



Windlesham Parish Council

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19th January 2023

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at the St Annes Church Centre, 43 Church Road, Bagshot on **Tuesday 24th January 2023 at 7.30pm** 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
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 24th January 2023. 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 29th November 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:

- Planning Committee – 29th November 2022, 13th December 2022, 10th January 2023
 - Including recommendation therein (10/1/23) for Council to note Cllr Jennings-Evans resignation from the committee and to nominate another Lightwater Councillor as a replacement.
- Personnel Committee – 10th January 2023

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

- Windlesham Committee – 14th December 2022
 - Including recommendation therein for Full Council to note that the committee has requested quotes to replace trees in Windlesham Cemetery. Once received, these quotes will be brought to Full Council for consideration.
- Lightwater Committee – 10th January 2023
 - Including recommendation therein to note that the Lightwater Committee agreed an overspend of £1775 on the Lightwater committee grant budget line and have recommended that Full Council approve the overspend against budget line 4650/440 and agree to consider a virement from the Pavilion budget line (outlined in the papers for item 9d).
 - Members recommended that Full Council consider the Letters to Heaven initiative as a Council wide project, to ensure that all cemeteries have the same provision if agreed. See agenda item 21 below.

Note: The above Minutes will be ratified at the relevant Village Committee meetings.

7. Notification of Cllr resignation including to discuss co-option to the Bagshot (including North Windlesham) Ward vacancy.

8. To receive written reports from:

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

9. Finance

- a. Accounts for payment
- b. Bank reconciliations
- c. Finance report 2022-23

10. Annual Parish Meeting 2023 – to discuss.

- 11. Community Reception Awards – to consider date and venue.**
- 12. To review and approve Standing Orders**
- 13. To review and approve Financial Regulations**
- 14. Notification of External Auditor Appointment for 2022-23 to 2026-27**
- 15. Interim Audit Report**
- 16. Review of effectiveness of internal control and audit**
- 17. Risk Assessment**
- 18. Review of inventory of land and assets including buildings and office equipment**
- 19. Cemeteries - To discuss a new 'Letters to Heaven' initiative.**
- 20. To review and approve posters to encourage candidates to stand for Election in May 2023**
- 21. Outside Organisations - To receive any reports from representatives on outside organisations.**
- 22. Clerks update**
- 23. Correspondence**
- 24. 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.**

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- 25. Hook Mill Lane – Update**