



Windlesham Parish Council

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20th May 2021

To: The Members of the Windlesham Parish Council

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at Windlesham Field of Remembrance Hub, Kennel Lane, Windlesham GU20 6AA on **Tuesday 25th May 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

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 25th May 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.

This meeting will be COVID compliant and all those attending will need to wear a facemask unless otherwise notified. On arrival attendees must check in using the NHS COVID-19 app. If you do not already have this app, please download it in advance of the meeting. Unfortunately, public attendance will be restricted to the COVID capacity of the hall. Admittance will be on a first come first served basis.

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 and to report **apologies for absence**.
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** In accordance with Standing Orders a period not exceeding 20 minutes will be allowed for public participation.

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** To approve as a correct record, the open minutes of the previous meeting held on 27th April 2021
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 – 23rd April 2021, 4th May 2021 and 18th May 2021
 - b. Personnel Committee – 28th April 2021
 - c. Finance and General Purposes Committee – 4th May 2021
9. **To appoint members to committees set up under the new committee system:**
 - a. Bagshot Village Committee
 - b. Lightwater Village Committee
 - c. Windlesham Village Committee
 - d. Planning Committee
 - e. Personnel Committee
10. **Setting the dates, times and place of ordinary meetings of the Full Council and committees for the year ahead**
12. **Review of representation on or work with outside organisations**
13. **Review of Standing Orders and Financial Regulations**
14. **Review of inventory of land and assets including buildings and office equipment**
15. **Review and confirmation of arrangements for insurance cover in respect of all insured risks.**
16. **Review of Council policies**
17. **Finance - accounts for payment**
18. **To receive written reports from:**
 - a. Surrey County Council;
 - b. Surrey Heath Borough Council
19. **To receive any reports by Representatives on Outside Organisations**
20. **Notice of a motion from Cllr Manley for Council to cease the use of the existing inadequate chamber and utilise other venues within the Parish. This being due to;**
 - The inadequacy of the Chamber to provide now acceptable spacing,
 - Recorded hazardous material in roof space,
 - Not fit for purpose heating system.**and organise suitable communication technology to enable streaming of meetings at the venues.**
21. **To consider quotes received for the provision of IT equipment for Councillors**
22. **Memorials and Inscriptions**
23. **Correspondence**

- 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.

Exempt Business

- 25. Council Minutes** To approve as a correct record, the exempt minutes of the previous meeting held on 27th April 2021
- 26. 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 – 28th April 2021

- 27. Wayleave request across land at Hook Mill Lane**

