



# Windlesham Parish Council

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17<sup>th</sup> June 2021

To: The Members of the Windlesham Parish Council

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at Windlesham Field of Remembrance Hub, Kennel Lane, Windlesham GU20 6AA on **Tuesday 22<sup>nd</sup> June 2021 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

## MEETING INFORMATION

Members of the public are invited to attend this meeting or alternatively, if you wish to submit any questions or comment on any of the items on this agenda without attending, please email [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk) by midday on Tuesday 22<sup>nd</sup> June 2021. Please note that submissions for public participation will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting you must specify this to the Clerk in writing at the time of submission.

**This meeting will be COVID compliant and all those attending will need to wear a facemask unless otherwise notified. On arrival attendees must check in using the NHS COVID-19 app. If you do not already have this app, please download it in advance of the meeting. Unfortunately, public attendance will be restricted to the COVID capacity of the hall. Admittance will be on a first come first served basis.**

## AGENDA

1. **Apologies for absence**
2. **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).
3. **Public Question Time** In accordance with Standing Orders a period not exceeding 20 minutes will be allowed for public participation.
4. **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 (Admission to Meetings) Act 1960.
5. **Council Minutes** To approve as a correct record, the open minutes of the previous meeting held on 25<sup>th</sup> May 2021
6. **Finance**

- a) Accounts for payment
  - b) To approve changes to bank mandates
  - c) Bank reconciliations
7. **Year End Accounts and Audit:**
- a. Year-end internal audit report – to review and approve recommendations
  - b. Annual Return (AGAR) – to review, approve and sign off the Annual Governance Statement for 2020/21
  - c. Annual Return (AGAR) – to review, approve and sign off Accounting Statements for 2020/21
8. **To receive written reports from:**
- a. Surrey County Council;
  - b. Surrey Heath Borough Council
9. **To receive any reports by Representatives on Outside Organisations**
10. **To review and adopt Standing Orders and Financial Regulations**
11. **Clerks Update**
12. **Christmas 2021**
- a) To review quotes and agree supplier of Christmas trees for the villages
  - b) Christmas Lights
13. **Tree works – to consider requests for tree works and quotes obtained**
14. **Council Insurance**
15. **To consider a request for the siting of a mobile café in Lightwater Recreation Ground**
16. **Memorials and Inscriptions**
17. **Correspondence**
18. **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 (Admission to Meetings) Act
19. 1960.
- Exempt Business**
20. **Council Minutes** To approve as a correct record, the exempt minutes of the previous meeting held on 25<sup>th</sup> May 2021
21. **Wayleave request across land at Hook Mill Lane**
22. **Staff in confidence**
- a) Recruitment process for replacing the Clerk
  - b) Agreement for new TOR for Personnel Committee
  - c) Leaving arrangements for the Clerk