



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S WINDLESHAM VILLAGE COMMITTEE**

Held on Wednesday 14<sup>th</sup> July 2021 at 7.00pm at the Community Hub, Windlesham Field of Remembrance

Councillors	
Goodman	P
Hansen-Hjul	P
Hardless	P
Stacey	P
Sturt	P

**In the Chair:** Councillor Sturt  
**In attendance:** Sarah Walker – Clerk to the Council  
 Cllr Malcaus Cooper  
 Cllr Pat Tedder – SHBC Chobham & Windlesham ward  
 Cllr Richard Tear- SCC Windlesham, Chobham & Bagshot wards  
 Tony Murphy – Windlesham resident  
 Tina Richardson – Windlesham resident  
 Pat Lewis – Windlesham resident  
 Cllr Victoria Wheeler – SHBC Chobham & Windlesham ward

P - present      A – apologies      PA – part of meeting      - no information

		Action
WVC/21/01	<p><b>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</b></p> <p>The Chairman of Council, Cllr Malcaus Cooper welcomed everyone to the meeting and asked for nominations for Chair of the Committee</p> <p>Cllr Hardless nominated, and Cllr Stacey seconded Cllr Sturt as Chairman. A vote was taken with all in agreement <b>it was therefore resolved to elect Cllr Sturt as Chairman.</b></p> <p>Cllr Hardless nominated, and Cllr Stacey seconded Cllr Hansen-Hjul as Vice Chairman. A vote was taken with all in agreement <b>it was therefore resolved to elect Cllr Hansen-Hjul as Vice Chairman.</b></p>	
WVC/21/02	<p><b>Apologies for absence</b></p> <p>All Committee members were present.</p>	
WVC/21/03	<p><b>Declarations of Interest</b></p> <p>Cllr Stacey declared a non-pecuniary interest in item 7 (Planning Applications) as he is a member of the Windlesham Society planning</p>	

	<p>sub-committee and had already passed comment on some of the applications for consideration. Cllr Hardless and Cllr Sturt declared a non-pecuniary interest also as they are Trustees of Windlesham Society. Cllr Hardless declared a further non-pecuniary interest specifically in planning applications 21/0677/FFU and 21/0676/FFU as he is a resident in Kings Lane. Cllr Hardless and Cllr Sturt declared a non-pecuniary</p>	
<b>WVC/21/04</b>	<p><b>To review the terms of reference for the Committee and note any village specific additions to be recommended to Full Council for inclusion</b></p> <p>The Clerk reminded Members that the terms of reference for the village committees were agreed and adopted by Full Council on 15th March. Since then, the decision was made to disband the Planning Committee and for each village to be responsible for its own planning responses. Therefore, a clause has been added to the terms of reference to reflect this as follows:</p> <p>4g. To review and make appropriate representations to the Local Planning Authority in relation to planning applications in the Windlesham area</p> <p>Also amended for Windlesham Committee is the appendix to reflect village assets not originally listed – these being street furniture.</p> <p>The Clerk confirmed that these amendments will not need further ratification from Full Council as they reflect changes resulting from decisions made by Full Council (except the assets, which has been added to for clarity).</p> <p>Members were asked to consider the terms of reference as amended and decide if any further amendments or additions were needed. These would need to be recommended to Full Council for agreement.</p> <p>Members discussed the terms of reference (as at Appendix A) and all agreed to adopt the terms as presented. <b>It was therefore resolved the Terms of Reference shown at Appendix A be adopted for the Windlesham Committee for 2021-22.</b></p>	
<b>BVC/21/05</b>	<p><b>Public question time</b></p> <p>Three public questions were submitted as detailed below:</p> <p>1) The "WPC Accounting Statement 2020/21" was posted on Notice Boards around 1st July. Residents may have been surprised at the "headline" figure of £835,113 being brought forward, ostensibly as a Reserve. This figure reflects some £610,000 amassed between April 2014 (£224,519) and 2021. It may appear to be excessive when compared to usual total annual expenditures of £388,300 in the year to 31/3/20 and £315,760 in the previous year to 31/3/19 (last year not considered as exceptional due to Covid 19) - advice suggests Reserves at varying levels from 3 months to exceptionally 12 months of expenditures. Does the Committee agree that, in the interest of transparency and for improved public engagement in local matters, this detail should be explained in sufficient detail for public understanding and will the Committee arrange for the publication of</p>	

such detail, with colleagues in WPC at an early date, together with data on the amount which will be allocated to the Windlesham Village Committee, so that plans can be made for expenditure, in consultation with residents, to benefit this community ?

Thank you

Tony Murphy

2) Subject: Question for WPC regarding Heathpark Wood

We as a Group are in disagreement with the SHBC case officer Sarita Bishop over the status of this proposed development. We believe that it is out of statutory time and have sent our legal advice on the situation on more than one occasion. Perhaps you would wish to raise a question about this?

We will be submitting another email to her shortly regarding the wildlife which we believe SHBC and Government are failing to protect plus a letter our residents database concerning these issues in order to help them make their comments.

Ann Fenton

3) In commenting on this proposed development, of Heathpark Wood, will the committee please consider:

This development is "complete madness" in terms of environmental destruction, totally at odds with policies espoused by all layers of government. Policies which are intended to protect exactly this kind of biodiverse area, "home" to a multitude of creatures, including "protected" species and those who have been saved from near extinction - and all to meet the logarithmically produced "housing numbers" failure by SHBC. But, if it has to be done, then it must be done in compliance with the conditions imposed and all the regulations which apply

Is the SANGS Management information provided sufficient for assurance that these proposals do not represent a repeat of the 8 (?) year controversy in regard to the Earlswood Park estate in Bagshot?

Does the committee agree that the SANGS provision, to offset the impact of this development, should precede the housing development?

The draft local plan suggests that this development will be "delivered" over a three year period and if so, or for a lesser period, does the committee agree that planning the development should include great care in relation to potential congestion, caused by immediate proximity to a main access route (and the HGV diversion route), of vehicular traffic associated with the site and that all parking related to the site should be contained within the site ? And that compliance must be imposed.

Does the committee also recognise that there will be proper concerns that environmental disturbances should be contained within the site or that appropriate measures will be taken as necessary to limit or mitigate

	<p>potential impacts on residents, especially those in close proximity and the vulnerable - recognising the protracted time scale? And how will measures taken be policed?</p> <p>Thank you Tony Murphy</p> <p>With regard to questions 2 and 3, the Committee noted the comments made and that the planning application in question was to be discussed later on the agenda.</p> <p>With regard to question 1, Mr Murphy, who was present at the meeting, confirmed that the Clerk had provided him with the detailed balance sheet which confirmed some of the detail requested. Cllr Sturt commented that he thought the Committee needed to consider this further and that a working document should be produced in the future and circulated to aid transparency and assist residents with understanding the Council's and more specifically the Committee's finances.</p>	<b>The Clerk</b>
<b>WVC/21/06</b>	<p><b>Exclusion of the press and public.</b></p> <p>There were no items to be dealt with after the exclusion of the press and public.</p>	
<b>WVC/21/07</b>	<p><b>To consider planning applications and planning appeals received prior to this meeting:</b></p>	
21/0677/FFU	<p><b>10 Kings Lane, Windlesham, Surrey, GU20 6HR</b> Erection of a garden room following demolition of existing garage. Full Planning Application <b>No objections.</b></p>	<i>FPA</i>
21/0676/FFU	<p><b>8 Kings Lane, Windlesham, Surrey, GU20 6HR</b> Erection of a garden room following demolition of existing garage. Full Planning Application <b>No objections.</b></p>	<i>FPA</i>
21/0661/FFU	<p><b>2 Chertsey Road, Windlesham, Surrey, GU20 6ET</b> Two storey rear extension and roof extension. New updated shop front. <b>The Committee objected to the application. The property is located in a conservation area and has already been the subject of enforcement action. It is not clear that the application will be sympathetic to its location in the conservation area. The Committee also objected as it is in breach of the Windlesham Neighbourhood Plan policy 2.2 in relation to spacing and privacy, as the proposed balcony will overlook properties to the rear of the application site.</b></p>	<i>FPA</i>
20/0318/RR M	<p><b>Heathpark Wood, East Of Heathpark Drive, Windlesham, Surrey</b> Reserved matters application for 116 dwellings and community facilities with associated landscaping, open space, car parking and access from Woodlands Lane and the provision of SANG with associated works</p>	<i>Reserved Matters</i>

	<p>(appearance, landscaping, layout and scale being considered) and submission of details to comply with conditions 5 (drainage strategy), 7 (greenfield runoff rates), 9 (programme of archaeological work), 15 (surface materials), 16 (visibility zones), 18 (travel plan), 19 (finished floor levels), 20 (tree reports), 21 (external lighting), 22 (badger method statement), 23 (landscape and ecological management), 25 (SANG management plan), 26 (bat survey), 27 (dormice survey), 28 (cycle and refuse storage areas), 29 (vehicle and cycle parking provisions) and 32 (sound attenuation) all pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p><b>The Committee made the following comments:</b>  <b>SHBC need to fully scrutinise the documents provided to ensure compliance and factual accuracy. There is a tree statement relating to Frimley Hall included in the documents which needs removing. The tree report in relation to the application does not seem robust enough to meet the obligations on the applicant. The travel plan provided is not detailed enough to understand how the targets set will be met. The ecology report suggests there are no nesting red kites on the site, yet local information from residents is contrary to this. SHBC need to be diligent when analysing all the documents to ensure all obligations are being met.</b></p>	
21/0729/PM R	<p><b>Pond Cottage, Chertsey Road, Windlesham, Surrey, GU20 6HT</b>  A minor material amendment to planning permission 20/1107/FFU (relating to the erection of a five bedroom, two storey dwelling house with basement following the demolition of existing dwelling and outbuilding) to set the building further back on the application site  Relaxation/Modification  <b>No objections.</b></p>	<i>Rel/Mod</i>
21/0745/FFU	<p><b>Sunnyfield, Westwood Road, Windlesham, Surrey, GU20 6LT</b>  Erection of a two storey front/side extension forming a lift shaft and a replacement front porch with canopy.  Full Planning Application  <b>No objections.</b></p>	<i>FPA</i>
<b>WVC/21/08</b>	<p><b>To receive reports from:</b></p> <p style="text-align: center;"> <b>a. Surrey County Council;</b>  <b>b. Surrey Heath Borough Council</b> </p> <p>The Clerk informed Members that this would be a standing agenda item for the Committee, however as full reports were given to Full Council two weeks ago, no further reports had been requested for this meeting.</p>	
<b>WVC/21/09</b>	<p><b>Payments for approval</b></p> <p>The Clerk presented a list of expenditure transactions for approval (Appendix B) in the sum of £2,493.44 and explained the individual items.</p> <p><b>It was resolved the payments in the total sum of £2,493.44 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b></p>	
<b>WVC/21/10</b>	<b>Committee finances – overview</b>	

	<p><i>19.25 Cllr Victoria Wheeler entered the meeting room</i></p> <p>The Clerk provided the Committee with a broad overview of their finances as follows and provided an Income and Expenditure report from the Council's RBS finance system.</p> <p>Following the restructure of the Council, the Council's finances have been fully devolved to the village committees. A large number of budget lines remain "top level" lines so although the budget has been apportioned to the committees on the agreed percentage split basis, the responsibility and decision-making power for those lines remains with Full Council.</p> <p>The budget lines which the committee has discretion over are broadly as follows:</p> <ul style="list-style-type: none"> <li>• Playground repairs and renewals</li> <li>• Greenspace contingency</li> <li>• Grants – section 137 and open spaces maintenance grants</li> </ul> <p>Members were asked if they wished to have a grant giving policy for this financial year as it was now up to the Committee to decide whether to offer grants or re-purpose the funding.</p> <p>After some discussion <b>it was resolved that the Windlesham Committee will defer a decision until the September committee meeting but that in the interim, Members would discuss informally at an informal meeting in August. Members would request what further information they felt they needed from the Clerk in order to inform their discussions. Cllr Malcaus Cooper informed Members that she had already undertaken to draft a grant policy for the Lightwater Committee and would share this with Windlesham Members.</b></p> <p>The Clerk informed Members that the real spending power of the Committee comes from the reserves. Windlesham reserves are as follows:</p> <table data-bbox="459 1328 1010 1512" style="margin-left: 40px;"> <tr> <td>EMR Cemeteries</td> <td style="text-align: right;">£50,000.00</td> </tr> <tr> <td>EMR Windlesham Village</td> <td style="text-align: right;">£20,045.00</td> </tr> <tr> <td>EMR Windlesham CIL</td> <td style="text-align: right;">£46,610.18</td> </tr> <tr> <td>TOTAL:</td> <td style="text-align: right;">£116,655.18</td> </tr> </table> <ul style="list-style-type: none"> <li>• The Cemeteries fund is earmarked for the purchase of land and expansion of Windlesham Cemetery.</li> <li>• The Village reserve figure has taken into account the Windlesham proportion of additional recruitment budget needed (as agreed at Full Council) but has NOT taken into account the cost of the Councillors IT equipment yet. This is likely to be in the region of £3,000 which will be funded from this reserve.</li> <li>• The CIL reserve is free to be spent as the Committee wishes. CIL does have some restrictions – the Clerk provided Members with information regarding what CIL money can be used to fund.</li> </ul> <p><b>Members noted the report.</b></p>	EMR Cemeteries	£50,000.00	EMR Windlesham Village	£20,045.00	EMR Windlesham CIL	£46,610.18	TOTAL:	£116,655.18	<p>All Committee members</p>
EMR Cemeteries	£50,000.00									
EMR Windlesham Village	£20,045.00									
EMR Windlesham CIL	£46,610.18									
TOTAL:	£116,655.18									
<p><b>BVC/21/11</b></p>	<p><b>Forward Agenda Planning – to discuss a list of existing and future items for agenda planning purposes</b></p>									

	<p>The Clerk advised the Committee that whilst the Council is in the process of recruiting new staff it is important not to add to the current workload for the existing staff. Therefore, this agenda item had been specifically worded to allow the Committee to have discussions about potential projects/work they would like to see on future agendas but not to pass any resolutions that will generate new workload for the time being.</p> <p>Existing projects for Windlesham (as listed on the current projects spreadsheet) are:</p> <ul style="list-style-type: none"> <li>• Windlesham Cemetery Extension</li> <li>• Spend of CIL money</li> <li>• Housing Needs Survey</li> <li>• Site Security</li> </ul> <p>Members requested that the Windlesham Rejuvenation Project be added to the list and that the traffic calming measures presentation given to Members by Highways needed further discussion before a consultation process could be considered.</p>	<b>The Clerk</b>
<b>WVC/21/12</b>	<p><b>Christmas Lights</b></p> <p>At the last Full Council meeting on 22nd June, after much discussion, it was resolved that Christmas lights would be hired for this year. However, in the papers provided it stated that if Windlesham wished to have the bespoke light balls to hang from the hanging basket trees, that these could only be purchased. The cost of purchase is £4,582.35 and this cost was included in the overall year 1 hire costings presented to Full Council and agreed (£13,761.66).</p> <p>However, as discussions at Full Council were rather drawn out and protracted, a specific resolution should have been taken to agree hire costs and the purchase of the Windlesham light balls and this wasn't done.</p> <p>Therefore, Members were asked to confirm the purchase of the light balls for Windlesham (which were included in the original overall hire costings provided to Council) so the order can be finalised.</p> <p><b>It was resolved to purchase the light balls for Windlesham.</b></p>	
<b>WVC/21/13</b>	<p><b>Memorials and Inscriptions - relating to Windlesham Cemetery</b></p> <p>Memorials in the name of Briginshaw and Stockley <b>were approved.</b></p>	

**There being no further business, the meeting closed at 19:50.**

## Windlesham Parish Council

### 1. ARRANGEMENTS FOR DISCHARGE OF FUNCTIONS BY THE COUNCIL TO COMMITTEES

Subject to the appointment of the Bagshot Committee, Lightwater Committee, Windlesham Committee and Personnel/Staffing Committee as the Council's Standing Committees at the Annual Full Meeting of the Council, the following Terms of Reference and Delegated Functions are discharged to those Committees with the exception of the statutory and reserved duties listed below:

- a. Power to issue the Annual Precept;*
- b. The determination of borrowing limits;*
- c. Duty to consider an Auditor's Report;*
- d. Appointment of Committees and Members to serve on those Committees;*
- e. Fixing of Dates & Times of Council/Committee meetings;*
- f. Co-option of a Member to serve on the Council;*
- g. Delegation of Council Functions to Committees, and any other Functions that may be reserved by the Council including those duties indicated in the Standing Committees that will be referred up to Council.*

### 2. INTRODUCTION

2.1 This document sets out the manner in which Windlesham Parish Council has delegated its powers.

2.2 The legal basis of the delegation conferred by the Document is contained in the following provisions of the Local Government Act 1972:

"S. 101 Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

(a) by a Committee, a sub-committee or an officer of the authority, or

(b) by any other local authority

(2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee arrange for the discharge of any of those functions of a local authority and where by virtue of this section any functions of a local authority may be discharged by a sub-committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(3) Any arrangements made by a local authority or committee under this section for the



discharge of any functions by a committee, sub- committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

(4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.

(5) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority."

2.3 It is desirable that in the interests of certainty in decision making and to avoid lengthy discussions in Council meetings, Standing Orders should discourage, so far as is legally possible, action being taken by the Council after the matter has been 'decided' by a Committee, or Sub-committee. If the Council feel, however, that action is necessary then normally it should refer the matter back to the Committee concerned.

2.4 The intention of the delegation scheme is that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level and that officers are given power over the day-to-day administration of the Council.

### **3. THE 3 VILLAGES COMMITTEES - BAGSHOT/LIGHTWATER/WINDLESHAM (Committees appointed by Full Council)**

#### **3.1 Membership of the Committee**

- a. The Committee shall comprise of members, co-opted or elected at term or mid-term via a casual vacancy, of the village the committee is named after. i.e. Lightwater members will be members of the Lightwater Committee, Bagshot members will be members of the Bagshot Committee and Windlesham Members will be members of the Windlesham Committee.
- b. Between municipal years 2021 – 2023 (when boundary changes will be made to the parish ward boundaries of Windlesham and Bagshot ) as an interim measure, two councillors will be appointed to sit on the Windlesham Committee from Councillors elected to the other villages.
- c. Subject Matter Experts, whether from within or outside of Council may be invited to attend the meetings in a non-voting capacity.

- d. Any changes in membership of the Committee after the Annual Full Meeting of the Council shall be subject to approval at the next Full Council Meeting.
- e. The quorum of the Committee shall be a third of the Committee or three of its members, whichever is the greatest.
- f. Chairman of the Committee
  - i. The Committee shall elect its own Chairman at the first meeting of the Committee following the Annual Meeting of the Council.
  - ii. The Committee may elect a Vice-Chairman for the same term of office as the Chairman of the village committee.
- g. Minutes of Committee Meetings
  - i. Meeting minutes shall be taken by a member of staff.
  - ii. The minutes of each meeting of the Committee shall be made available for scrutiny at the next meeting of Full Council.

#### **4. POWERS OF THE COMMITTEE**

The Windlesham Committee shall be granted full delegated powers to deal with the following functions of the Council:

- a. Upon renewal of an existing Contract, tendering and procuring Contracts for its area. Full Council, as the legal entity, will sign off all contracts, subject to correct tendering process being followed and demonstration that the Committee can meet the expenditure.
- b. Burial Ground regulations and fees.
  - i. The Committee shall ensure that its policies, regulations and fees as outlined in 4b above are reviewed annually.
  - ii. The Committee shall consider and make rulings in respect of complaints or queries regarding regulations and fees as outlined in 4.b above.
  - iii. The Committees shall extend resident-reduced fees to all residents of the parish in perpetuity
- c. Spending its budget
- d. Awarding Grants
- e. Engaging and participating in Community events
- f. Agree an annual budget to present to Full Council in the October Budget meeting
- g. To review and make appropriate representations to the Local Planning Authority in relation to planning applications in the Windlesham area
- h. To make written representations/appearance at Planning Appeals or Hearings, if required,

- i. To receive reports on Planning Decisions if supplied by the relevant planning authority
- j. To receive and if necessary comment on the following: (a) Local Plans, (b) County Structure Plans, (c) Local Transport Plan, (d) Planning Strategy Documents/Planning Guidance, (e) Surrey Heath Borough Council Local Plan (Core Strategy Development Plan), etc
- k. To comment on transportation and highways matters including public footpaths, bus services, traffic orders, traffic calming, street lighting, street cleansing, litter/litter bins, bus shelters, highway maintenance, highway schemes, etc.,
- l. To receive and if necessary comment on information Reports submitted by the County Councillor for the Ward relating to any matters affecting the Village of Windlesham
- m. To receive and if necessary comment on environmental Issues including Air Quality Management Areas, Recycling facilities/initiatives, Monitoring Noise and other traffic pollution concerns, Health & Safety Risk Assessments/Reports,
- n. Applications for Grant aid falling within the purview of the Committee. Full Council, as the legal entity, will sign off all grant aid applications, subject to the Committee demonstrating it can meet all the obligations required of the grant awarding body
- o. To authorise, in advance, Members' attendances at Conferences/Seminars or other Meetings falling within the purview of the Committee,
- p. To contribute to the Full Council's newsletter
- q. To consider and accept tenders/quotations for works/equipment etc. falling within approved estimates, otherwise, the matter to be referred to Full Council for approval (this is if the cost of a project exceeds the estimate or is greater than the delegated committee's power and providing the village committee has the funds to do so) if a supplementary budget is required.
- r. To incur expenditure on the budgeted and approved estimates for the current financial year on all budget headings up to the respective amounts detailed in such estimates.
- s. To make recommendations to Full Council for any new capital schemes, including estimates for such schemes, for inclusion in the draft budgets for the next financial year and also items for inclusion in the draft revenue budgets.
- t. Decisions by committee that are to be considered by Full Council in order to meet statutory and legal requirements under due diligence and good governance arrangements are solely for endorsement. Council may ask questions and seek clarity but shall not unpick decisions made by committee.
- u. Should Council or Councillors feel that a decision made is not in the best interest of Council, this decision will be able to be called in. (Call in procedure to be linked to standing orders)

## **5. RESPONSIBILITIES AND AREAS OF OPERATION OF THE COMMITTEE**

- a. The Chairman of the Committee or, in the absence of the Chairman, the Vice-Chairman or, should a Vice-Chairman not be elected or present, another member of the Committee shall discuss the Committee's rulings with the public or the press when so required.
- b. The Committee shall ensure that any decisions or rulings which might be considered controversial or may result in adverse publicity for the Council are referred to the Proper Officer of the Council and or the Council as appropriate at the earliest opportunity and by means of extraordinary meetings if need be.
- c. The Committee shall ensure that the Responsible Financial Officer is informed of any decisions or rulings which have financial implications.

## **6.FINANCES**

- a. Subject to 1, 2 and 3 above the Windlesham Committee shall be responsible for managing its budget.
- b. The Committee budget shall be accrued by the precept generated in that village (SHBC base rate calculations apply) and any income generated by the village (if applicable).
- c. All Council wide costs will be shared by the village committees on the percentage basis detailed in appendix A. All village specific expenditure will be met by each village committee as detailed in appendix A.
- d. Subject to Financial Regulations the spending limit of each village committee shall be no more than £15,000 per single item.

## **APPENDIX A**

### **PRECEPT**

The Council Precept for the 2020/2021 year was £309,370.

Precept by Village with North Windlesham part of Windlesham (figures supplied by SHBC)

BAGSHOT: £108,475.80	This equates to 35% of the value of precept
LIGHTWATER: £118,363.62	This equates to 39% of the value of precept
WINDLESHAM: £80,372.16	This equates to 26% of the value of precept

### **TOP LEVEL COSTS**

All top-level (Council-wide) costs are to be split between the village committees on the percentage basis stated above. Top level costs are the following:

- Staff (with the exception of the Cemeteries Administrator, who's salary costs have been apportioned 15% top level, 5% Bagshot, 30% Lightwater, 50% Windlesham)
- Hook Mill Lane Depot
- Allotments
- Council office and chamber
- Bagshot chapel
- Councillor HMRC payroll costs
- Trees
- Administration costs

### **ASSET MANAGEMENT**

All assets are to be managed by individual village committees apart from Hook Mill Lane depot, Bagshot Chapel and the Council Office and Chamber. All income derived from village-based assets (cemeteries income or by the sale of an asset) will be retained by that village committee.

Hook Mill Lane – in the event of the sale of this asset, the proceeds will be split between the villages on the same percentage basis listed above.

Village committees will be responsible for the costs and management of the following assets:

- Bagshot – cemetery, war memorial, School Lane Field, Freemantle Road play area, Jubilee lamp, Bagshot clock, all street furniture owned by WPC in Bagshot
- Lightwater – cemetery, Lightwater pavilion, Lightwater recreation ground and play area, war memorial, High Curley SSSI and all street furniture owned by WPC in Lightwater
- Windlesham – cemetery, war memorial, Windmill Field play area, Kings Lane play area all street furniture owned by WPC in Windlesham

## GREENSPACE CONTRACT BREAKDOWN

Total grass + vegetation in the 3 villages = 55,364m<sup>2</sup> (figure provided by SHBC contract manager)

Lightwater = 39%

Bagshot = 39%

Windlesham = 22%

These percentages are to be applied to the budgeted cost of the Greenspace contract in any given year.

Please note the greenspace contract does not include the maintenance of Windlesham cemetery. If at any point in the future this were to be added into a wider greenspace contract, this would affect the percentage breakdown listed.

## COUNCILLOR COSTS

Councillor costs (allowances, training budget and expenses) will be based on the number of committee seats and costs split according – Bagshot 6/18, Lightwater 7/18 and Windlesham 5/18.

<b>Committee Name</b>	<b>Frequency of meetings</b>
Full Council	x 6 meetings annually
Personnel	Quarterly (as current committee x4)
Bagshot	Monthly(10x)
Lightwater	Monthly(10x)
Windlesham	Monthly(10x)
<b>TOTAL MEETINGS</b>	<b>40 MEETINGS PER YEAR</b>

This only addresses the number of meetings and not their duration, and it is believed that the meetings will be less dispersive and lengthy.


Appendix B

Windlesham PL for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/06/2021	156935	10	SHORTS	SHORT	15.00	3.00	18.00	4060	500	15.00	SKIP HIRE WIND CEM
09/07/2021	1252	11	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	WIND CEM MAINTENANCE JUNE 21
<b>TOTAL INVOICES</b>					<u>2,145.00</u>	<u>429.00</u>	<u>2,574.00</u>			<u>2,145.00</u>	
VAT ANALYSISCODE S @ 20.00%					2,145.00	429.00	2,574.00				
<b>TOTALS</b>					<u>2,145.00</u>	<u>429.00</u>	<u>2,574.00</u>				

<b>Customer:</b> Windlesham Parish Council  The Council Office The Avenue Lightwater Surrey GU18 5RG  01276 471675	<h1>INVOICE</h1> 		<b>Branch Address:</b> Watchetts Park Park Road Camberley Surrey  GU15 2SR Tel: 01276 409151 VAT Reg No: 203 3249 52					
Purchase Order No: SARAH WAKEFIELD	<b>Payment Address:</b> Glendale Grounds Management Limited The Stables, Duxbury Hall Road Duxbury Park, Chorley PR7 4AT Telephone: 01257 460461		Page: 1 of 1					
Customer No: 10729	<b>PLEASE NOTE OUR NEW BANK DETAILS:</b> <b>Account No: 01574191 Sort Code: 09-07-20</b>		Date: 30/06/2021					
<b>DESCRIPTION</b>			<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>NET</b>	<b>VAT</b>	<b>VAT</b>	<b>SUB TOTAL</b>
Interment ashes for June 2021: 11/06/2021 WC plot GG82 Jane Robbie 25/06/2021 WC plot B71L (double) Fairbanks 28/06/2021 WC plot Z20 Mrs Lake			3.00	174.22	522.66	20.00 STD	104.53	627.19
<b>Terms</b> Payment is due within 30 days from the date of invoice. Bank details: Santander, Account No: 01574191, Sort Code: 09-07-20 If paying by BACS please email your remittance advice to <a href="mailto:CreditControl@glendale-services.co.uk">CreditControl@glendale-services.co.uk</a> Please send cheque payments to the above payment address. The Company reserves the right to charge daily interest on any outstanding balance at UK clearing bank base lending plus 2% on overdue invoices. Payments can also be made by debit card by telephone to the above number.							<b>NET</b>	522.66
							<b>VAT</b>	104.53
							<b>TOTAL</b>	627.19



