



Windlesham Parish Council

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The Council Offices
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15th January 2026

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 20th January 2026 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 by midday on Tuesday, 20th January 2026. Please note that all 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 25th November 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:
 - a. Planning Committee 25th November 2025, and 17th December 2025
 - b. Personnel Committee 13th January 2026

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

- Lightwater EGM Committee – 12 December 2025, including the recommendations for discussion under agenda item 27.
- Bagshot Committee – 11th November 2025, including any recommendations therein:

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

Governance

- 7. Policies for review**
- 8. To review Allotment Fees & Charges**
- 9. To review and approve Standing Orders**
- 10. To review and approve Financial Regulations**
- 11. To review and approve the Scheme of Delegation**
- 12. To review the process for recording Councillor absences**

Finance

- 13. Accounts for payment**
- 14. Bank Reconciliations**
- 15. Budget Monitoring Report – Including Budget and Precept 26-27**
- 16. To approve regular payments for 2026-27**

17. Internal Audit Report

18. To approve the RFO as a bank signatory.

Civic Amenities and Civic Meetings

19. To consider the format of the Annual Parish Meeting

Consultations, Updates & Correspondence

20. Clerks update

21. Correspondence

CONFIDENTIAL

22. 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.

23. Hook Mill Lane – Lightwater Committee recommendations

24. Greenspace Contract Increase 2026-2027

25. To note the Personnel Committee confidential report and approve recommendations therein