



### **Windlesham Parish Council**

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The Council Offices  
The Avenue  
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GU18 5RG

24<sup>th</sup> April 2025

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 29<sup>th</sup> April 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 comments on any of the items on this agenda without attending, please email [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk) by midday on Tuesday, 29<sup>th</sup> April 2025. Please note that all written submissions for public participation are limited to 150 words and, where possible, 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

#### **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 25<sup>th</sup> March 2025 and 8<sup>th</sup> April 2025.
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:

- Planning Committee – 25<sup>th</sup> March 2025, and 8<sup>th</sup> April 2025

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

- Lightwater Committee – 1<sup>st</sup> April 2025
  - Members unanimously resolved to recommend to Full Council the implementation of a Parish-wide system for marking reserved burial plots, allowing each committee to determine the style of markers used in their respective cemeteries.
- Windlesham Committee – 12<sup>th</sup> March 2025

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

## **Finance & Governance**

7. **Accounts for payment**
8. **Budget Monitoring Reports**
9. **Year-end Internal Audit Report 2024-25 – to review and approve recommendations.**
10. **Annual Return (AGAR) – to review, approve, and sign off the Annual Governance Statement for 2024-25**
11. **Annual Return (AGAR) – to review, approve, and sign off Accounting Statements for 2024-25**
12. **Community Infrastructure Levy Receipts**

## **Governance**

13. **To review Standing Orders**
14. **To review Financial Regulations**
15. **To consider undertaking an early-stage public consultation to assess initial levels of community support and help inform the Council's strategic approach to potential community asset transfer opportunities.**

**16. To consider Local Government Reorganisation and Devolution Training.**

**Civic Amenities**

**17. To discuss the Festive Lights and Christmas Tree tender process for 2025**

**Consultations, Updates & Correspondence**

**18. Outside Organisations** – To receive reports from representatives of 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. Burial Matters**

**23. To approve as a correct record the confidential resolution reports for February and March.**