



# Windlesham Parish Council

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The Avenue  
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GU18 5RG

25<sup>th</sup> November 2021

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at the Community Hub, Windlesham Field of Remembrance, Kennel Lane, Windlesham on **Tuesday 30<sup>th</sup> November at 7.00pm** to act upon the undermentioned business.

If you are unable to attend the meeting please send your written apologies to the Clerk and Chair of Council.

**Joanna Whitfield**  
Interim 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 30<sup>th</sup> November 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.

## 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 28<sup>th</sup> September 2021 and the EGM held on the 3<sup>rd</sup> November 2021
- 6 **Committee and Sub-Committee Minutes:** To approve the open minutes and recommendations therein of the recent committee and sub-committee meetings and to review and adopt any recommendations and agreements contained therein:
  - a. Personnel Committee – 6<sup>th</sup> October 2021

And to note the open minutes of the recent village committee and sub-committee meetings:

- b. Bagshot Committee – 7<sup>th</sup> September 2021, 5<sup>th</sup> October 2021
- c. Lightwater Committee – 14<sup>th</sup> September 2021
- d. Windlesham Committee – 21<sup>st</sup> September 2021, 13<sup>th</sup> October 2021

Note: The above Minutes have been ratified at the relevant Village Committee meetings

**7 To receive written reports from:**

- a. Surrey County Council;
- b. Surrey Heath Borough Council

**8 Finance:**

- a) Accounts for payment
- b) Bank reconciliations
- c) Finance Report

**9 Budget – To agree budget for 2022-23**

**10 Allotments – To discuss flooding and drainage at the allotment site**

**11 Bagshot Chapel Christmas Carol Service**

**12 Grant requests and feedback**

**13 Clerks Update**

**14 Outside Organisations - To receive any reports from representatives on outside organisations.**

**15 Project Updates - Status updates on outstanding projects**

**16 Correspondence**

**17 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 1960.**

**CONFIDENTIAL**

**18 To discuss organisation & staffing review recommendations**