



# Windlesham Parish Council

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The Council Offices  
The Avenue  
Lightwater  
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GU18 5RG

11<sup>th</sup> May 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 16<sup>th</sup> May 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](mailto:clerk@windleshampc.gov.uk) by midday on Tuesday 16<sup>th</sup> May 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. To elect the **Chairman of the Council** for the ensuing year and to
  - a) Receive the Chairman's Declaration of Acceptance of Office
  - b) Chairman to assume the Chair
2. To elect the **Vice-Chairman of the Council** and to receive the Vice Chairman's Declaration of Acceptance of Office.
3. The Chairman to open the meeting and to report **apologies for absence**.
4. **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).
5. **Public Question Time:** In accordance with Standing Orders a period not exceeding 20 minutes will be allowed for public participation.

6. **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.
7. **Council Minutes:** To approve as a correct record, the open minutes of the previous meetings held on 25<sup>th</sup> April 2022
8. **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. Planning Committee - 2<sup>nd</sup> May 2023

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

- Bagshot Committee –18<sup>th</sup> April 2023

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

#### **9. General Power of Competence Declaration**

#### **10. Council to consider co-option to the two vacant Lightwater Ward seats.**

#### **11. To appoint members to committees and agree terms of reference:**

- a. Bagshot Village Committee
- b. Lightwater Village Committee
- c. Windlesham Village Committee
- d. Personnel Committee
- e. Planning Committee
- f. Review of **delegation arrangements, including officers delegation and terms of reference to existing committees and sub-committees.**
- g. Appointment of any **new committees**, confirmation of terms of reference, the number of members (including if appropriate, substitute councillors) and receipt of nominations to them

#### **12. To appoint members to agreed Council working parties**

#### **13. Setting the dates, times and place of ordinary meetings of the Full Council and committees for the year ahead**

#### **14. Review of representation on or work with outside organisations**

#### **15. Review of Standing Orders**

#### **16. Review of Financial Regulations**

- 17. Review of inventory of land and assets including buildings and office equipment**
- 18. Review and confirmation of arrangements for insurance cover in respect of all insured risks.**
- 19. Review of Council policies**
- 20. Finance**
  - a. Accounts payment**
  - b. Council to consider bank signatories for the forthcoming term**
- 21. To receive written reports from:**
  - a. Surrey County Council;**
  - b. Surrey Heath Borough Council**
- 22. Community Infrastructure Levy Consultation**
- 23. Members to consider a request for Chair of Council to open the Lightwater Fete on the 20<sup>th</sup> May 2023.**
- 24. Buildings and Asset Management - to discuss quotes regarding a full assessment of the condition of all Council Buildings.**
- 25. Clerks update**
- 26. Correspondence**
- 27. 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**

- 28. To discuss confidential correspondence regarding the Annual Parish Meeting**