



Windlesham Parish Council

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The Council Offices
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8th May 2024

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at the St Annes Church Centre, 45 Church Road, Bagshot on **Tuesday 14th May 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 14th May 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. 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 16th April 2024(EGM) and 23rd April 2024
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 17th April 2024, and 23rd April 2024

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

- Lightwater Committee – 16th April 2024 including recommendations therein.
 - Recommendation to move any underspend from the Lightwater budget lines to the Pavilion EMR. The RFO has confirmed that there are no village-level underspends.
 - Recommendation is put forward to Full Council to transfer the spend of up to £10K, previously agreed for the historical memorial repair work in Lightwater Cemetery, to the Lightwater Cemetery EMR. Please note that this may have an impact on item 25.
 - Recommendation to Full Council to get approval to seek legal advice regarding matters pertaining to Lightwater Cemetery and take any actions resulting from that.

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

Governance

9. **Committees, Scheme of Delegation and Terms of Reference:**
 - a. To appoint members to committees set up under the new committee system
 - b. To consider the appointment of any new committees
 - c. To review delegation arrangements, including the scheme of delegation and terms of reference for existing Committees and Sub Committees
10. **To note the continuation of the agreed Committee working parties**
11. **Setting the dates, times and place of ordinary meetings of the Full Council and committees for the year ahead**
12. **Review of representation on or work with outside organisations**
13. **Review of Standing Orders**
14. **Review of Financial Regulations**
15. **Review of inventory of land and assets including buildings and office equipment**

16. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

17. Review of Council policies

18. GDPR – Re-appointment of Data Protection Officer

Finance

19. Finance

- a. Accounts for payment
- b. Budget Monitoring Report

Civic Amenities

20. To discuss Christmas provision 2024

- a. Festive lighting 2024 – Update
- b. Village Christmas Trees - Update

Consultations, Updates & Correspondence

21. To consider a response to the Committee on Standards in Public Life public bodies accountability consultation

22. Clerks update

23. Correspondence

CONFIDENTIAL

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.

25. Allotment Lease Update

26. Staffing Matters