



Windlesham Parish Council

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The Council Offices
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20th April 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 25th April 2023 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
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 April 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 28th March 2023

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 – 28th March 2023 and the 18th April 2023
- Personnel Committee – 4th April 2023

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

- Bagshot Committee – EGM 20th March 2023
- Lightwater Committee – 20th March 2023

Note: The above Minutes will be 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. **Financial Year End Accounting Reports**
- d. **Financial Year End Reserves Report**
- e. **Community Infrastructure Receipts**

9. **Year-end Internal Audit Report 2022-23 – to review and approve recommendations**

10. **Annual Return (AGAR) – to review, approve and sign off the Annual Governance Statement for 2022-23**

11. **Annual Return (AGAR) – to review, approve and sign off Accounting Statements for 2022-23**

12. **Grants**

- a. **Updates on previous and outstanding grants**
- b. **To discuss Coronation Grant Request**

13. **Community Infrastructure Levy Consultation**

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

15. Project Updates - Status updates on outstanding projects

16. Clerks update

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 1960.

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