



Windlesham Parish Council

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The Council Offices
The Avenue
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18th July 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 23rd July 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 July 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 meetings held on 14th May 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:

- a. Planning Committee 14th May 2024, 29th May 2024, 12th June 2024, and the 3^d July 2024
- b. Personnel Committee 9th July 2024
 - o Recommendation to amend some of the HR policies –agenda item 9
- c. Communications Committee 9th July 2024

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

- Bagshot Committee – 7th May 2024
- Windlesham Committee – 29th May 2024
- Lightwater Committee – 2nd July 2024 and EGM 17th July 2024 including the following recommendations
 - o To request that the Lightwater Cemetery Fencing and Topographical Survey be funded at top level from a Full Council budget or General Reserve – See agenda item 17.

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

Governance

- 7. To consider appointing an additional Councillor to the Personnel Committee**
- 8. To consider an amendment to the Personnel Committee and CGR working party Terms of Reference**
- 9. HR Policies for review**
- 10. Community Governance Review – working party verbal update**

Finance

- 11. Accounts for payment**
- 12. Bank reconciliations**
- 13. Budget Monitoring Report**
- 14. Council to consider delegating authority to the Clerk to spend from tree maintenance EMR**

Civic Amenities and Civic Meetings

15. Trees:
 - a. To consider re-surveying the Parish Council tree stock
 - b. To take part in Surrey County Council's [1.2 Million Tree Strategy](#) to plant trees, hedgerows, fruit trees or other tree planting within the Parish.
16. To consider the greenspace procurement market engagement report
17. To consider a request from the Lighwater Committee to fund the perimeter fencing for the Lightwater Cemetery and topographical survey

Consultations, Updates & Correspondence

18. **Outside Organisations** - To receive any reports from representatives on outside organisations.
19. Clerks update
20. Correspondence

CONFIDENTIAL

21. **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.
22. To approve previous confidential resolutions
23. Allotment Lease Update
24. Potential sale of Hook Mill Lane Update