



Windlesham Parish Council

Sarah Walker
Clerk to the Council
Email: sarah.walker@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
GU18 5RG
Tel: 01276 471675

24th June 2020

To: The Members of the Windlesham Parish Council

You are hereby summoned to attend a virtual meeting of the Windlesham Parish Council to be held on **Tuesday 30th June 2020 at 7.30pm** to act upon the undermentioned business.

If you are unable to attend the meeting please send your written apologies.

Sarah Walker
Clerk to the Council

MEETING INFORMATION

This meeting is permitted under the Local Authorities (Coronavirus) Regulations 2020 which enables local council meetings to be held by remote attendance.

Members of the public are invited to submit any questions they wish to put to Council by email to clerk@windleshampc.gov.uk by 12 noon on Tuesday 30th June 2020. These questions will be read out by the Clerk during the public question time agenda item. Feedback will be sent by return email.

Interested members of the press or public can watch the meeting via a live stream on our Facebook page. www.facebook.com/windleshamparish.council

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, to report **apologies for absence** and to consider whether to approve reasons given (LGA 1972 S85(1)).
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:** The Clerk will read out any questions that have been received from the public in advance of the meeting.
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:**
- a) To approve as a correct record, the open minutes of the previous meeting held on 12th May 2020
 - b) To approve as a correct record, the open minutes of the Extraordinary Council meeting held on 5th June 2020

- 8. Committee and Sub-Committee Minutes:** To confirm and sign the open minutes of the recent committee meetings and to adopt the recommendations and agreements contained therein:

a. Planning Committee – 24th February 2020, 26th May 2020 and 23rd June 2020

- 9. Annual Parish Meeting 2019** – as the APM for 2020 has been cancelled, to approve as a correct record the minutes of the Annual Parish meeting held on 6th March 2019.

ALL RATIFIED MINUTES WILL BE PHYSICALLY SIGNED AT A LATER DATE

- 10. To appoint members to existing committees:**

- a. Planning Committee
- b. Civic Amenities & Recreation Committee
- c. Finance & General Purposes Committee
- d. Personnel Committee
- e. Cemeteries Committee
- f. Appointment of any new committees, confirmation of terms of reference, the number of members (including if appropriate, substitute councillors) and receipt of nominations to them

- 11. Setting the dates, times and place of ordinary meetings of the Full Council and committees for the year ahead**

- 12. To ratify decisions made under scheme of delegation since 12th May 2020 and to agree to remove the delegated authority currently given to the Clerk, Chairman and Vice-Chairman**

- 13. Review of representation on or work with outside organisations**

- 14. Review and adoption of Standing Orders and Financial Regulations**

- 15. Review of inventory of land and assets including buildings and office equipment**

- 16. Review and confirmation of arrangements for insurance cover in respect of all insured risks.**

- 17. Review of Council policies**

- 18. Finance - Accounts for payment**

- 19. To receive written reports from:**

- a. Surrey County Council;
- b. Surrey Heath Borough Council

- 20. To receive any reports by Representatives on Outside Organisations**

- 21. Councillor Community Pride grants**

- 22. To discuss administration for hiring of space in Bagshot Square**

23. To discuss Lightwater Pavilion project

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. **AT THIS POINT THE LIVE STREAM OF THE MEETING TO FACEBOOK WILL BE STOPPED.**

Exempt Business

25. Committee and Sub-Committee Minutes: To approve as a correct record, the exempt minutes of the recent committee and sub-committee meetings and to adopt the recommendations and agreements contained therein:

a) Personnel Committee – 17th June 2020

26. Hook Mill Lane update

