



Windlesham Parish Council

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MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL
 Held on Wednesday 11th August 2021, at 7.00pm held at Windlesham Field of
 Remembrance Hub, Kennel Lane, Windlesham

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	A	Barnett	A	Goodman	A
Du Cann	P	Galliford	A	Hansen-Hjul	P
Gordon	P	Halovsky-Yu	P	Hardless	P
Manley	-	Harris	A	Stacey	PA
Willgoss	P	Hartshorn	PA	Sturt	A
White	P	Jennings-Evans	A		
		Malcaus Cooper	P		

In attendance: Jo Whitfield – Interim Clerk

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

Cllr Malcaus Cooper was in the Chair

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		Action
C/21/47	Apologies for absence Acceptable apologies for absence were received from Cllrs Goodman, Galliford, Bakar, Harris, Jennings-Evans, Barnett and Sturt.	
C/21/48	Declarations of interest Cllr Gordon declared a non-pecuniary interest in the Memorial application for Janine Maria Elliot as a close friend of the family. All Members present declared non-pecuniary interests in the Lightwater planning application 21/0741/FFU - the applicant is known to them all. Cllr Malcaus Cooper declared a non-pecuniary interest in the Lightwaterplanning application 21/0814/FFU - the applicants are known to her. Cllr Hartshorn declared a non-pecuniary interest in the Lightwater planning application 21/0808/FFU - the applicant is a neighbour of a close family member.	
C/21/49	Public question time Q1: Anne Newnham submitted the following question: Could you please tell me why it seems the building of 300 houses at Heathpark is going ahead when it does not seem to take into account the wildlife that will be disturbed- ie the kites nests, the bats etc, the extra amount of cars on the road around Windlesham, lack of buses, no doctor in the village, over attendance at schools and also no butcher, proper baker, greengrocer or grocer in the village.	

	<p>A:</p> <p>Cllr Stacey informed Members that some of the details in the question posed were factually incorrect and that planning consent had been given for 140 houses not the stated 300. The current plans show that the developer is now to build 116 homes.</p> <p>Council asked the Interim Clerk to respond to Mrs Newnham advising her that both Surrey Heath Borough Council as the planning authority and Windlesham Parish Council as a consultee, had objected to this planning application and planning approval had been granted on appeal by the Planning Inspectorate. Due to the fact that it is a reserve site and SHBC could not demonstrate a 5 year plan.</p> <p>Members also requested that Mrs Newnham be informed that disturbance of wildlife had been reviewed by Harper Asprey Wildlife Trust, based in Windlesham, and they have been engaged with the developer for some time now on all wildlife concerns.</p> <p>However, it has come to Councils attention that since Harper Asprey's review, Red Kites are now present at the site, therefore Council will bring this to their attention.</p> <p>With regard to the queries raised about infrastructure, Council asked that Mrs Newnham be informed of the Community Infrastructure Levy of which Windlesham Village Committee receives 25% for infrastructure needed as a result of developments.</p>	Clerk
C/21/50	<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>C/21/66 External Finance Support C/21/67 Outsourcing Payroll</p>	
C/21/51	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The open minutes of the Council meeting held on 22nd June 2021 were approved and signed by Cllr Malcaus Cooper. 	Cllr Malcaus Cooper
C/21/52	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes and all recommendations therein, of the Personnel Committee meetings held on the 30th June and 13th July 2021, were approved and signed by Cllr Hansen Hjul. <p><u>Recommendations therein:</u></p> <ol style="list-style-type: none"> To recommend to Full Council the formal appointment of Cllr Halovsky-Yu to the Personnel Committee (Minute Ref: PER/21/5). 	Cllr Hansen Hjul

	2. Terms of engagement for external finance support were agreed and a recommendation to Full Council be made to increase the existing budget line to £15k (Minute Ref:PER/21/15).	
C/21/53	Planning Applications	

	Bagshot Applications	Type
21/0706/LLB	Hall Grove School, London Road, Bagshot, Surrey, GU19 5HZ Listed Building consent for the installation of three sets of solar (PV) panels on school buildings. Listed Building Consent (Alter/Extend) No Objections	Listed Building Consent (Alter/Extend)
21/0705/FFU	Hall Grove School, London Road, Bagshot, Surrey, GU19 5HZ Installation of three sets of solar (PV) panels on school buildings. Full Planning Application No Objections	FPA
21/0833/FFU	13 Cedar Close, Bagshot, Surrey, GU19 5AB Erection of a part two storey part first floor side extension with associated works. No Objections	FPA
21/0831/FFU	12 Victoria Court, Bagshot, Surrey, GU19 5QH Erection of part single part two storey rear extension following demolition of existing conservatory Full Planning Application No Objections	FPA

Application number	Lightwater Applications	Type
21/0761/FFU	73 Lightwater Meadow, Lightwater, Surrey, GU18 5XH Erection of single storey side and rear extension Full Planning Application No Objections	FPA
21/0763/FFU	16 Meadowbank Road, Lightwater, Surrey, GU18 5SX Erection of a first floor side extension with conversion of existing integral garage to habitable accommodation and associated works. Full Planning Application No Objection	FPA
21/0760/FFU	20A Ridgeway Close, Lightwater, Surrey, GU18 5XU Demolition of existing conservatory, and erection of single storey rear extension.	FPA

	Full Planning Application No Objection	
21/0762/NM A	10 Copthorne Drive, Lightwater, Surrey, GU18 5TE Non-material amendment to application 21/0416/FFU to change the window position. Non Material Amendment No Objection	NMA
21/0788/FFU	14 Curley Hill Road, Lightwater, Surrey, GU18 5YG Extension to the existing first floor rear dormer including a hip to gable. Full Planning Application No Objection	FPA
21/0786/FFU	31 Ridgeway Close, Lightwater, Surrey, GU18 5XX Construction of a double storey rear extension. Full Planning Application No Objection	FPA
21/0805/FFU	14 Ullswater Close, Lightwater, Surrey, GU18 5TD, Single storey rear extension. Garage conversion to habitable accommodation. Full Planning Application No Objection	FPA
21/0741/FFU	2 Glebe Close, Lightwater, Surrey, GU18 5SY Erection of a two-storey front/side and single-storey rear extension (including conversion of the garage space to habitable accommodation). Full Planning Application Objection Members objected due to concerns over lack of parking provision and asked for a Ward Borough Councillor to raise this with Surrey Heath Planning.	FPA
21/0814/FFU	23 High View Road, Lightwater, Surrey, GU18 5YF Change use of the pool for commercial swimming lesson Full Planning Application No Objection	FPA
21/0808/FFU	66 Mount Pleasant Close, Lightwater, Surrey, GU18 5TR Erection of 3 no detached storage units within the property's frontage and associated ground levelling. Full Planning Application No Objection	FPA

	Windlesham Applications	Type of application
21/0671/FFU	<p>Rowena, School Lane, Windlesham, Surrey, GU20 6EY Erection of a two storey side extension (resubmission of planning permission 20/0435). Full Planning Application</p> <p>No Objection</p>	<i>FPA</i>
21/0829/FFU	<p>Fairview, London Road, Windlesham, Surrey, GU20 6PG Single storey rear extension to replace the existing conservatory. Infill of two high level windows on the ground floor side elevation. Full Planning Application</p> <p>No Objection</p>	<i>FPA</i>
21/0754/OU	<p>Land North East Of Snows Ride, Hatton Hill, Windlesham, Surrey, GU20 6AD Outline Application with all matters reserved for the erection of one detached Dwelling. Outline Application</p> <p>Objection</p> <p>Members objected to this development for the following reasons:</p> <ul style="list-style-type: none"> • It lies in the Green Belt and does not meet the exceptions set out by the National Planning Policy Framework. • The access road is extremely narrow and the passing point detailed in the application is actually a private residential designated driveway. • Insufficient parking provision to meet the requirements of the Windlesham Neighbourhood Plan 2018-2028. 	<i>Outline Application</i>
21/0817/FFU	<p>Vanya Cottage, 1 Orchard Hill, Windlesham, Surrey, GU20 6DB Single storey side and first floor side extension. Full Planning Application</p> <p>No Objection</p>	<i>FPA</i>
21/0816/DTC	<p>Hatton Hill Nursery School, Hatton Hill, Windlesham, Surrey, GU20 6AB Application for approval of condition number 7 (Landscaping) of planning consent 20/0487/FFU for the construction of single storey infill extensions and associated works following demolition of plant room & outdoor classroom. Details to comply</p> <p>Objection</p>	Details to comply

	<p>Members noted that the application is for approval of condition 7 of decision of 17/09/20 – which states -</p> <p>“No soft or hard landscaping shall take place until full details of both have been submitted to and approved in writing by the Local Planning Authority”</p> <p>The work has been undertaken already and it is believed that this is a retrospective application. Breach of condition 7 (17/09/20)</p> <p>There is concern that the water runoff from the substantial tarmac hard landscaping will result in drainage issues for their direct neighbour, The Windlesham Club & Theatre, which lies on ground below the level of the Nursery, on two adjacent boundaries.</p> <p>Concerns were also raised that The Windlesham Club & Theatre were not notified when this application was submitted previously.</p>	
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<p>C/21/54</p>	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £1,953.36 and explained the individual items.</p> <p>It was resolved the payments (Annex A) in the total sum of £1,953.36 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	<p>Cllr Malcaus Cooper</p>
<p>C/21/55</p>	<p>Delegated Authority</p> <p>Payment of Invoices</p> <p>1. <u>Payment of all invoices until the end of August 2021</u> Following the Council’s re-structure at the May Full Council meeting, it was agreed there would be no meetings scheduled between 14th July and the 28th September 2021.</p> <p>However, as per financial regulation 5.2 all invoices received must be approved at a Council meeting prior to payment, therefore, to ensure that invoices received over the summer months are paid in a timely fashion Council were asked to consider suspending Financial Regulation 5.2 and authority to pay invoices received during this time be delegated to the Interim Clerk.</p> <p>Members were also asked to note that if agreed all payments made during this time will be reported at the September Full Council meeting.</p> <p>It is resolved unanimously to delegate authority for the payment of all invoices to the Interim Clerk until the end of August 2021.</p>	<p>The Clerk</p>

Payment of Invoices incorporating charges for multiple committees

As per Financial Regulation 5.2 above, relevant invoices as detailed on payment listings will be presented to the relevant village committee or at a meeting of Full Council. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or committee.

Members were informed that the practicality of this means some invoices will need to be presented to multiple committees before they can be paid, causing unnecessary delay when making payments to suppliers. There is also no mechanism within the accounting system to permit a single invoice to appear on the payment listings for more than one committee.

It was recommended that Members amend Financial Regulation 5.5 to include:

- d) If an expenditure item requires authorisation by multiple committees and the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate village committee or Full Council meeting.

It was resolved unanimously to amend Financial Regulation 5.5 as per the recommendation above.

2. Memorial Applications

Members are informed that in line with current Cemetery procedures all Memorial Applications come to a Council meeting for approval.

In order to prevent delays over the summer period and to maximise efficiency going forward Members were asked to consider delegating authority to the Clerk and Cemeteries Administrator with the remit to assess future Memorial Applications against the current cemetery regulations and authorise where applicable, referring all applications not complying with the regulations to the relevant Village Committee.

It was resolved unanimously to delegate authority to the Clerk and Cemeteries Administrator, to approve Memorial Applications in line with the Cemetery Regulations.

The Clerk

Officers

<p>C/21/56</p>	<p>Return to Work & Lone Working Risk Assessment Members were informed that staff have now returned to the office and office opening hours are as follows:</p> <p>The public access opening times are now as follows: Monday – Wednesday 9am-2pm Outside of these times members of the public are able book an appointment. Please note that the office operating hours have not changed. Staff are available Monday-Thursday 9am-4pm and Friday 9am-2pm.</p> <p>Members were also informed that prior to re-opening the office, both a COVID-19 and a lone worker risk assessment were carried out.</p> <p>Members are presented with a COVID-19 return to work risk assessment and a Lone Worker risk assessment and asked to acknowledge both the risks and mitigations, and to consider:</p> <ul style="list-style-type: none"> • Including the lone worker procedures in a staff handbook • Purchasing small personal alarms for staff for use off site • Installing a video/intercom system to ensure staff safety and to enhance security. <p>Members indicated that they wished to proceed with video / intercom system and were informed that preliminary investigations indicate that the systems detailed below could provide a suitable solution at the office entrance, recording any visitors entering or leaving the building.</p> <ol style="list-style-type: none"> a) The Ring doorbell or something similar that can be installed using a plug-in transformer, thereby minimising the requirement for hard wiring. or b) A dedicated video intercom which will either require hard wiring or a gateway device such as Amazon Alexa or Google Home for example. <p>Based on initial enquiries costs to purchase and install such systems are expected to be in the region of £200-£500 depending on the solution. If Council deem an automated door lock necessary, the cost will be considerably more.</p> <p>Members were then asked to consider delegating authority to the Clerk in conjunction with the Chair and Vice-Chair, to further explore the video intercom options available, obtain quotes and proceed with the most suitable solution.</p> <p>It was resolved to</p> <ul style="list-style-type: none"> • Include the lone worker procedures in a staff handbook • Delegate authority to the Interim Clerk to purchase 2 x mobile phones for staff for use off site instead of personal alarms 	<p>HR / Personnel committee</p> <p>Clerk</p>
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	<ul style="list-style-type: none"> • Install a video/intercom system to ensure staff safety and to enhance security. • Review risk register on a quarterly basis or if legislation changes <p>It was further resolved to delegate authority to the Interim Clerk in conjunction with the Chair and Vice-Chair, to further explore the video intercom options available, obtain quotes and proceed with the most suitable solution.</p>	<p>Clerk</p> <p>Full Council</p> <p>Clerk / Chair/ Vice Chair</p>
<p>C/21/57</p>	<p>Telephones - Re-allocation of WPC Soft Phone Licence</p> <p>Members were made aware that the current telephone contract includes a softphone licence, which up until now has been allocated to the Clerks laptop.</p> <p>Members are asked to consider authorising the transfer of this licence for use via an app, installed on the interim Clerks personal mobile phone.</p> <p>Members were asked to note that that phone lines will only be manned in line with normal operating hours and as staffing permits. The softphone solution will simply allow for more flexible working when necessary.</p> <p>It was agreed unanimously to cancel the existing soft phone licence and to purchase 2 x iphones for staff use when off site.</p>	<p>Clerk</p>
<p>C/21/58</p>	<p>IT Provision</p> <p>At the May 2021 Full Council meeting the following Council resolved to provide each Councillor with the following equipment: 1 x iPad 1 x keyboard 1 x headset</p> <p>It was also resolved to provide Officers with headsets to accompany the use of their Council provided laptops.</p> <p>Members were informed that based on the above decision the Assistant Clerk met with an Apple Business account manager and a support account has been set up and final quotes received.</p> <p><u>Quote for Hardware & Support</u></p> <p>Apple supplied 3 quotes for Council to consider.</p> <p>Quote 1 – 32GB Standard iPad with Logitech keyboard and Applecare at £7,558.74 Quote 2 – 128GB Standard iPad with Logitech keyboard and Applecare at £8,910.00</p>	

Quote 3 – 64GB iPad Air with Logitech keyboard and Applecare at £11,390.58

Members were asked to note that the above costs would be split on Councillor proportionality by village.

Annual Costs for MDM Management and Microsoft 365

To incorporate MDM management will require Councillors current Office 365 licence's to be upgraded, incurring an additional monthly cost of £56.40 per month. See below:

Members were notified that currently there are 3 Councillors who have increased their mailbox size and a change in the licences will impact this.

Additional Information:

Members were asked to note that monthly ICT running costs were accounted for at Top Level and are therefore split as per the agreed terms of 26% Windlesham, 35% Bagshot and 39% Lightwater. Having reviewed the current budget line, against previous years costs there is a possibility that the proposed additional costs for the MDM management and upgraded Microsoft 365 licences will exceed the current budget and virements may be necessary later in the year.

Summary of Overall Costs

Overview of Costs (Excl. VAT) - Based on 128GB iPad	
One off - Cost of Purchase	£8,910.00
One off IT Set up Fee (Estimate)	£1300.00
TOTAL One Off Cost	£10,210.00
Ongoing Annual Cost	£1,378.80

Breakdown by Village	Bagshot	Lightwater	Windlesham
One off - Cost of Purchase	£2,970.00	£3,465.00	£2,475.00
One off IT Set up Fee (Estimate)	£455.00	£507.00	£338.00
TOTAL One Off Cost	£3425.00	£3,972.00	£2,813.00
Ongoing Annual Cost	£482.58	£537.73	£358.49

Members were informed that Apple do not offer credit accounts and payment will need to be made by BACS at the time the order is placed. Current estimated delivery times are between 5-6 weeks.

Members were asked to consider the above information along with quotes provided and decide:

- 1) If they were willing to incur additional ongoing costs for the MDM management and upgraded Microsoft licences to facilitate the rollout of iPads.

	<p>2) Decide which iPads they wished to purchase for Councillor use.</p> <p>3) Note that as previously agreed at the May Full Council (minute ref: C/21/20) this project, with the exception of the increased monthly ICT costs, will be funded proportionally from each 'Village Reserve'. The monthly ICT running costs will be funded from the 'top level' ICT budget which may be exceeded and require virements later in the year.</p> <p>4) Decide if they wished to delegate authority to the Acting Clerk to pay in full when the order is placed with Apple.</p> <p>Cllr Malcaus Cooper proposed, Cllr Hansen Hjul seconded to proceed with Quote 2 – 128GB Standard iPad with Logitech keyboard and Applecare at £8,910.00. A vote was taken with 11 in Favour and 1 Abstention. As part of this resolution, Members requested that 2 x iPhone SE's be purchased for staff members via the Apple Business Account and to be funded from the village reserves based on the percentage split, Windlesham 26%, Bagshot 35% and Lightwater 39%.</p> <p><i>20:00 Cllr Stacey left the meeting</i></p> <p>It was resolved unanimously to approve the additional costs of the proposed MDM management system and to upgrade to Microsoft 365 licences. Additionally, it was resolved that should any Cllr require larger outlook mailboxes Council would upgrade individual Cllr licences as required to a value of £11.50 per licence.</p> <p>Members noted that as previously agreed at the May Full Council (minute ref: C/21/20) this project, with the exception of the increased monthly ICT costs, will be funded from each 'Village Reserve'. The monthly ICT running costs will be funded from the 'top level' ICT budget which may be exceeded and require virements later in the year.</p> <p>It was resolved to delegate authority to the Acting Clerk to pay the Apple invoice in full when the order is placed with Apple.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>C/21/59</p>	<p>Audio Visual Solution for Live Streaming Council Meetings</p> <p>Members were aware that a number of issues have been experienced when attempting to live stream meetings and officers have continued to search for a suitable solution to the problem.</p> <p>The Assistant Clerk has spoken with both our current IT provider and a unified communication specialist to explore options available to the Council.</p> <p>Unfortunately, there is not an obvious solution that meets all of Councils requirements and the following obstacles have been encountered:</p>	

	<ul style="list-style-type: none"> • Finding a solution that is both portable but will cater for up to 20 participants. • The size of some of the venues in relation to the device capacity. <p>Members were informed that whilst there is no ideal solution there are options that may work in the village committee meetings if not the Full Council meetings.</p> <p>Members were presented with the specification for the Jabra 810 speakerphone which costs approximately £500-£600, can be connected to a laptop and is suitable for up to 15 participants. This solution would need to be used in conjunction with Councillor iPads or the Jabra Panacast to provide a video feed. For reference the Jabra Panacast cost approximately £800.</p> <p>Members were asked to read the specifications provided and decide:</p> <ol style="list-style-type: none"> 1. if they wish officers to further explore these devices. <p style="padding-left: 40px;">and if so</p> <ol style="list-style-type: none"> 2. to delegate authority to the Acting Clerk in conjunction with the Chair of Council and the Chair of each Committee to meet with Communications Solutions UK Ltd to explore the suitability of the devices discussed, seek 3 quotes where possible and purchase a solution, within an agreed budget. <p>Members were also asked to note that the Interim Clerk was employed by Communication Solutions UK between October 2012 and December 2016.</p> <p>Members discussed other viable options including holding Full Council meetings in the SHBC Chamber. Cllr Gordon confirmed that he had approached SHBC and they were amenable to the idea.</p> <p>It was resolved that the Interim Clerk would contact SHBC regarding the availability of their Chamber and audio visual equipment, and to delegate authority to the Interim Clerk, Chair and Chairmen of the Villages Committees to further investigate an IT solution for the committees at a local level.</p> <p><i>20:33 Cllr Hartshorn left the meeting</i></p>	
C/21/59	<p>Surrey Transport Plan 2022-2032 Consultation draft</p> <p>Members were informed that SCC are currently conducting the above consultation.</p> <p>Members were asked to consider if they would like the Parish Council to participate in this consultation and if so to appoint a working party to formulate a response which can be brought to Full Council for review in September. It is recommended that any working party should consist of a minimum of two Members from each Village committee.</p> <p>It was resolved that Windlesham Parish Council would note respond to this consultation. However, WPC will publicise this via the website and social media, encouraging residents to respond.</p>	The Clerk

C/21/60	<p>Electricity Renewal 2021 – EGM 11th August 2021</p> <p>Members were reminded that at the Full Council meeting held in July 2019, Council resolved to enter into a 2-year fixed price energy contract which will end in September 2021.</p> <p>With the renewal date approaching Officers have obtained renewal quotes from our current provider and also contacted an energy broker for a further two quotes to supply green energy.</p> <p>The broker contacted advised that due to very low usage on four of our sites, only our current provider and one other did not have a minimum usage clause. Members may recall that we experienced this problem at the last renewal.</p> <p>Members were presented with the prices obtained from both suppliers along with the following recommendations:</p> <p>Based on the standing charges quoted from the second provider and their unwillingness to engage in advance of renewal, along with the current lack of administrative resource to contact individual providers directly, it is recommended that Council agree to renew our energy supply with our current supplier on either a 2- or 3-year basis.</p> <p>Members were asked to note that if Council resolved to seek further quotes, as of September 2021, all current supply will be charged at Variable Price Plan prices and could change at any time.</p> <p>Members are asked to consider the above information and decide:</p> <ol style="list-style-type: none"> a) If they would like further quotes sought or b) If they wish to renew with our current provider and if so to specify the contract term. <p>It was resolved unanimously to renew all electricity contracts on a 3 year basis with the current provider.</p>	Clerk
C/21/61	<p>Staffing matters</p> <p>Members were informed that the Interim Clerk's and Cemeteries Administrators current contracted hours were not sufficient to carry out all the associated work to keep Council running. Therefore, Members were asked to authorise paid overtime until such time that the Council is fully staffed.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • the Clerk will be paid up to 7 hours overtime per week (bringing total weekly hours to a maximum of 37), effective from the 19th July 2021. • the Cemeteries Administrator will be paid up to 2 hours overtime per week (bringing total weekly hours to a maximum of 22), effective from the 19th July 2021. 	
C/21/62	Memorials and Inscriptions	

	<p>Memorials for John William Mills & Margaret Eileen Mills, Carol Ann Halliday, Janine Maria Elliott, Gordon James Stockley & Gladys Winifred Stockley, Thomas Peter Frost & Danese Mary Frost and D&R Briginshaw were approved.</p>	
C/21/63	<p>Correspondence</p> <p>Pension Data Request</p> <p>The interim Clerk informed Council that they had received correspondence from Surrey County Council requesting data for all LGPS members since April 2014.</p> <p>This comes as a result of a court case, which highlighted discrimination within certain sectors of the pension scheme and the government has decided that the general principles established will apply to all public sector pension schemes and, therefore, it has consulted on amending the LGPS (please see attached letter).</p> <p>The Council must provide each member's complete hours and service break data for the period from 1 April 2014.</p> <p>Members noted that this is a large piece of work, which could take some considerable time.</p>	
C/21/64	<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>C/21/65 External Finance Support C/21/66 Proposal to outsource payroll</p> <p>20:55 The open part of the meeting was formally closed</p>	
C/21/65	<p>External Finance Support</p> <p>Members were presented with the terms of engagement for the proposed external finance support and asked to consider granting permission for them to be provided with a WPC laptop and to have full access to the finance system via remote access.</p> <p>It was resolved that the Interim Clerk would sign the contract presented and that 1 laptop would be supplied to the external finance support provider for the purpose of remotely accessing the accounts system. Full access will be provided.</p>	Clerk
C/21/66	<p>Proposal to Outsource Payroll</p> <p>Members were presented with 3 proposals to outsource the payroll.</p> <p>Members discussed the options outlined in the papers provided and agreed to accept quote C</p>	
	There being no further business the meeting closed at 21:10	

Bagshot 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
21/07/2021	I10864	8	ZOO SIGNS	ZOOSI	116.31	23.26	139.57	4160	310	116.31	College Ride Litter signs
TOTAL INVOICES					<u>116.31</u>	<u>23.26</u>	<u>139.57</u>			<u>116.31</u>	
VAT ANALYSISCODE S @ 20.00%					116.31	23.26	139.57				
TOTALS					<u>116.31</u>	<u>23.26</u>	<u>139.57</u>				

Bagshot PL for Month No 5

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
03/08/2021	8827	9	FOREST GARDEN	FORE	90.00	18.00	108.00	4195	310	90.00	School Lane Field Tree work
TOTAL INVOICES					90.00	18.00	108.00			90.00	
VAT ANALYSISCODE S @ 20.00%					90.00	18.00	108.00				
TOTALS					90.00	18.00	108.00				

Bagshot PL for Month No 5

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
01/07/2021	28472	5	GILLETT AND JOHNSTON	GILLET	1,809.00	361.80	2,170.80	4060	305	1,809.00	BAGSHOT CLOCK REPAIR
23/06/2021	404686	7	CO-OP FUNERALCARE	COOP	415.54	0.00	415.54	1800	300	415.54	REFUND OF INCORRECTLY PD FEE
TOTAL INVOICES					<u>2,224.54</u>	<u>361.80</u>	<u>2,586.34</u>			<u>2,224.54</u>	
VAT ANALYSISCODE S @ 20.00%					1,809.00	361.80	2,170.80				
VAT ANALYSISCODE Z @ 0.00%					415.54	0.00	415.54				
TOTALS					<u>2,224.54</u>	<u>361.80</u>	<u>2,586.34</u>				

Top Level for Month No 5

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
21/07/2021	48331	40	PLAY INSPECTION CO	PLAYI	224.75	44.95	269.70	4220	310	89.90	Annual Playground Inspections
								4220	410	44.95	Annual Playground Inspections
								4220	510	89.90	Annual Playground Inspections
25/07/2021	158238	41	SHORTS	SHORT	298.00	59.60	357.60	4405	335	104.30	HML Depot Skip charges July 21
								4405	435	116.22	HML Depot Skip charges July 21
								4405	535	77.48	HML Depot Skip charges July 21
19/07/2021	INV97941962	42	ZOOM	ZOOM	11.99	2.40	14.39	4435	325	4.20	Zoom Inv 19th July-18th Aug 21
								4435	425	4.68	Zoom Inv 19th July-18th Aug 21
								4435	525	3.11	Zoom Inv 19th July-18th Aug 21
23/06/2021	2033176	44	SURREY HEATH	SHBC01	6,495.94	1,299.19	7,795.13	4165	310	2,533.42	SHBC GREENSPACE JULY 2021
								4165	410	2,533.42	SHBC GREENSPACE JULY 2021
								4165	510	1,429.10	SHBC GREENSPACE JULY 2021
20/07/2021	22267	45	SURREY HEATH	SHBC01	6,495.94	1,299.19	7,795.13	4165	310	2,533.42	SHBC GREENSPACE JULY 21
								4165	410	2,533.42	SHBC GREENSPACE JULY 21
								4165	510	1,429.10	SHBC GREENSPACE JULY 21
28/07/2021	1262	46	CAV GROUNDWORKS	CAVGR	450.00	90.00	540.00	4060	305	157.50	Bag chapel drainage inspection
								4060	405	175.50	Bag chapel drainage inspection
								4060	405	117.00	Bag chapel drainage inspection
29/07/2021	GM092-029	47	GLENDALE	GLEND	651.66	130.33	781.99	1000	400	348.44	Ashes interments
								1000	500	260.22	Ashes interments & Memorials
								1000	300	43.00	Memorial plaque
31/07/2021	INV-1446	48	FARSIGHT	FARSI	425.00	85.00	510.00	4425	325	148.75	External Finance Support
								4425	425	165.75	External Finance Support
								4425	525	110.50	External Finance Support
TOTAL INVOICES					<u>15,053.28</u>	<u>3,010.66</u>	<u>18,063.94</u>			<u>15,053.28</u>	

Top Level for Month No 5

Order by Invoices Entered

Nominal Ledger Analysis

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Ref No</u>	<u>Supplier A/c Name</u>	<u>Supplier A/c Code</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>A/C</u>	<u>Centre</u>	<u>Amount</u>	<u>Analysis Description</u>
			VAT ANALYSISCODE	S @ 20.00%	15,053.28	3,010.66	18,063.94				
				TOTALS	<u>15,053.28</u>	<u>3,010.66</u>	<u>18,063.94</u>				

Top Level for Month No 5

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
01/07/2021	20	34	ALL SAINTS CHURCH	ALLS	30.00	0.00	30.00	4435	325	10.50	HALL HIRE PERSONNEL MTG
								4435	425	11.70	HALL HIRE PERSONNEL MTG
								4435	525	7.80	HALL HIRE PERSONNEL MTG
24/06/2021	INV-1426	35	FARSIGHT	FARSI	255.00	51.00	306.00	4425	325	89.25	EXTERNAL FINANCE SUPPORT
								4425	425	99.45	EXTERNAL FINANCE SUPPORT
								4425	525	66.30	EXTERNAL FINANCE SUPPORT
30/06/2021	156934	36	SHORTS	SHORT	15.00	3.00	18.00	4405	325	5.25	HMLD SKIP HIRE
								4405	425	5.85	HMLD SKIP HIRE
								4405	525	3.90	HMLD SKIP HIRE
21/06/2021	INV92762245	37	ZOOM	ZOOM	11.99	2.40	14.39	4430	325	4.20	ZOOM SUBSCRIPTION
								4430	425	4.68	ZOOM SUBSCRIPTION
								4430	525	3.11	ZOOM SUBSCRIPTION
10/07/2021	40995223	38	SURVEY MONKEY	SURVE	288.33	57.67	346.00	4430	325	100.92	ANNUAL SUBSCRIPTION
								4430	425	112.45	ANNUAL SUBSCRIPTION
								4430	525	74.96	ANNUAL SUBSCRIPTION
16/07/2021	EXPS JULY21	39	SARAH WALKER	SARAH	49.75	0.00	49.75	4435	325	17.41	EXPENSES MAY-JULY
								4435	425	19.40	EXPENSES MAY-JULY
								4435	525	12.94	EXPENSES MAY-JULY
TOTAL INVOICES					<u>650.07</u>	<u>114.07</u>	<u>764.14</u>			<u>650.07</u>	
VAT ANALYSISCODE OTS @ 0.00%					79.75	0.00	79.75				
VAT ANALYSISCODE S @ 20.00%					570.32	114.07	684.39				
TOTALS					<u>650.07</u>	<u>114.07</u>	<u>764.14</u>				

Top Level 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
26/07/2021	7292395	43	VIKING	VIKIN	60.75	12.15	72.90	4435	325	21.26	stationery
								4435	425	23.69	stationery
								4435	525	15.80	stationery
TOTAL INVOICES					<u>60.75</u>	<u>12.15</u>	<u>72.90</u>			<u>60.75</u>	
VAT ANALYSISCODE S @ 20.00%					60.75	12.15	72.90				
TOTALS					<u>60.75</u>	<u>12.15</u>	<u>72.90</u>				

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
25/07/2021	158237	13	SHORTS	SHORT	298.00	59.60	357.60	4405	525	298.00	Windlesham Cemetery skip
TOTAL INVOICES					<u>298.00</u>	<u>59.60</u>	<u>357.60</u>			<u>298.00</u>	
VAT ANALYSISCODE S @ 20.00%					298.00	59.60	357.60				
TOTALS					<u>298.00</u>	<u>59.60</u>	<u>357.60</u>				

Windlesham PL for Month No 5

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
26/07/2021	INV-0980	14	NEIL CURTIS	NEIL	300.00	0.00	300.00	4005	500	300.00	ASHES INTERMENTS
TOTAL INVOICES					300.00	0.00	300.00			300.00	
VAT ANALYSISCODE E @ 0.00%					300.00	0.00	300.00				
TOTALS					300.00	0.00	300.00				