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Windlesham Parish Council

The Council Offices
The Avenue
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GU18 5RG

19th February 2026

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, 24th February 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 comment on any of the items on this agenda without attending, please email clerk@windleshampc.gov.uk by midday on Tuesday 24th February 2026. 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 meeting held on 20th January 2026.

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 – 14th & 28th January 2026, and 11th February 2026

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

- Bagshot Committee – 3rd February 2026
- Windlesham Committee - 19th January 2026, including the following recommendations:

- Members unanimously agreed to put forward a recommendation to Full Council to remove the Chair and Vice-Chair of Council from the membership of the Windlesham Neighbourhood Plan Working Group, in order to encourage a stronger sense of local ownership—reflecting that the work is village-based rather than parish-wide.
- Members unanimously agreed to recommend to Full Council that the £13,656.79 currently held in CIL be reserved for Windlesham traffic and infrastructure projects only.

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

Governance

7. To review and approve the Council Risk Assessment

8. Fixed Asset Register & Inventory – to note

9. To review the effectiveness of internal controls and audit

10. To consider potential transfer of assets from Surrey Heath Borough Council – Consultation findings, LGR/CGR Implications and Next Steps

11. Review and prioritisation of current workstreams

12. Community Governance Review - To consider a response to the third public consultation.

Finance

13. Accounts for payment

14. Budget Monitoring Reports

15. To consider bank requirements for changes to mandates

16. To review the Surrey Pension Fund Actuarial Valuation

17. Members' Allowances 2026-27

18. To review Cemetery fees and charges

Updates & Correspondence

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. Appointment of Internal Auditor – Consideration of Quotation

23. Chairman's Community Reception – discuss award nominations.

24. To consider legal advice on the Community Governance Review process.

25. To approve as a correct record the confidential resolution report from the Full Council meeting held on the 20th of January 2026, noting/approving recommendations therein.