



Windlesham Parish Council

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The Council Offices
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18th January 2024

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 23rd January 2024 at 7.15pm** 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 23rd January 2024. 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. **To approve as a correct record, the open minutes of the following meetings:**
 - a. **Council Minutes** of the previous meetings held on 28th November 2023 and an EGM held on the 10th January 2024

- b. **Committee and Sub-Committee Minutes** and recommendations therein of the recent committee and sub-committee meetings:

- Planning Committee – 28th November 2023, 20th December 2023 and 10th January
- Personnel Committee – 6th December 2023
- Staffing Sub-Committee – 9th January 2024

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

- Windlesham Committee – 29th November 2023, including following recommendations:
 - Cemetery Fees and Charges – recommendation to increase Non-resident fees by 20% and resident fees by 15%.
 - Trees – see agenda item 18.
- Lightwater Committee – 9th January 2024 including recommendations therein.

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

Finance

6. **Accounts for payment**
7. **To approve regular payments for 2024-25**
8. **Financial Reports**
9. **Precept Leaflet** -To consider printing a leaflet explaining the parish precept for inclusion with the SHBC Council Tax demand.

Governance

10. **Internal Audit**
 - a. **To review and approve the Interim Internal Audit Report**
 - b. **To review the Effectiveness of Internal Control and Audit**
11. **To review and approve the Council Risk Assessment**
12. **Review of inventory of land and assets including buildings and office equipment**
13. **To review Fees & Charges**
 - a. **Allotments**
 - b. **Cemeteries**
14. **To review and approve Standing Orders**
15. **To review and approve Financial Regulations**
16. **To consider the use of free SALC Legal advice for the Lightwater Pavilion Project**

Civic Amenities

17. **To consider recommendations from village committees to replant trees felled in recent years.**

Consultations

18. To discuss a Full Council response to the Surrey Rights of Way Consultation

Updates & Correspondence

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

20. Clerks update

21. Correspondence

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22. 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.

23. Allotments – to discuss future provision.