £150 towards the cost of the newsletter; iv) grant of £2,000 to Lightwater Scouts; v) an accrual of £1,000 to fund an AED device at All Saints and an accrual of £250 to Lightwater Connected in connection with the fete;
- (7) The amount reflected is the annual cost of festive lights in the village, payable to LightAngels;
- (8) The Pavilion utility charge is related to the half-yearly water supply, primarily the fixed charges

Note that the Greenspace contract is currently a central one but will devolve to each village post the revised tender process.

Total expenditure for the period 1 April 23 to 31 March 24 is £208,773 before the EMR transfers of £49,029 – a net total of £159,744 reflecting 85% of the annual budget spend, marginally below expectations based on an even spread of costs. In total therefore Lightwater has underspent the budget by £28,811 the majority of which arises from its share of top level costs.

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Lightwater								
<u>400 Lightwater Cemetery</u>								
1000 Burial fees	2,088	16,476	24,300	7,824			67.8%	
Lightwater Cemetery :- Income	2,088	16,476	24,300	7,824			67.8%	0
4005 Ashes interment	180	1,430	1,700	270		270	84.1%	
4050 Rates	0	761	1,400	639		639	54.4%	
4060 Maintenance	0	4,230	14,000	9,770		9,770	30.2%	1,940
Lightwater Cemetery :- Indirect Expenditure	180	6,421	17,100	10,679	0	10,679	37.5%	1,940
Net Income over Expenditure	1,908	10,055	7,200	(2,855)				
6000 plus Transfer from EMR	0	1,940						
Movement to/(from) Gen Reserve	1,908	11,995						
<u>405 Lightwater Heritage</u>								
4100 War Memorial	0	183	1,000	817		817	18.3%	
Lightwater Heritage :- Indirect Expenditure	0	183	1,000	817	0	817	18.3%	0
Net Expenditure	0	(183)	(1,000)	(817)				
<u>410 Lightwater Grounds Maintenance</u>								
4160 Greenspace Contingency	0	3,245	1,000	(2,245)		(2,245)	324.5%	2,989
4165 Greenspace Contract	3,132	36,723	36,800	77		77	99.8%	
4185 Planting	0	1,941	1,977	37		37	98.2%	
4190 Christmas Trees	0	1,711	1,000	(711)		(711)	171.1%	
4195 Tree Maintenance/Surgery	517	12,204	11,020	(1,184)		(1,184)	110.7%	217
4220 Playground Repairs & Renewal	65	45,611	4,000	(41,611)		(41,611)	1140.3%	40,765
4420 Finance System	0	0	0	(0)		(0)	0.0%	
Lightwater Grounds Maintenance :- Indirect Expenditure	3,714	101,436	55,797	(45,639)	0	(45,639)	181.8%	43,972
Net Expenditure	(3,714)	(101,436)	(55,797)	45,639				
6000 plus Transfer from EMR	106	43,972						
Movement to/(from) Gen Reserve	(3,608)	(57,464)						
<u>415 Lightwater Allotments</u>								
1030 Allotment Fees	0	660	646	(14)			102.2%	
Lightwater Allotments :- Income	0	660	646	(14)			102.2%	0

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4060 Maintenance	0	300	1,900	1,600		1,600	15.8%	
4070 Allotment Refunds	0	4	38	34		34	10.0%	
Lightwater Allotments :- Indirect Expenditure	0	304	1,938	1,634	0	1,634	15.7%	0
Net Income over Expenditure	0	356	(1,292)	(1,648)				
420 Lightwater Staffing								
4300 Salaries	3,246	35,320	35,320	0		0	100.0%	
4340 Local Government Pension	931	10,439	10,439	0		0	100.0%	
4345 HMRC Payroll	735	9,345	9,345	0		0	100.0%	
4350 Training	291	543	535	(8)		(8)	101.6%	
Lightwater Staffing :- Indirect Expenditure	5,203	55,647	55,639	(8)	0	(8)	100.0%	0
Net Expenditure	(5,203)	(55,647)	(55,639)	8				
425 Lightwater Administration								
1076 Precept	0	132,161	132,161	0			100.0%	
1800 Other Income	0	557	0	(557)			0.0%	
1900 Interest Received	262	6,008	1,656	(4,352)			362.8%	
Lightwater Administration :- Income	262	138,726	133,817	(4,909)			103.7%	0
4350 Training	(154)	0	0	0		0	0.0%	
4380 Elections	0	1,933	1,520	(413)		(413)	127.2%	1,933
4400 Legal/HR/Recruitment Costs	81	1,951	2,660	709		709	73.3%	
4410 Cleaner	0	0	285	285		285	0.0%	
4415 Insurance	0	1,761	1,617	(144)		(144)	108.9%	
4420 Finance System	0	492	836	344		344	58.8%	
4425 External Finance Support	0	159	159	0		0	99.9%	
4430 Licences & Subscription	28	1,545	2,473	928		928	62.5%	
4435 Office Expenses	7	778	760	(18)		(18)	102.3%	
4440 ICT Costs	180	3,588	1,900	(1,688)		(1,688)	188.8%	1,184
4445 Audit	627	587	798	211		211	73.5%	
4455 Telecoms & Security	57	658	698	40		40	94.3%	
4550 Office Building Costs	0	145	145	0		0	99.9%	
4555 HMLD Building Costs	0	15	0	(15)		(15)	0.0%	
4600 Annual Meeting & Civic Costs	254	919	760	(159)		(159)	120.9%	
4950 Hall Hire	44	480	453	(27)		(27)	105.9%	
Lightwater Administration :- Indirect Expenditure	1,124	15,009	15,064	55	0	55	99.6%	3,117
Net Income over Expenditure	(861)	123,717	118,753	(4,964)				
6000 plus Transfer from EMR	0	3,117						
Movement to/(from) Gen Reserve	(861)	126,834						

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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EM
<u>430 Lightwater Councillors</u>								
4500 Cllr Allowances, Training & Ex	969	11,434	11,667	233		233	98.0%	
Lightwater Councillors :- Indirect Expenditure	969	11,434	11,667	233	0	233	98.0%	
Net Expenditure	(969)	(11,434)	(11,667)	(233)				
<u>435 Lightwater Council Buildings</u>								
4060 Maintenance	0	2,714	3,800	1,086		1,086	71.4%	
4525 Bagshot Chapel Building Costs	0	1,017	3,040	2,024		2,024	33.4%	
4550 Office Building Costs	119	2,528	2,445	(83)		(83)	103.4%	
4555 HMLD Building Costs	2	2,635	3,040	405		405	86.7%	
Lightwater Council Buildings :- Indirect Expenditure	121	8,892	12,325	3,433	0	3,433	72.1%	
Net Expenditure	(121)	(8,892)	(12,325)	(3,433)				
<u>440 Lightwater Grants</u>								
4650 Grants	1,250	4,900	8,000	3,100		3,100	61.3%	
Lightwater Grants :- Indirect Expenditure	1,250	4,900	8,000	3,100	0	3,100	61.2%	
Net Expenditure	(1,250)	(4,900)	(8,000)	(3,100)				
<u>450 Lightwater Capital Projects</u>								
4915 Festive Lights	0	4,498	4,725	228		228	95.2%	
Lightwater Capital Projects :- Indirect Expenditure	0	4,498	4,725	228	0	228	95.2%	
Net Expenditure	0	(4,498)	(4,725)	(228)				
<u>455 Lightwater Pavilion</u>								
4055 Pavilion Utilites	0	50	300	250		250	16.5%	
4905 Pavilion Capital Project	0	0	5,000	5,000		5,000	0.0%	
Lightwater Pavilion :- Indirect Expenditure	0	50	5,300	5,250	0	5,250	0.9%	0
Net Expenditure	0	(50)	(5,300)	(5,250)				
<u>456 Windlesham field of Remembranc</u>								
1040 Field of Remembrance Income	0	402	2,824	2,422			14.2%	
Windlesham field of Remembranc :- Income	0	402	2,824	2,422			14.2%	0
Net Income	0	402	2,824	2,422				
Lightwater :- Income	2,350	156,264	161,587	5,323			96.7%	
Expenditure	12,561	208,773	188,555	(20,218)	0	(20,218)	110.7%	
Net Income over Expenditure	(10,211)	(52,509)	(26,968)	25,541				
plus Transfer from EMR	106	49,029						

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(10,104)	(3,480)						
Grand Totals:- Income	2,350	156,264	161,587	5,323			96.7%	
Expenditure	12,561	208,773	188,555	(20,218)	0	(20,218)	110.7%	
Net Income over Expenditure	(10,211)	(52,509)	(26,968)	25,541				
plus Transfer from EMR	106	49,029						
Movement to/(from) Gen Reserve	(10,104)	(3,480)						

Item 8- Lightwater Cemetery

a) Historical Memorials

At the January 2024 committee meeting, members unanimously resolved to complete a walk around of the cemetery to consider if there were any memorials of historical interest that they would like to repair. It was confirmed a list of memorials identified during the walk around would be brought back to the next Committee meeting for discussion.

Cllrs Turner and Stevens attended a walk around of the cemetery in February and did not identify any memorials for repair.

Members are asked to confirm that there are no memorials of historical importance in the cemetery they would like to repair.

b) To discuss obtaining a Topographical Survey of the land at Lightwater Cemetery

Cllr Harris has requested that the Committee considers obtaining a topographical survey of the land at Lightwater cemetery.

What are topographic surveys used for?

As well as professionals, such as architects, civil engineers, and planners, using topographic surveys to make informed decisions on design and project management, topographic surveys are also used as a legal document to define boundaries of a property.

What is likely to be surveyed in a topographical survey?

Depending on the requirements of a project, the surveyed elements will vary. Typical elements include the following:

- Area boundary lines
- Buildings & structures
- Features adjacent to the site
- Trees, bushes & vegetation positions
- Ground heights, contours & surfaces

Additional Information:

The Clerk is in the process of working with a solicitor to register all the land at Lightwater Cemetery.

During initial research relating to a review of the three cemeteries in the Parish, the Clerk engaged in dialogue with an organisation responsible for overseeing the expansion of Southwark Cemetery. Their expertise revealed the intricate and costly nature of cemetery expansion, underscored by the imperative adherence to various environmental regulations and the possible requirement of environmental permits. Key considerations encompassed drainage systems, proximity to water bodies, and protected sites such as areas of conservation, special protection areas, SSSI, local nature reserves, and ancient woodlands.

Given these stringent prerequisites, any expansion necessitates comprehensive land surveys, environmental assessments, and drainage analyses, alongside consultation with burial ground specialists. It has been communicated by the contacted organisation that they are inclined to collaborate primarily with principal councils equipped with in-house legal and environmental advisory teams, as well as readily available surveyors.

Felling licenses:

It is also to be considered that where a tree must be felled outside of a private garden, a felling licence may be needed. If the tree, or trees, amount to 5 cubic metres of timber by volume, it's

usually an offence to fell without one. The relevant government departments can discuss conditions before issuing a licence.

Funding options:

Cemetery EMR- £25,000

Top level Cemeteries EMR - £39,070 (with a recommendation to Full Council to release funds)

Members are asked to decide if they would like to proceed with a topographical survey of the land at Lightwater Cemetery and if so, to decide if they would like to give delegated authority to the Clerk, in conjunction with the Chair and Vice-Chair to seek quotes based on agreed criteria and award based on best value and or suitability.

Members are also asked to decide an upper spend for the survey and how it should be funded.

c) To discuss landscaping in the cemetery

At the January 2024 committee meeting, members confirmed they would like to use the historic memorial walk around as an opportunity to discuss future plans for the cemetery and requested that this item was added to the next Committee meeting agenda for discussion.

It is recommended that prior to commencing any landscaping works the topographical survey is completed, but members could consider obtaining quotes for new fencing to be fitted once the boundary lines have been agreed.

Members are asked to decide if they would like to seek quotes to replace the cemetery boundary fence and if so, to consider funding options.

d) To discuss the cemetery hedge/fence

In March 2024, a section of hedge which runs along the cemetery boundary was removed by a resident and replaced by fencing and a gate into the cemetery. Photographs of the hedge/fence have been circulated and viewed by members of the Committee. The office has spoken to one of the villages PCSO's and he has advised there is no action the police can take regarding the issue.

The office has also been in contact with the Enforcement department at SHBC and we are waiting advice from them with regards what action can be taken and if they have on record details of any approved gate licenses in the cemetery.

Members are asked to decide what course of action, if any, they would like to take.

Item 9- Grant Applications

- a) To consider a grant application from Lightwater Community Cinema supported by All Saints Church

At a committee meeting on 9th January 2024, members considered a grant application from Lightwater Community Cinema requesting £1,000 to help fund the purchase and installation of an AED device on the outside wall of All Saints Church Hall but felt that the application was incomplete and requested that further information from the applicant and landowner was received.

The applicant has submitted additional documentation which can be viewed in Document 1.

Members are asked to decide if they wish to award the grant for the above purposes.

- b) To consider a grant application from Lightwater Connected (Lightwater Fete Committee)

At a committee meeting on 9th January 2024, members considered a grant application from Lightwater Connected requesting £250 to help fund events at the Lightwater Fete but deferred making a decision until further information regarding insurance cover had been clarified by the applicant.

The applicant has confirmed insurance details will be received in mid-April.

Members are asked to decide if they wish to award the grant for the above purposes, pending confirmation of the insurance.



WINDLESHAM PARISH COUNCIL
GRANT APPLICATION FORM GRANTS £500- £1000
 Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot Lightwater Windlesham

Name of Organisation	LIGHTWATER COMMUNITY CINEMA SUPPORTED BY ALL SAINTS CHURCH
Registered Charity Number (if applicable)	N/A.
Contact Name	[REDACTED]
Position within the organisation	VOLUNTEER
Telephone number	[REDACTED]
Address of organisation	C/O ALL SAINTS PARISH OFFICE BROADWAY ROAD, LIGHTWATER SURREY, GU18 5ST.
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	PLEASE SEE THE ATTACHED SUBMISSION / JUSTIFICATION.
Total cost of purpose/project	£1986 INC VAT
Amount of grant requested:	£1000

Total number of users of your organisation	UP TO 200
Number of your users resident in Windlesham Parish who will directly benefit from the grant	UP TO 200.
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	N/A

Supporting documentation to be submitted with the grant application:

A copy of the written constitution

I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.

Yes No

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the conditions:

Signed...

[Redacted signature area]

Position in organisation... VOLUNTEER Date... 20/12/2023

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact clerk@windleshampc.gov.uk.

The completed form should be returned to The Clerk to Windlesham Parish Council,
The Council Office, The Avenue, Lightwater, GU18 5RG or to one of the Parish Councillors.

For official use

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	

Sarah Wakefield
Windlesham Parish Council
The Council Offices
The Avenue
Lightwater
GU18 5RG
7th February 2024



Broadway Road Lightwater GU18 5SJ

Dear Sarah

Re: Grant Application - Lightwater Community Cinema AED

I am writing, as churchwarden of All Saints' Church Lightwater and chair of the All Saints' Church Hall committee, in support of the grant application from the Lightwater Community Cinema.

In particular, I wanted to address the points raised in your email sent to [REDACTED] on the 15th January 2024.

Lightwater Community Cinema is supported by All Saints' Church under the terms of reference attached for your information.

Part of the agreement between the church and the cinema is that the cinema can ask the Parochial Church Council (PCC) for permission to spend any surplus money it makes on projects that benefit the community. The PCC is the church's governing body and is chaired by Revd. David Sigsworth.

In the case of the proposed AED the PCC approved this purchase and the positioning of the device on the outside of the church hall (this is recorded in the minutes of the PCC meeting held on January 24th 2024 which are attached for your information). You will see that the minutes also state that the church will take on any ongoing costs such as power for the device.

I trust that this information will address your questions but if you do require further clarification then please feel free to contact me.

Yours faithfully

[REDACTED]

[REDACTED]

Lightwater Community Cinema - Terms of Reference

Lightwater Community Cinema's mission is to provide a free cinema on a monthly basis to the local community. The cinema is held in All Saints' Church hall (the hall). The cinema is run by a small team of volunteers and is supported by All Saints' Church (the church) and its Parochial Church Council (the PCC).

Relationship between the church and the cinema

The church sees the provision of the cinema as a gift to the community and waives the cost of hiring the hall. The church also provides the relevant licence to allow the films to be shown in public and handles the money associated with the cinema (see finances section below). Publicity for the cinema includes a statement that it is supported by the church and includes the church logo where possible. The church also provides technical support to the cinema team on a best efforts basis.

Control of content

The incumbent (the current vicar, or in the case of a vacancy the churchwardens) sets a content policy that ensures that the films shown are in line with the values of a Christian community. Broadly speaking we do not permit the showing of films with excessive violence, blasphemy, sexual content or swearing. All screenings must include the BBFC rating for the film(s) in any publicity material. Where these ratings have age related entry restrictions these must be enforced by the cinema team.

Facilities and Ownership

The equipment used for the cinema includes specific items (namely a projector, Blu Ray player, screen and associated peripherals) purchased with grants that were obtained when the cinema was established. Ownership of these items, and the associated responsibility for maintaining them in good order, has passed to the church. This means that the church can use these items for other activities. The cinema is also able to make use of other facilities provided in the hall (including, but not limited to, sound system, chairs, kitchen facilities, toilets).

Finances

The cinema is provided free of charge but visitors are asked if they would like to make a voluntary donation. These donations are paid into the church bank account and are recorded in the church accounts as specific cinema income. Up until the end of 2022 these amounts were recorded as "Restricted" meaning that they have to be spent on the cinema itself. Expenses directly associated with the cinema include purchasing the Blu Ray Discs of the films shown and maintenance items such as spare projector bulbs.

The success of the cinema means that there is a surplus in the bank account and the cinema team have indicated that they would like to use this to fund other community projects (e.g a defibrillator). From 2023 all new cinema income will be recorded as "Designated". This gives the PCC discretion to allow more flexibility on how the money is spent.

The remaining restricted funds will first be used to buy a spare projector bulb. Should any restricted funds remain the cinema team will need to write to the PCC asking that the funds be diverted into the new "Designated" fund for later distribution to community projects. Once this fund reaches a suitable level the cinema team will then ask the PCC to make a donation from the "Designated" fund to the chosen community project(s). A small "float" should remain to cover any unexpected cinema costs. In order to protect against the funds being spent on projects that do not meet a community need or conflict with the values of the church the PCC will need to approve any community expenditure.

This arrangement ensures the financial viability of the cinema and removes the need for the cinema team to manage accounts and have a separate bank account. If the cinema ceases to operate in the future the PCC will consider making a gift to a suitable community project with any remaining balance returned to unrestricted funds.

Health and Safety

As with any activity in the hall the cinema team need to ensure that they provide a safe environment for those attending.

Specific requirements already identified include:

- A strict limit of 120 people in the hall
- That chairs are joined together in rows
- That emergency exits are all pointed out before the film starts and are accessible and either open or easily opened if an evacuation is needed

In addition to the above a risk assessment needs to be provided by the cinema team to the PCC. The church will try to provide help with completing this. The risk assessment should be reviewed on an annual basis and any changes, including new risks identified, highlighted to the PCC. Any accidents or safety related incidents should be noted in the accident book.

Liability

For the purposes of public liability cinema screenings will be considered a church event and will be covered by the church's public liability insurance.

Steering Meeting

A steering meeting will be held at least once a year. It will be attended by the hall committee chair, the incumbent and representatives from the cinema team.

Review

These terms of reference should be reviewed by 31st December 2028 or earlier in the case of any material changes to the cinema or its relationship with the church and/or PCC.

March 2023

Version 1.1 - adds liability clause per PCC meeting 22nd March 2023 and BBFC requirement.

Minutes of the Meeting of the Parochial Church Council of All Saints' Lightwater Wednesday 24th January 2024 8pm - All Saints' Church



The Vicar began the meeting with prayer.

- Apologies for absence – none
- Notification of any other business – Proposal for defibrillator
- Roundabout write up for this meeting – [REDACTED]

- **Minutes of PCC meeting 22nd November 2023** – approved and signed.
 - Attendees updated on the signed minutes to include [REDACTED]
 - Deposit Bank account signatories are now up to date. Standing Committee will be following up on new signatories for the current account after the APCM. Action complete
 - Nigel has advised that the Health & Safety policy is ready for approval. He has checked the proposed wording in Section 1 and confirms that there is no legal implication in changing “rectified” to “as quickly as possible”. Specific names will be removed from the policy. Action complete.
 - Chris advised we do not currently have a thermometer in the kitchen to ensure food is cooked thoroughly and one will be purchased. Action complete.

- **Matters Arising - none**

- **Standing Committee Minutes 10 January 2024** – previously circulated for information.

- **Correspondence**
 - Letters of thanks received from Tear Fund and from Besom

- **Finance**
 - **Monthly Report**
 - We closed the year with a positive variance on the budget of approx. £30k largely due to one off donations, no expenditure on a Youth Worker, and some expenditure being pushed back to 2025. The year closed with a surplus of approx. £8K. One off donations included a grant from the Diocese for heating plus one other significant donation which is not expected to be repeated.
 - Cash position is that we have just under £90k in the bank and will finish the year with approx. £86k due to pending payments. Notes to be added on the monthly report will include an explanation of pending payments.

All Saints' Church Lightwater



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o ACCOUNTS are balanced on a payment basis not an accrual basis.

- o The Stewardship campaign has resulted in an increase in planned giving which has been maintained over the past 2 months.
- o Christmas Giving will be updated at the next meeting.

2024 Budget

- o Deanery has requested approx. £200 towards employing a Deanery Secretary. This is not material so the 2024 budget will not be updated to include this.
Youth Worker budget – this may not be needed if we eventually have an Apprentice (see item below). The budget projections will need to be adjusted in year and will reflect the status of Youth Worker recruitment. Currently there is a £15k deficit for the budget. We are approving a deficit budget and will work to manage it through the year.

ACTION: Imran to add a note on the budget regarding the Youth Worker.

- o Projector maintenance and service – [REDACTED] had previously circulated a document detailing a proposed maintenance contract on the projector for the AV system, which presents a single point of failure. The cost would be £510/year. With a maintenance contract the service provider would visit at least once per year and would attend a breakdown within 3-5 days. Cover will include all projector components.

Proposal: to set up a maintenance contract on the projector and AV system

Proposer – [REDACTED]

Seconder – [REDACTED]

The PCC unanimously approved the proposal.

● Church Development Plan (CDP) – update from the Vicar

- o Grow a Serving Congregation – finding our gifts is key to this element. The Vicar and wardens would like to do a survey, maybe one which could be handed out during Lent. The survey format would need to be established by a small team of people. We should consider listing things that are required (roles, services, etc) but we also need to ask people to tell us their talents. There may be standard forms available for a survey. The preferred method of distribution for the survey is to hand it out to named individuals with a specific request to return it.

[REDACTED]

- o Grow Faith & Prayer – We have been considering running an Alpha course to extend our reach into the community. A course (which does not have to be Alpha) could be run in September which would give us time to prepare. [REDACTED] informed the PCC that the Deanery are discussing running an Alpha course in May – we could do something later in the year, maybe in collaboration with the Deanery, and invite people from the wider community. We could potentially receive money towards a course if we collaborate with the Deanery. It was noted that running a course with the Deanery would be a big commitment.

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- o Grow Families - Youth and Children Outreach – These two spheres require different skill sets for Youth and younger children. Since the CDP was drafted the Youth Apprentice scheme has come along which might impact our plan.
- o Use of the Church Building – we will not be holding a flower festival this year. [REDACTED] has spoken to Hammond school to find out if they would be interested in using the church building to run a project. PCC agreed this is a good idea and [REDACTED] will contact Hammond to inform them of the PCC's decision.

- **Youth Apprentice Scheme**

The Vicar had previously circulated a document setting out a proposed scheme being run by the Diocese to recruit Youth Apprentices. The Vicar invited the PCC to review the scheme and to advise if we consider this a scheme to apply for. Two members of staff within the Diocese teams have encouraged us to apply, one of whom knows our youth group and youth leaders well. We will need to submit a completed application form along with a role description.

The scheme runs over 6 years with relatively low costs in the first four years when the apprentice is employed by the Diocese. Employment transfers to the individual churches in the fifth year with significantly increased costs and by year 6 the cost is substantial. Do we still want to apply? Ruth and David will talk to the Youth Leaders about the proposal. We are a middle size church and would want a part time worker but recognise that there is currently not a model for this in the Diocesan proposal. One idea might be to work with another church in order to provide enough opportunity and to cover the costs of a full-time role.

After discussion, the PCC gave approval to applying this year if the All Saints' youth leadership team themselves are in agreement. If we are not successful, we could reapply next year.

Andy asked who would decide on the objectives for the person - D [REDACTED] advised that we would provide the job description explaining how we would deploy that person. If we were successful in our application, we would need a plan effective from September 2024. Andy would be willing to read through an application prior to submission.

Cameron confirmed that from the young people's perspective, an apprentice would be welcome right from their first year when they start their training.

We would need to plan how to manage the costs from the start.

- **Fete Requirements**

Ruth had previously circulated a document outlining options for the fete this year.

All Saints' Church Lightwater



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it was agreed that we would have one timetable instead of two this year which would be easier from a manning perspective.

be

Historically we have used a large and a small tent for the Ark and Tombola. Valerie will not be running the Tombola this year so the question was raised if there is an alternative use of the space or whether we need both the spaces. The tombola makes a very small profit considering the effort required to organise and run it.

PCC agreed not to run the Tombola this year and that we do not need the small tent space. We will still require the large tent space.

● Health and Safety

- o Health and Safety Policy Approval – The policy was previously circulated by [REDACTED]. This will be a living document because there are some areas that will need to be expanded over time. eg Lone Working.

The PCC unanimously agreed to adopt the policy as currently presented.

Carol Service - [REDACTED] that there was a fire safety concern relating to the December 2023 Carol Service in the church. A new assessment is being prepared for the church and this concern will be addressed. The recent fire risk assessment has a requirement that there must always be one person present who is responsible for safety in church and emergency evacuations.

- o Notification of new risk assessments – the below were approved as previously circulated.
 - o Youth Visit to the Point 8th March 2024 - this is a requirement to inform the PCC of off-site events.
 - o Pastoral and Care Home Visiting (Nov23)
 - o Events where Food and Drink are being served
 - o Family Games afternoon

● Safeguarding

- o Dashboard Action Plan – Every PCC meeting (except for 2 meetings per year) will see a summary.
- o DBS Validator Role – [REDACTED] as the new DBS Validator has been through the Safer Recruitment process (DBS and Safeguarding completed)
- o Church activities – the Dashboard captures all the activities. Ruth reported that all helpers have received the Handbook for Safer Working Practices and this is captured in the Dashboard. Most items are marked as complete in the Dashboard.
- o Safeguarding Policy – previously circulated by Andy and presented for approval at PCC. There are two major updates:
 - 1) Diocesan Safeguarding training grid has been updated.
 - 2) Safer Recruitment – we have now tightened up our policy to comply with national church requirements.

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Proposer: [redacted] Secretary: [redacted]

PCC unanimously approved the updated Safeguarding policy.

- o Responding to Concerns Process – previously circulated by Andy and presented for approval
 - o Minor changes – contact details for the diocesan Safeguarding team have changed to a Single Point of Contact (SPOC).
 - o Any concern reported must be reported to the Diocesan Safeguarding Advisor (DSA) within 24 hours.
 - o The form for reporting concerns can be found on All Saints' website. Any form will be sent confidentially to the DSA encrypted.
- Proposer: [redacted] Seconder: [redacted]

The PCC unanimously approved the updated Process document.

- o Designated Activities List - PCC confirmed that the list was complete and correct (annual confirmation is required).
- **APCM and Change of Warden, Fabric Leader, PCC Secretary**
 - o [redacted] stepping down after 4 years as church warden. He is currently also Fabric lead so we need to replace him in this role. Peter has been compiling a list of areas to be covered under Fabric.
 - o R [redacted] a is completing her time on the PCC and needs to be replaced as PCC Secretary.
 - o 2 PCC members are at the end of their first term.
Suggestions for potential candidates are welcome.
- **Social Committee Report** – postponed to next meeting.
- **Hall Committee Report** – postponed to next meeting.
- **AOB – Cinema Proposal for Defibrillator.**
The Cinema team have proposed using some of their funds to purchase and install a defibrillator which could be attached to the Church Hall building. The PCC confirmed that they support the installation of a defibrillator and the provision of power to it.
- **Next Meeting Reports** - as per PCC Annual Cycle - these are to include:
 - o Approval of the Accounts
 - o APCM matters including recommendation on the appointment of the Independent Examiner
 - o Warden's Fabric Report for the APCM
 - o Deanery Synod report for Dec-March
 - o GDPR Report
 - o Social Committee and Hall Committee reports deferred from this meeting

All Saints' Church Lightwater



THE CHURCH
OF ENGLAND

• closing prayer, etc.

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Diocese of Guildford

Next PCC Meeting: Wednesday 20th March 2024



WINDLESHAM PARISH COUNCIL
APPLICATION FORM
GRANT UNDER £500
 Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot

Lightwater

Windlesham

Name of Organisation/Group	LIGHTWATER CONNECTED (LIGHTWATER FETE COMMITTEE)
Contact Name	RICHARD STORER
Position within the organisation/group	CHAIRMAN
Telephone number	[REDACTED]
Address of organisation/group	[REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	To help fund events on the Fete to promote local performers and provide spare funds to reinvest, for event proceeds, in Lightwater. Costs of good performers are now much higher and the Fete aims to maintain its past high standards here and return free entry to all.
Total cost of purpose/project	£ £770
Amount of grant requested:	£ 250

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our application is successful, we agree to abide by the conditions:

Signed..... [REDACTED]

Name.. RICHARD STORER

Position in organisation.. Chairman Fete Committee

Date... 31 December 2023

NB. If your bid is successful you will need a nominated bank account to receive the funds. If you have any queries please contact clerk@windleshampc.gov.uk.

The completed form should be returned to The Clerk to Windlesham Parish Council,
The Council Office, The Avenue, Lightwater, GU18 5RG or to one of the Parish Councillors.

For official use

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	

