



# Windlesham Parish Council

Joanna Whitfield  
Clerk to the Council  
Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)  
Telephone: 01276 471675

The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

24<sup>th</sup> July 2025

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at the Briars Centre, Briar Avenue, Lightwater on **Tuesday 29<sup>th</sup> July 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> July 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 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 24<sup>th</sup> June 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 24<sup>th</sup> June 2025 and 16<sup>th</sup> July 2025
- Personnel Committee 23<sup>rd</sup> July 2025
  - It is recommended that the Council review and approve the amended Terms of Reference for the Personnel Committee, as set out in the Personnel Committee minutes appended to these meeting papers.
  - Members are to note that at the Personnel meeting held on the 23<sup>rd</sup> July 2025, the committee resolved to implement an appointment-only system for public access to the Council Office with effect from 1st November 2025. This measure is intended to support effective time management within the existing staffing structure. Telephone services will remain unaffected.
- Communications Committee 23<sup>rd</sup> July 2025
  - Members are to note that it was resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair of the Communications Committee and the Chair of Council, to produce and distribute both a summary leaflet and a more detailed information document during the week commencing 28th July 2025.

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

- Windlesham Committee – 18<sup>th</sup> June 2025
  - Lightwater Committee – 1<sup>st</sup> July 2025
  - Lightwater Recreation Ground Trust Committee – 1<sup>st</sup> July 2025

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

## **Governance**

- 7. Council to receive the external audit conclusion for 2024-25**
- 8. Appointment of internal auditor for 2025-26**
- 9. Devolution – To discuss participation in a cross-parish steering group to feed into Neighbourhood Area Committees.**

## **Finance**

- 10. Accounts for payment**
- 11. Budget Monitoring Report**
- 12. Grant Application – Lightwater Connected grant application for the production of an information bulletin**

## **Consultations, Updates & Correspondence**

- 13. Local Government Reorganisation Consultation** - To consider a response
- 14. Outside Organisations** - To receive any reports from representatives on outside organisations.
- 15. Clerks update**
- 16. Correspondence**

## **CONFIDENTIAL**

- 17. 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.
- 18. Confidential Correspondence**
- 19. Allotment Contract Update**
- 20. Burial Matters**
- 21. To consider recommendations from the Personnel Committee held on the 23<sup>rd</sup> July 2025**