



Windlesham Parish Council

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The Council Offices
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23rd April 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 **28th April 2026 at 7:30pm** 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 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 28th April 2026. 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 meeting held on 18th March and the EGM held on 7th April 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 – 11th March, 24th March and 15th April 2026
- Windlesham Committee – 19th January 2026
- Bagshot Committee – 3rd February 2026
- Lightwater Committee – 10th February 2026
- Personnel Committee – 20th April 2026

Finance

7. **Accounts for payment**

8. **Finance Reporting**

- a. **Budget 2025-26 Outturn Report**
- b. **Banking Arrangements**

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. **Motion from Cllrs Wheeler, Lewis and Richardson requesting that Full Council reconsider the decision to reorganise its governance structure with effect from the 1st April 2026.**

14. **To appoint members to the following committees and approve the Committee Terms of Reference**

- a. **Finance & General Purpose**
- b. **Civic Amenities & Recreation**
- c. **Personnel**
- d. **Communications**
- e. **Planning**

15. **To approve amendments to the Scheme of Delegation and working party terms of reference**

16. **To approve the 2026-2027 meeting schedule**

17. **Unitary Engagement – To consider Council priorities and to nominate engagement leads.**

18. Hook Mill Lane Sale update

19. Community Governance Review – Update

20. Lightwater Recreation Trust – Outcomes from Preceding Trust Meeting

Civic Amenities

21. To consider greenspace procurement processes

Updates & Correspondence

22. Clerks Update

23. Correspondence

CONFIDENTIAL

24. 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.

25. To note the confidential report for the Full Council Meeting held on the 24th February and 18th March 2026 and approve recommendations therein.

26. To note the resolutions made in the confidential report of the Personnel Committee held on 20 April 2026