



# Windlesham Parish Council

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The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

18<sup>th</sup> February 2021

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 23<sup>rd</sup> February 2021 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 comment on any of the items on this agenda by email to [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk) by midday on Tuesday 23<sup>rd</sup> February 2021 . 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.

The public can also watch the meeting via a live stream on our Facebook page.

## 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.
  - a) **Public Question Time:** The Clerk will read out any questions that have been received from the public in advance of the meeting.
  - b) **To discuss public participation at remote meetings**
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 26<sup>th</sup> January 2021.
6. **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 – 2<sup>nd</sup> & 16th February 2021
- b) Personnel Committee – 3<sup>rd</sup> February 2021
- c) Pavilion Committee – 2<sup>nd</sup> February 2021

*ALL RATIFIED MINUTES WILL BE PHYSICALLY SIGNED AT A LATER DATE*

**To receive written reports from:**

- 7.
  - a. Surrey County Council
  - b. Surrey Heath Borough Council
- 8. **Finance:**
  - a) Accounts for payment
- 9. **Outside Organisations** - To receive any reports from representatives on outside organisations
- 10. **Review of Council Policies** - to agree and adopt Council policies
- 11. **Community Pride Grants**
- 12. **To consider deferred grants from January Full Council meeting**
- 13. **Clerks update**
- 14. **Working Party updates:**
  - a) **Update from the working party on the progress of proposed terms of reference for a new committee structure.**
- 15. **Bagshot Jubilee Lamp** – to provide an update on work progress so far
- 16. **Festive Lighting** – to discuss and agree next steps
- 17. **To discuss the Annual Parish meeting for 2021** – to agree to hold a meeting and provisionally set a date
- 18. **To discuss the Chairman’s Community Reception for 2021** - to agree to hold an event and provisionally set a date
- 19. **To consider and agree quote for repair of School Lane Field play equipment**
- 20. **To consider and agree quote for summer planting**
- 21. **Correspondence**
- 22. **Memorials and Inscriptions**
- 23. **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**

24. **Council minutes** - To approve as a correct record, the exempt minutes of the previous meetings held on 26<sup>th</sup> January 2021.
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) Pavilion Committee – 2<sup>nd</sup> February 2021
26. **To approve quote for production of leaflets in relation to site security**
27. **Staffing matters: HR Support contract**