



Windlesham Parish Council

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The Council Offices
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15th May 2025

You are hereby summoned to attend the Annual Meeting of the Windlesham Parish Council to be held at the St Annes Church Centre, 45 Church Road, Bagshot on **Tuesday 20th May 2025 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 comments on any of the items on this agenda without attending, please email clerk@windleshampc.gov.uk by midday on Tuesday, 20th May 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. 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 29th April 2025
- 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 29th April 2025
 - b. Personnel Committee 8th April 2025 – please note that recommendations were considered at the Full Council held on 8th April
 - c. To note the open minutes of the recent village committee and sub-committee meetings:
 - Bagshot Committee – 6th May 2025.
 - Windlesham Committee – 28th April 2025

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

- d. To note the minutes of the recent Annual Parish Meeting.

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. Land and Assets**

- a. **Review of inventory of land and assets, including buildings and office equipment**
 - b. **To consider the potential transfer of assets from higher tiers of local government**
- 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**
- 19. To Review and Approve Options for Replacement of the Office Telephone System**

Finance

- 20. Accounts for payment**
- 21. Budget Monitoring Report**
- 22. Grants-** To consider a grant request from the Bagshot Society

Consultations, Updates & Correspondence

- 23. To consider a request for the Chair of the Parish Council to formally open the Lightwater Fete.**
- 24. Correspondence**

CONFIDENTIAL

- 25. 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.**
- 26. Allotment Contract Update**
- 27. To approve as a correct record the confidential resolution reports for the Full Council held on the 29th April 2025.**