



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk
Telephone: 01276 471675

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

18th April 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 April 2024 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 23rd April 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. Council Minutes:** To approve as a correct record, the open minutes of the previous meeting held on 26th March 2024

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:

1. Planning Committee – 26th March 2024,

Finance & Governance

7. **Accounts for payment**
8. **Bank reconciliations**
9. **Budget Monitoring Report**
10. **Community Infrastructure Levy Receipts**
11. **Year-end Internal Audit Report 2023-24 – to review and approve recommendations.**
12. **Annual Return (AGAR) – to review, approve, and sign off the Annual Governance Statement for 2023-24**
13. **Annual Return (AGAR) – to review, approve, and sign off Accounting Statements for 2023-24**

Civic Amenities & Meetings

14. **To discuss Bagshot Chapel drainage work**

Updates & Correspondence

15. **Outside Organisations** - To receive any reports from representatives on outside organisations.
16. **Clerks update**
17. **Member to consider a consultation regarding Forest Management carried out by The Crown Estate**
18. **Correspondence**

CONFIDENTIAL

19. **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.