



Windlesham Parish Council

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The Council Offices
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20th January 2022

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 25th January 2022 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 by midday on Tuesday 25th January 2022. 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 on arrival attendees must record their contact details for track and trace purposes. These details will be retained for a period of 21 days after the meeting. Additionally, all attendees will be required to comply with current government guidelines and wear a face covering.

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 30th November 2021 and the 18th January 2022
- 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:
- Personnel Committee – 5th January 2022
 - Staffing Sub-Committee – 18th November 2021
- 7 **To receive written reports from:**
- a. Surrey County Council;
 - b. Surrey Heath Borough Council
- 8 **Finance:**
- a) Accounts for payment
 - b) Payment of Invoices Delegated Authority Request
 - c) Bank reconciliations
- 9 **Interim Audit report**
- 10 **Review of Internal Control and Audit**
- 11 **Risk Assessment**
- 12 **Review of inventory of land and assets including buildings and office Equipment**
- 13 **Fees and Charges**
- 14 **Review of Council Policies-** To agree and adopt Council Policies
- 15 **Schedule Additional Meetings – Members to consider scheduling a February Full Council Meeting.**
- 16 **Annual Parish Meeting - to confirm date and venue**
- 17 **Chairman’s Community Reception – to confirm date and venue**
- 18 **CIL Update**
- 19 **Clerks Update**
- 20 **Project Updates -** Status updates on outstanding projects
- 23 **Surrey County Council Minerals and Waste Local Plan -** Issues & Options Public Consultation
- 24 **Correspondence**

25 Memorials and Inscriptions

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

26 Organisation & Staffing Review