



Windlesham Parish Council

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16th January 2025

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 21st January 2025 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 21st January 2025. 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 26th November 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 26th November 2024, 18th December 2024 and 8th January 2025
- b. Personnel Committee 14th January 2025 including the following recommendations therein:
 - **Recommendation 1:** To adopt the Mental Health Policy attached to the Personnel Minutes presented.
 - **Recommendation 2:** To consider offering the opportunity for a few Councillors and the Assistant Clerk to attend the NALC Powershift Conference, scheduled for June in London. Members to note the Clerk's attendance has already been approved.
 - **Recommendation 3:** Staffing Matters: To be dealt with under confidential

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

- Windlesham Committee – 10th December 2024

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

Governance

7. Windlesham Councillor Resignation & By-Election Update

8. To review Fees & Charges

- a. Allotments
- b. Cemeteries

9. To review and approve Standing Orders

10. To review and approve Financial Regulations

11. To consider appointing a consultant to improve Councillor collaboration and relations.

Finance

12. Accounts for payment

13. Budget Monitoring Report

14. Budget and Precept 2025/26

15. To approve regular payments for 2025-2026

16. Bank Reconciliation

Consultations, Updates & Correspondence

17. Consultation on Strengthening Standards

18. Clerks update

19. Correspondence

CONFIDENTIAL

20. 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.

21. To note the Personnel Committee's decisions regarding staffing matters.

22. Greenspace Contract Increase 2025-2026

23. Outcome of Code of Conduct Complaint Submitted by Windlesham Parish Council.

24. To consider recommendations from Surrey Heath Borough Council Standards Committee