



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL’S BAGSHOT VILLAGE COMMITTEE

Held on Tuesday 6th July 2021 at 7.00pm at the Community Hub, Windlesham Field of Remembrance

Councillors	
Bakar	P
Du Cann	P
Gordon	P
Manley	P
White	P
Willgoss	P

In the Chair: Councillor Willgoss
In attendance: Sarah Walker – Clerk to the Council

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

		Action
BVC/21/01	<p>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</p> <p>Cllr Gordon nominated and Cllr Manley seconded Cllr Willgoss as Chairman and Cllr Du Cann as Vice Chairman of the Committee.</p> <p>A vote was taken with all in agreement it was therefore resolved to elect Cllr Willgoss as Chairman and Cllr Du Cann as Vice Chairman of the Committee.</p>	
BVC/21/02	<p>Apologies for absence</p> <p>All Committee members were present.</p>	
BVC/21/03	<p>Declarations of Interest</p> <p>Councillor White declared a non-pecuniary interest in agenda item 13 as she has been having ongoing discussions with other parties regarding the issue.</p>	
BVC/21/04	<p>To review the terms of reference for the Committee and note any village specific additions to be recommended to Full Council for inclusion</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 Bagshot area</p> <p>Also amended for Bagshot Committee is the appendix to reflect village assets not originally listed – these being the Jubilee Lamp, Bagshot clock and 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. It was therefore resolved the Terms of Reference shown at Appendix A be adopted for the Bagshot Committee for 2021-22.</p>	
<p>BVC/21/05</p>	<p>Public question time</p> <p>A public question was submitted by Laura Clements, Bagshot resident as follows:</p> <p>“I think the most important thing councillors/council can do for our village is to slow it down. Why can’t CIL money be used to change the colour of the tarmac leading to the village to slow traffic down and more prominent 20 mph signs. The illusion that you need to slow down can be quite powerful. Also we need 20mph from the A322 all the way to the A30 or better still better signage on the A322 that the A30 is accessible from the bypass so lessening they amount of traffic using the village as a rat run to the A30.”</p> <p>Committee members discussed the question and all agreed that this is a long-standing issue of concern to them as well as residents in Bagshot.</p> <p>Cllr White informed Members that the High St is due to be resurfaced and would discuss with Local Area Committee if this work could be brought forward and if different coloured tarmac areas could be applied to try and slow the traffic. Other measures such as speed bumps had been dismissed due to the location being a bus route and Highways would not allow speed bumps on bus routes.</p> <p>The issue of a wider 20mph area is also problematic – traffic needs to be slowed further out in order to enforce a 20mph area. If average</p>	

	<p>approach speeds are over 24mph, then a reduction to 20 mph is not possible.</p> <p>The Committee will continue to press the issue with the relevant authorities.</p>	
BVC/21/06	<p>Exclusion of the press and public.</p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>BVC/21/14 To discuss a proposal relating to Chapel Lane traffic issues</p>	
BVC/21/07	<p>To consider planning applications and planning appeals received prior to this meeting:</p>	
21/0654/FFU	<p>4 Kemp Court, Bagshot, Surrey, GU19 5QG Demolition of existing conservatory, single storey rear extension, first floor side extension, front porch</p> <p>No objections</p>	<i>FPA</i>
21/0652/FFU	<p>29 Horsebrass Drive, Bagshot, Surrey, GU19 5RB Single storey rear extension and retaining wall</p> <p>No objections</p>	<i>FPA</i>
21/0591/FFU	<p>5 Manor Way, Bagshot, Surrey, GU19 5JZ, Erection of part single part two storey rear extension</p> <p>No objections</p>	<i>FPA</i>
21/0680/DTC	<p>42 - 44 London Road, Bagshot, Surrey, GU19 5HL Proposal: Application for the approval of details reserved by Condition 7 (Archaeology) of planning permission APP/D3640/W/20/3245089 [SU/18/1083] relating to the erection of a part one, two and three storey building, partly within the roof, to provide 46 extra care apartments including associated facilities, car parking and landscaping following the demolition of existing buildings</p> <p>No objections</p>	<i>DTC</i>
21/0637/FFU	<p>6 Weston Grove, Bagshot, Surrey, GU19 5QA, Single storey rear extension following demolition and removal of existing conservatory.</p> <p>No objections</p>	<i>FPA</i>
21/0216/FFU	<p>67 Guildford Road, Bagshot, Surrey, GU19 5NS Erection of a single storey side extension to provide ancillary annex</p> <p>No objections</p>	<i>FPA</i>
21/0660/FFU	<p>55 London Road, Bagshot, Surrey, GU19 5DT Repairs and alterations to existing single storey rear extension following part demolition</p> <p>No objections although the Committee asked if caution be shown to the loading/unloading of construction materials due to limited access to the property.</p>	<i>FPA</i>
21/0707/DTC	<p>42 - 44 London Road, Bagshot, Surrey, GU19 5HL Application for the approval of details reserved by Condition 3 (external materials) of planning permission APP/D3640/W/20/324505089 [SU/18/1083] (relating to the erection of a part one, two and three storey building, partly with accommodation in the roof, to provide 46 extra care apartments including associated</p>	Details to comply

	facilities, car parking and landscaping following the demolition of existing buildings) No objections	
21/0703/DTC	Woodside Cottage, Chapel Lane, Bagshot, Surrey, GU19 5DE Application for the approval of details reserved by Condition 21 (cycle and refuse storage) of planning permission APP/D3640/W/3248476 [SU/19/0235] (relating to the development of 44 dwellings comprising 7 no two bedroom, 9 no three bedroom and 16 no four bedroom two storey homes and 7 no one bedroom and 5 no two bedroom flats within a three storey building along with access, parking/garaging, and landscaping, following the demolition of existing dwelling and associated outbuildings) No objections	Details to comply
21/0690/CES	45 Bagshot Green, Bagshot, Surrey, GU19 5JR Certificate of lawfulness for the proposed hip-to-gable roof enlargement, installation of two roof lights to the front roof slope, a window to the side elevation at second floor level and the addition of a dormer window to the rear, to facilitate a loft conversion No objections	CPD
BVC/21/08	To receive reports from: a. Surrey County Council; b. Surrey Heath Borough Council 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, a County report had not been requested from Cllr Tear on this occasion. Cllr Gordon informed the Committee that Surrey Heath are advertising for applications to be made by residents for CIL money to fund projects they wish to see completed. It was possible that this could be used for the upgrade of a playground on the Earlswood estate which had recently drawn complaints about the age and state of the equipment. Cllr White informed the Committee that it was highly likely this particular play area was the responsibility of Persimmon Homes, as the residents of the estate pay a monthly maintenance and management fee which should cover items such as playground upgrades. Cllr White has written to Persimmon Homes and is awaiting a response. Cllr White also informed Members that the new leisure centre in Camberley had opened on 1 st July as planned.	
BVC/21/09	Payments for approval The Clerk informed Members that this would be a standing agenda item for the Committee, however there were no payments to be authorised at this time.	
BVC/21/10	Committee finances – overview 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 as attached at Appendix B. 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	

	<p>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"> • Playground repairs and renewals • Greenspace contingency • Grants – section 137 and open spaces maintenance grants <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 it was resolved that the Bagshot Committee would like to offer a grant scheme for this financial year. A forward agenda item to discuss a policy would be noted for the next Committee meeting in September.</p> <p>The Clerk informed Members that the real spending power of the Committee comes from the reserves. Bagshot reserves are as follows:</p> <p style="padding-left: 40px;">EMR School Lane Play Equipment £52,402.44</p> <p style="padding-left: 40px;">EMR Bagshot Village £21,381.00</p> <p style="padding-left: 40px;">EMR Bagshot CIL £169,811.87</p> <p style="padding-left: 40px;">TOTAL: £243,595.31</p> <ul style="list-style-type: none"> • The School Lane play equipment fund is ringfenced for the replacement of play equipment when required – it is not for use for the wider field. • The Village reserve figure has taken into account the Bagshot 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. • 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. <p>Members noted the report.</p>	<p>The Clerk</p>
<p>BVC/21/11</p>	<p>Forward Agenda Planning – to discuss a list of existing and future items for agenda planning purposes</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 Bagshot (as listed on the current projects spreadsheet) are:</p> <ul style="list-style-type: none"> • Bagshot Station Adoption • Bagshot Telephone Box • Bagshot Square 	

	<ul style="list-style-type: none"> • Bagshot Bollards and Bins • Bagshot - Litter signs for College Ride Bagshot <p>Cllr White requested that the project to install fencing at Bagshot Green is included on the list. Updates to projects on the list are as follows:</p> <ul style="list-style-type: none"> • Bagshot Station Adoption <p>Cllr White indicated she was due to attend a Blackwater Valley meeting, at which the station/railways had representatives to see if the project could be progressed at all. Cllr Manley felt that the possibilities were very limited due to railway health and safety requirements.</p> <ul style="list-style-type: none"> • Bagshot Telephone Box <p>General consensus was that a defibrillator should be installed in the BT telephone box.</p> <ul style="list-style-type: none"> • Bagshot - Litter signs for College Ride Bagshot <p>Following vandalism of the installed signs, the Committee agreed to try one further time to install signs to try and deter the fly-tipping. It was therefore resolved that the Clerk would order and install signs to replace the vandalised ones.</p>	<p>Cllr White</p> <p>The Clerk</p>
<p>BVC/21/12</p>	<p>Memorials and Inscriptions - relating to Bagshot Cemetery</p> <p>The Clerk informed Members that this would be a standing agenda item for the Committee, however there were no memorials to be authorised at this time.</p>	
<p>BVC/21/13</p>	<p>Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>BVC/21/14 To discuss a proposal relating to Chapel Lane traffic issues</p> <p>The open part of the meeting was formally closed.</p>	
<p>BVC/21/14</p>	<p>To discuss a proposal relating to Chapel Lane traffic issues</p> <p>Members discussed issues regarding construction traffic accessing the site at Chapel Lane causing road blockages and being potentially dangerous to other road users/pedestrians in the area.</p> <p>A proposal had been put to the Council regarding the use of a Council facility as a “holding area” for the lorries but the Committee voted unanimously against the proposal.</p>	

There being no further business, the meeting closed at 20:16.

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 Bagshot 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 Bagshot 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 Bagshot
- 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 Bagshot 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
- Windlesham – cemetery, war memorial, Windmill Field play area, Kings Lane play area

GREENSPACE CONTRACT BREAKDOWN

Total grass + vegetation in the 3 villages = 55,364m² (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.

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

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

02/07/2021		Windlesham PC Split				Page 1			
09:13		Detailed Income & Expenditure by Budget Heading 01/07/2021							
Month No: 3		Committee Report							
		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Bagshot									
300 Bagshot Cemetery									
1000	Burial fees	0	75	0	(75)			0.0%	
	Bagshot Cemetery :- Income	0	75	0	(75)				0
4050	Rates	0	104	200	96		96	52.1%	
4060	Maintenance	0	0	2,625	2,625		2,625	0.0%	
	Bagshot Cemetery :- Indirect Expenditure	0	104	2,825	2,721	0	2,721	3.7%	0
	Net Income over Expenditure	0	(29)	(2,825)	(2,796)				
305 Bagshot Heritage									
4055	Utilities	(3)	0	0	(0)		(0)	0.0%	
4060	Maintenance	6	196	437	241		241	44.9%	
4100	War Memorial	340	340	700	360		360	48.6%	
4175	Equipment	(100)	0	0	0		0	0.0%	
	Bagshot Heritage :- Indirect Expenditure	243	536	1,137	601	0	601	47.2%	0
	Net Expenditure	(243)	(536)	(1,137)	(601)				
310 Bagshot Grounds Maintenance									
4160	Greenspace Contingency	720	1,026	2,800	1,774		1,774	36.6%	
4165	Greenspace Contract	2,274	4,807	31,000	26,193		26,193	15.5%	
4185	Planting	0	1,443	1,600	157		157	90.2%	
4190	Christmas Trees	0	0	833	833		833	0.0%	
4195	Tree Maintenance/Surgery	0	1,540	2,800	1,260		1,260	55.0%	
4220	Playground Repairs & Renewal	0	0	3,500	3,500		3,500	0.0%	
	Bagshot Grounds Maintenance :- Indirect Expenditure	2,994	8,816	42,533	33,717	0	33,717	20.7%	0
	Net Expenditure	(2,994)	(8,816)	(42,533)	(33,717)				
315 Bagshot Allotments									
1030	Allotment Fees	0	0	595	595			0.0%	
	Bagshot Allotments :- Income	0	0	595	595			0.0%	0
4060	Maintenance	0	0	350	350		350	0.0%	
4070	Allotment Refunds	0	0	35	35		35	0.0%	
	Bagshot Allotments :- Indirect Expenditure	0	0	385	385	0	385	0.0%	0
	Net Income over Expenditure	0	0	210	210				

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Detailed Income & Expenditure by Budget Heading 01/07/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Bagshot Staffing</u>								
4300 Salaries	1,353	4,060	19,285	15,225		15,225	21.1%	
4340 Local Government Pension	440	1,319	7,000	5,681		5,681	18.8%	
4345 HMRC Payroll	465	1,394	7,700	6,306		6,306	18.1%	
4350 Training	0	0	350	350		350	0.0%	
Bagshot Staffing :- Indirect Expenditure	2,258	6,773	34,335	27,562	0	27,562	19.7%	0
Net Expenditure	(2,258)	(6,773)	(34,335)	(27,562)				
<u>325 Bagshot Administration</u>								
1076 Precept	0	53,751	107,502	53,751			50.0%	
1077 LCTS Grants	0	1,039	2,078	1,039			50.0%	
1800 Other Income	0	4	175	172			2.0%	
1900 Interest Received	0	133	1,225	1,092			10.9%	
Bagshot Administration :- Income	0	54,927	110,980	56,053			49.5%	0
4380 Elections	0	0	1,750	1,750		1,750	0.0%	
4400 Legal/HR/Recruitment Costs	0	126	7,000	6,874		6,874	1.8%	
4405 Waste Disposal	16	16	875	859		859	1.8%	
4410 Cleaner	0	0	175	175		175	0.0%	
4415 Insurance	0	0	1,750	1,750		1,750	0.0%	
4420 Finance System	123	123	350	228		228	35.0%	
4425 External Finance Support	0	118	1,400	1,282		1,282	8.4%	
4430 Licences & Subscription	970	1,245	1,575	330		330	79.0%	
4435 Office Expenses	0	20	700	680		680	2.8%	
4440 ICT Costs	0	115	1,225	1,110		1,110	9.4%	
4445 Audit	0	0	700	700		700	0.0%	
4455 Telecoms & Security	0	97	525	428		428	18.4%	
4600 Annual Meeting & Civic Costs	0	0	350	350		350	0.0%	
Bagshot Administration :- Indirect Expenditure	1,108	1,859	18,375	16,516	0	16,516	10.1%	0
Net Income over Expenditure	(1,108)	53,068	92,605	39,537				
<u>330 Bagshot Councillors</u>								
4345 HMRC Payroll	(97)	(0)	0	0		0	0.0%	
4500 Cllr Allowances, Training & Ex	881	2,275	10,000	7,725		7,725	22.7%	
Bagshot Councillors :- Indirect Expenditure	784	2,274	10,000	7,726	0	7,726	22.7%	0
Net Expenditure	(784)	(2,274)	(10,000)	(7,726)				

Detailed Income & Expenditure by Budget Heading 01/07/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
335 Bagshot Council Buildings								
4055 Utilities	(6)	0	0	(0)		(0)	0.0%	
4060 Maintenance	0	(1)	0	1		1	0.0%	
4405 Waste Disposal	(11)	0	0	(0)		(0)	0.0%	
4550 Office Building Costs	66	360	2,450	2,090		2,090	14.7%	
4555 HMLD Building Costs	32	435	2,625	2,190		2,190	16.6%	
4560 Office Utilities DO NOT USE	(66)	(0)	0	0		0	0.0%	
4565 HMLD Utilities DO NOT USE	(3)	0	0	(0)		(0)	0.0%	
4575 HMLD Maintenance DO NOT USE	(26)	(0)	0	0		0	0.0%	
Bagshot Council Buildings :- Indirect Expenditure	(14)	794	5,075	4,281	0	4,281	15.6%	0
Net Expenditure	14	(794)	(5,075)	(4,281)				
340 Bagshot Grants								
4200 Open Spaces Maintenance	0	0	4,900	4,900		4,900	0.0%	
4650 Section 137 Grants	0	0	9,100	9,100		9,100	0.0%	
Bagshot Grants :- Indirect Expenditure	0	0	14,000	14,000	0	14,000	0.0%	0
Net Expenditure	0	0	(14,000)	(14,000)				
350 Bagshot Capital Projects								
4800 Community Governance Review	0	0	1,750	1,750		1,750	0.0%	
4915 Festive Lights Capital Project	1,466	1,466	0	(1,466)		(1,466)	0.0%	
Bagshot Capital Projects :- Indirect Expenditure	1,466	1,466	1,750	284	0	284	83.8%	0
Net Expenditure	(1,466)	(1,466)	(1,750)	(284)				
Bagshot :- Income	0	55,002	111,575	56,573			49.3%	
Expenditure	8,839	22,622	130,415	107,793	0	107,793	17.3%	
Movement to/(from) Gen Reserve	(8,839)	32,380						
Grand Totals:- Income	0	55,002	111,575	56,573			49.3%	
Expenditure	8,839	22,622	130,415	107,793	0	107,793	17.3%	
Net Income over Expenditure	(8,839)	32,380	(18,840)	(51,220)				
Movement to/(from) Gen Reserve	(8,839)	32,380						