



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**  
 Held on Tuesday 22<sup>nd</sup> February 2022, at 7.00pm held at St Anne's Church Centre, 43  
 Church Road, Bagshot

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

**In attendance:** Jo Whitfield – Interim Clerk  
 Cllr Richard Tear – SCC Councillor

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

Cllr Malcaus Cooper was in the Chair

		Action
<b>C/21/147</b>	<b>Apologies for absence</b>  Acceptable apologies for absence were received from Cllrs Manley, Willgoss, Halovsky-Yu, Hartshorn, Hardless, Stacey and Sturt.  Cllr Hansen-Hjul was absent, and no apologies were received.	
<b>C/21/148</b>	<b>Declarations of interest</b>  Cllr Goodman declared a non-pecuniary interest in item 20 on the agenda, (Planning application 22/0043/FFU) stating that he owns a property on Church Road.	
<b>C/21/149</b>	<b>Public question time</b>  No questions were raised	
<b>C/21/150</b>	<b>Exclusion of the press and public.</b>  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:  <b>It was resolved to move item 16 on the agenda 'Community Reception Nominations' to the confidential part of the meeting.</b>	

	<p>C/21/170 Community Reception Nominations C/21/171 To approve salary and P32 payments for 2022-23</p> <p><b>Members agreed that the above items should be discussed in the confidential part of the meeting.</b></p>	
C/21/151	<p><b>Full Council Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Full Council meeting held on 25<sup>th</sup> January 2022 <b>were approved and signed</b> by Cllr Malcaus Cooper.</li> </ul>	<b>Cllr Malcaus Cooper</b>
C/21/152	<p><b>Committee and Sub-Committee Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Bagshot Committee meeting held on the 2<sup>nd</sup> November 2021 were ratified at the Bagshot Committee meeting held on the 1<sup>st</sup> February 2022.</li> <li>The minutes of the Lightwater Committee meetings held on the 12<sup>th</sup> October 2021 were ratified at the Lightwater Committee meeting held on the 8<sup>th</sup> February 2022.</li> <li>The minutes of the Windlesham Committee meetings held on the 10<sup>th</sup> November 2021 were ratified at the Windlesham Committee meeting held on the 9<sup>th</sup> February 2022.</li> </ul> <p><b>In line with the Committee Terms of Reference, Full Council read and noted the above village committee minutes.</b></p>	
C/21/153	<p><b>To discuss any business for referral to, or received from:</b></p> <ul style="list-style-type: none"> <li>a. Surrey County Council;</li> <li>b. Surrey Heath Borough Council</li> </ul> <p><b>a. Surrey County Council</b></p> <p><b><u>Cllr Tear reported</u></b></p> <p><b>Surrey County Council Budget</b> The headline number for the Council budget is an uplift of 4.99% of which:</p> <ul style="list-style-type: none"> <li>3% is to plug the gap for adult social care including an increase of £25m (6.6%) from £377m to £402m.</li> <li>1% to help with the growing demand for Mental Health - with the budget including an incremental £8 million for Mental Health Services.</li> <li>0.99% to help with inflationary pressures</li> <li>63% of the total budget is spent on Health and Social Care.</li> <li></li> </ul> <p>SCC spend £1.1m per day on adult Social Care and £0.6 m per day on Children's Social Care.</p> <p>A 1% Council Tax increase raises £8million to spend on services.</p>	

There has been no provision for the 1.25% national insurance increase given to Councils.

### **Major Roads**

Michael Gove, Rebecca Jennings Evans and Cllr Tear have heard back from Highways England concerning the M3 and A322 Junction and were successful in arranging a meeting. Not much progress has been made on the subject of the junction but they have started the process of replacing the trees that have died along the Windlesham stretch of the Motorway with more suitable species. Cllr Tear has asked them to make sure that these are watered.

### **Vaccinations**

The government have announced a proposed series of changes in this provision.

### **Surrey Fire and Rescue**

The tri service Emergency control room has gone live and seems to be working well with response times to major incidents continuing to improve.

### **Chobham Fire Station**

Recruitment continues for firefighters here.

### **Local Engagement**

To give an idea of the response by Highways to the last three storms the figures are as follows:

- Total Incidents to date 831
- Completed/resolved 598
- Outstanding/scheduled 233
- 771 of the incidents are tree related
- A new call has been received every 6.9 minutes.
- On average an incident has been resolved every 10 minutes.

As well as the great efforts made by highways, a number of local residents, have also been of great assistance in clearing trees and directing traffic. Those residents who have taken the trouble to report incidents are also very much appreciated.

Apart from the usual pothole and blocked drain reports that continue to come in, Cllr Tear has raised the subject of Watts Parade again with Highways and have been told that the line marking for the disabled bay will be renewed.

With regard to litter picking at car parks on Chobham Common Cllr Tear has highlighted the problem of dog waste being discarded at the Monument Car Park.

In respect of the Common Cllr Tear is engaged with the issue of fees received for filming and the use of the money gained from this, and has also recently raised with Officers many other of the subjects that have been brought to his attention, not least the questions of fire breaks and of heather stripping. I look forward to closer engagement with the issues on the common and am in the process of arranging a further meeting.

Cllr Tear was also pleased to attend a tree planting ceremony at Chobham Cemetery at the invitation of Cllr. Les Coombes.

Discussions have been held with officials concerning a 20mph limit in Chobham, the St. Lawrence School crossing and Cllr Tear will seek further progress on this again this week, as well as Traffic calming in Guildford Road and the High Street Bagshot. Cllr Tear is also in touch with the Windlesham Committee on progress on traffic measures in the Centre of Windlesham and await further progress on their deliberations as this develops.

### **Cllr Jennings Evans reported**

#### **Care Choices for Older People with Complex Care Needs**

Surrey County Council has announced that older people with complex needs will be given greater choice over their care and support under a new plan for adult social care in Surrey.

The council will work with the NHS and private care providers to create more places in specialist facilities catering for people who need intensive support, while another strand will see the council investing more in preventative services to help people stay healthy and happy in their local communities for longer. The plan also spells out how residents will be supported to carry on living at home as long as they can, with care and support, including through the [use of pioneering technology](#), if that is right for them.

The council's goal of providing 725 homes by 2030 in extra care housing – which offers people their own front door with care and support always on hand - will be central to this aim. [Watch a virtual fly-through tour of the planned housing here.](#) At the same time, the council is reviewing its own eight in-house care homes which offer traditional residential care, with Cabinet decisions regarding the future of each of these services expected later this month.

#### **SCC PPE Cell**

- PPE Cell: Now that the Government and market has stepped up its supply and the overall demand has diminished, it's time for the SCC PPE cell to close next month.
- The PPE cell has been a great success story and met every request for PPE since the pandemic began, delivering 16 million items to 800 health and social care providers as well as the voluntary sector. It has rightly earned a good reputation across Local and Central Government too. SCC is using a company called Reworked to recycle any surplus PPE. This will not only reduce our storage costs, but also avoid unnecessary landfill. Find out more about how our PPE will be recycled [here](#)

#### **Living with COVID**

The Prime Minister has this afternoon set out a 'living with COVID' plan. The highlights include:

- no legal isolation from Thursday, and end of isolation support payments
- end of routine contact tracing from Thursday

- end of testing 1st April
- removing testing in schools from today
- continued ONS surveillance
- JCVI guidance to boost over 75s, older care home residents and 12+ immunosuppressed

More information can be found via [BBC News](#), with full guidance available on the [government website](#). Surrey's Director of Public Health Ruth Hutchinson will discuss the news on BBC Radio Surrey tomorrow morning from 7am.

### Budget

The 2022/23 budget has now been passed.

The budget includes

- 46.5 million for improving mental health provision and increase of 8million on our previous year
- Boosting investment into Surrey's roads by 125 million for local highways schemes
- Investing 470 million to tackle the climate emergency
- Delivering a further 872 specialist school places from 2023
- Boosting the Adult Social Care budget by 25 million (6.6%) from 377million to 420 million.

### Recent Storms

Surrey's Local Resilience Forum have been meeting regularly over the weekend and yesterday in order to manage the disruption caused by Storm Eunice, and to a lesser extent Storm Franklin, ensuring that Surrey most vulnerable residents are supported in events of power and water outages.

The latest information from utility companies including Thames Water, Scottish & Southern Electricity Network and UK Power Networks, is that power and water are returning to normal levels, with any impact from Storm Eunice being rectified by this evening. *If you are concerned about any vulnerable residents in your area that you know have not been supported, please e-mail [emergency.response@surreycc.gov.uk](mailto:emergency.response@surreycc.gov.uk), any residents experiencing power outages should call 105.*

SCC highways teams have been working hard over the weekend and yesterday to clear debris from roads, over 600 emergency reports, focussing on priority routes in the first instance, with the majority of reported incidents now cleared.

### Local Engagement in Lightwater

- A meeting has now been organised with representatives from Lightwater Society and Lightwater Connected at the beginning of March to discuss parking issues in the village with officers from Highways and the Parking Team agreeing to attend.
- Update Lightwater By-Pass – works will be undertaken this week to carry out scheduled tree maintenance which may cause some disruption due to a required lane closure 22/2-23/2/22
- Update Red Road – Access for Esso for the construction of the SLP which will require two way lights will take place between 22/2-23/2/22
- Ongoing support of highways issues reported by local residents

- Members Allocation now completely spent. The next round of bidding will commence in May 2022.
- Ongoing support to local families with special needs in relation to Educational placements and transport
- Undertaking a review of the road markings in the village. If you have any particular areas you would specifically like me to highlight to the team, please let me know.

Cllr Jennings-Evans also reported that Michael Gove MP has written to Highways enquiring about the following at the M3 junction, Lightwater:

- Acoustic fencing
- Plans for the junction

Additionally, Highways have agreed to hold a public meeting.

*19:12 Cllr Barnett joined the meeting*

*19:13 Cllr Tear left the meeting*

## **b. Surrey Heath Borough Council**

### **Cllr Galliford Reported:**

#### **Precept**

The Borough precept will be set at the Full Council meeting on Wednesday 23<sup>rd</sup> February with the meeting being live streamed on the Surrey Heath You Tube channel.

#### **Parking**

The suggested increase in parking fees across the Borough was called in and discussed at an extra Performance and Finance Committee meeting on Thursday 17<sup>th</sup> February. A proposed increase in charges for Camberley was not disputed. The main bone of contention was in Chobham, particularly the proposed introduction of charges at the SANGS. This was heavily debated and recommendations to annul the decision were sent to the Executive. In essence parking fees don't affect Lightwater directly as we have no Borough parking in the village. However, please note, we are effectively paying for any subsidies in any area of the Borough, through our Council tax contributions.

#### **Turf Hill**

Cllr Galliford reported that work has commenced on Turf Hill. Clearance of shrubbery and smaller trees has taken place alongside the surveying and marking of the route boundary. The Borough does not have the capacity to be on site when pipe laying commences in March.

#### **Garden Waste**

A garden waste collection has been arranged for early March. There remain ongoing problems with driver shortages.

#### **3 Villages**

At a monthly meeting with the CEO Cllr Galliford once again discussed the hierarchy between Parish and Borough and how it can be further addressed so that the Parished areas of Surrey Heath feel more included.

	<p><b>Lightwater Society</b> Following the Lightwater Society meeting on 29<sup>th</sup> January, Cllr Galliford has two groups interested in lobbying Borough around traffic and disability access issues. Cllr Galliford has already followed up with these residents, consulting with those interested in disability access and followed up with Borough. A further meeting is scheduled for Wednesday 23<sup>rd</sup> February with residents who wish to lobby for traffic solutions in the village.</p> <p><b>Grant Funding</b> Cllr Galliford has allocated her Borough Community grant to the new Briars Youth Club, Lightwater Connected and funding for the Jubilee Celebrations.</p> <p><b>Cllr Gordon reminded Members that all SHBC meetings can be viewed on their YouTube channel and in particular the budget setting meeting was worth watching.</b></p> <p><i>19:14 Cllr Harris joined the meeting</i></p>	
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C/21/154	<p><b>Finance</b></p> <p>a) <b>Accounts for payment</b> - The Clerk presented a list of expenditure transactions for approval, in the sum of £7,705.99 and explained the individual items.</p> <p><b>It was resolved the payments (Appendix B) in the total sum of £7,705.99 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b></p> <p>b) <b>Finance Report – Budget monitoring and virements</b></p> <p>Councillors were asked to note the budget v actual report for the 2021-22 financial year, as at 15/02/2022 and were presented with 3 additional reports – a top level income and expenditure report, a full detailed committee level report and a copy of this year’s budget including projected year-end figures with comments.</p> <p><b><u>Year-end Projections</u></b></p> <p>Councillors were informed that as at the 15<sup>th</sup> February 2022 the budget was showing an underspend of £104K. Current estimates are that if Council progresses projects as expected the year end out turn will reflect a surplus of c. £4.5K vs an original forecast deficit of £80K.</p> <p>The improvement on the planned deficit is due to better than expected burial income (currently £16K) over the forecast budget and is also due to underspends across a large number of cost centres, the main ones detailed below:</p> <p>Playground repairs and renewals                      £9K (approx. £4K committed for Lightwater)</p>	
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Salaries/HMRC/Pensions £15K-£17K spend)	£35K (anticipated another
Elections	£5K
Legal & HR	£17K
Community Governance	£5K
Pavilion project advice)	£15K (£2K committed for legal
Festive Lights	£11K

### IMPORTANT

When considering the forecast out turn for 2021-22, Members were reminded of their decision to set a £94k deficit budget for 2022-23, which was based on a predicted surplus at the 2021-22 year end, NOT the budgeted deficit.

Members were therefore reminded that if they commit spend or earmark funds resulting in a deficit at this financial year end, it will impact the level of general reserve for 2022-23.

Cllr Malcaus Cooper asked Members to consider moving any surplus in the pavilion budget at year end, to the pavilion ear marked reserve.

**Cllr Harris proposed, Cllr Jennings-Evans seconded, and it was agreed unanimously to bring the March meeting forward to the week of the 21<sup>st</sup> March 2022. Members will review the year end surplus, if any, and consider moving any surplus to an identified projects ear marked reserve.**

### 1. Virements

#### Summary of Virements

4.1 Virements required to the 2021-22 budget are set out in the table below.

*Proposed virements February 2022*

Summary of proposed virements		
Cost centre	Description	£
4655/440 Community Pride	Increase expenditure by £1,133 – based on expenditure approved last financial year, but paid in this financial year.	1,133
4400 Legal & HR	Reduce expenditure by £1,133– surplus to requirements	(1,133)
<b>Net effect of proposed virements</b>		<b>0</b>
Summary of proposed virements		

Summary of proposed virements		
Cost centre	Description	£

Interim  
Clerk



4650 / 440 Section 137 grant	Increase expenditure by £2,500 – based on expenditure approved last financial year, but paid in this financial year. To cover the grant fund to Lightwater United	2,500
4400 Legal & HR	Reduce expenditure by £2,500 – Surplus to requirements	(2,500)
<b>Net effect of proposed virements</b>		<b>0</b>
<b>Summary of proposed virements</b>		

<b>Summary of proposed virements</b>		
<b>Cost centre</b>	<b>Description</b>	<b>£</b>
4195 Trees	Increase expenditure by £8,000 – To cover cost of tree work at Mill Pond and a parish wide tree survey	8,000
4400 Legal & HR	Reduce expenditure by £8,000 – Surplus to requirements	(8,000)
<b>Net effect of proposed virements</b>		<b>0</b>
<b>Summary of proposed virements</b>		

Following an arson attack on the School Lane Field Bench, WPC has received an insurance pay out of £1409.57.

Members were asked to approve the transfer of this into the Bagshot village reserve

<b>Summary of proposed virements</b>		
<b>Cost centre</b>	<b>Description</b>	<b>£</b>
Transfer to Bagshot village reserve	Increase expenditure by £1,409 – To cover cost of tree work at Mill Pond and a parish wide tree survey	1,409
310 General Reserve	Reduce expenditure by £1,409 – Surplus to requirements	(1,409)
<b>Net effect of proposed virements</b>		<b>0</b>
<b>Summary of proposed virements</b>		

### Set up new Ear Marked Reserves

At the Full Council held on the 25<sup>th</sup> January 2022 Members agreed to increase the annual budget for the community reception to £1500 (minute ref: C/21/138). As yet this decision has not been implemented and it is unlikely that the community reception will incur any expenditure in this financial year. It is possible that the 2022 and the 2023 Community Receptions could fall in the same financial year, therefore Members were asked to consider ring fencing £1500 to cover the cost of the 2022 Community Reception, setting up an EMR for this purpose

<b>Summary of proposed EMR</b>			
<b>Cost centre</b>	<b>Description</b>		<b>£</b>
4600 Annual Meeting Costs	Reduce expenditure by £500		(500)
4300 Salaries	Reduce expenditure by £1,000		(1,000)
New EMR	Create a new Civic Function EMR - £1,500		1,500
<b>Net effect of proposed virements</b>			<b>0</b>

### **3 Actions Required by Councillors**

3.1 Members were asked to review the virements listed in this report and amend and approve as necessary.

3.2 Members were asked to note the current budget v actuals report and the estimated year-end financial position.

3.3 Members were asked to agree that the Interim Clerk creates a new EMR specifically for Civic Functions and to approve the above transfers to this reserve.

**It was resolved to note the current budget v actuals as presented and approve all virements as above, creating a New EMR for Civic Functions ear marked reserve.**

**Interim Clerk**

#### **c) Direct Debit Payment Approval**

Members were presented with a list of regular direct debit payments, listed below, and asked to approve the continued payment for the financial year 2022-23

The RFO presented a list of regular payments that are made by Direct Debit each month. These are listed below:

- British Gas – electricity bills
- Castle Water
- Surrey Heath Borough Council – rates
- BT – quarterly line rental
- Full payment each month of Barclaycard payment card linked to current account (£500 limit)
- Freedom IT – monthly payments for email hosting/back up etc
- DR Communications – Phone and broadband monthly charge
- HR Dept – HR Support

**Members approved the above list of direct debit payments for the year 2022-23**

	<p>d) Bank reconciliations</p> <p>Members were reminded that at the January Full Council meeting (minute ref: C/21/129) Members unanimously agreed that Cllr Hansen-Hjul would review in detail and sign off the bank reconciliations on behalf of the Council.</p> <p>Cllr Hansen- Hjul has now notified the Interim Clerk that due to other commitments she is unable to carry out this duty and has requested that another Member be selected.</p> <p>Members were asked to agree one member to review and sign off the outstanding bank reconciliations.</p> <p><b>Cllr Malcaus cooper proposed, Cllr White seconded, and it was agreed unanimously to note the reconciliations and agree that Cllr Goodman would review in detail and sign off the reconciliations on behalf of the Council. Members also agreed that in the event of Cllr Goodman's absence Cllr Jennings-Evans would review and sign off the reconciliations.</b></p>	
C/21/155	<p><b>To review Council's investments and strategy for 2022-23</b></p> <p><b>Councillors were presented with an analysis of the Council cash and investment account balances as at the 7<sup>th</sup> February 2022 and a copy of the proposed investment strategy for 2022-23.</b></p> <p><b>Members were asked to consider the following:</b></p> <p><b>1. <u>Investment strategy</u></b></p> <p>Members were asked to decide if they wish to:</p> <p>a) Adopt the investment strategy as presented</p> <p>Or</p> <p>b) Amend and adopt the investment strategy</p> <p><b>It was resolved to defer this item until April 2022 to allow outcomes from the business planning meeting being held in March 2022 to be incorporated.</b></p> <p><b>2. <u>Hampshire Trust Business Bond</u></b></p> <p>Members were asked to decide if they wish to:</p> <p>a) Re-invest in a 1 year bond at 1.21%</p> <p>b) Re-invest in a 2 year bond at 1.20%</p> <p>c) Withdraw the funds and invest in a new account – Members are to note that the above interest rates are very competitive.</p>	Interim Clerk



	<ul style="list-style-type: none"> <li>• approve the risk assessment</li> <li>• identify any amendments or improvements to the risk assessment</li> </ul> <p>Cllr Goodman requested the following amendments to the document:</p> <ul style="list-style-type: none"> <li>• Risk 13 Elections Control methods add, we build up an earmarked reserve.</li> <li>• Risk 21 Audits twice a year are there to mitigate and reduce the risk – Full Council to agree.</li> <li>• Risk 22 Assets, a detailed review will be completed every 3/5 years.</li> <li>• Risk 24 Liabilities Under mitigation - all new risks identified and agreed with appropriate action by full council.</li> <li>• Risk 29 Governance – Members to consider a resilience plan and the operations manual to be updated regularly with an annual review.</li> <li>• Risk 32 Governance under Controls to include any member potentially breaking the code could be referred to the monitoring officer.</li> <li>• Risk 33 Others Under mitigation to complete a post pandemic review in the summer.</li> </ul> <p><b>Cllr Malcaus Cooper proposed, Cllr Galliford seconded, and it was unanimously agreed to adopt the risk assessments with the above amendments.</b></p>	Interim Clerk
C/21/157	<p><b>To review and approve Standing Orders</b></p> <p>Council is required to review, amend and approve Standing Orders on an annual basis.</p> <p>Councillors last reviewed and approved Standing Orders in June 2021.</p> <p>Since then, there have been no changes to the model NALC template for Standing Orders.</p> <p><b>Action required:</b></p> <p>Members are asked to approve Standing Orders as presented.</p> <p><b>Cllr Malcaus Cooper proposed, Cllr Jennings-Evans seconded and it was unanimously agreed to adopt Standing Orders with the following amendments:</b></p> <p><b>1e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion and must be approved by the original proposer.</b></p> <p><b>5k Any member appointed as Chairman or Vice Chairman of Council shall not be appointed as Chairman of a Committee or Sub- Committee</b></p>	Interim Clerk

	<p>5) <b>Any member wishing to stand as Chairman or Vice Chairman of Council or Chairman or Vice Chairman of a Committee or Sub-Committee must commit to attending any relevant training within months of appointment, or provide evidence of relevant training attended within the previous 24 months.</b></p>	
<p><b>C/21/158</b></p>	<p><b>Financial Regulations –to review and approve Financial Regulations</b></p> <p>Councillors last reviewed and approved Financial Regulations as complete document in June 2021.  Since then, there have been no changes to the model NALC template for Financial Regulations, however the WPC regulations have been amended as follows:</p> <p><b>11<sup>th</sup> August 2021 C/21/55</b>  It was resolved unanimously to amend Financial Regulation 5.5 as below:</p> <p><i>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.</i></p> <p><b>25<sup>th</sup> January 2022 C/21/129</b>  It was resolved unanimously to amend the Financial Regulations as below</p> <p><i>5.2. The Council shall delegate authority for payment of invoices to the RFO, who shall prepare a schedule of payments, forming part of the Agenda for the Meeting and, together with the relevant invoices, retrospectively present the schedule to the relevant village committee or at a meeting of Full Council. The council / committee shall review the schedule for compliance. The approved schedule shall be signed by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was reviewed. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.</i></p> <p><b>Action required:</b></p> <p>Members were asked to approve Financial Regulations as presented.</p> <p><b>It was resolved to adopt Financial Regulations as presented.</b></p>	
<p><b>C/21/159</b></p>	<p><b>Members to consider a reserve policy</b></p> <p>Members were made aware that The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 21) states the authority needs to have regard to the need to put in place General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves.</p> <p>At the Full Council meeting held on the 25th January 2022 (minute ref: C/21/135) ‘Cllr Malcaus Cooper proposed, Cllr Harris seconded and it was</p>	

unanimously agreed to adopt policies as presented except the draft reserves policy which will be brought back to the next Full Council meeting’.

Unfortunately, not all members of the policy working party were available to meet, therefore a draft policy was drawn up between the Interim Clerk, Cllr Goodman and WPC’s external finance contractor.

Members were presented with a list of reserves currently held by the Council as at 15th February 2022

Represented by :-

300	Current Year Fund	166,704
310	General Reserves	190,789
315	Capital Receipts	1,300
320	EMR School Lane Play Equipment	52,402
325	EMR Windlesham CIL	46,610
330	EMR Repairs and Maintenance	37,000
335	EMR Cemeteries	50,000
340	EMR Lightwater Pavilion	125,104
345	EMR Bagshot Village	17,881
350	EMR Lightwater Village	29,623
355	EMR Windlesham Village	17,445
360	EMR Lightwater CIL	24,281
365	EMR Elections	15,000
370	EMR Community Bus	20,000
380	EMR Bagshot CIL	207,678
<b>Total Equity</b>		<b>1,001,817</b>

Members were asked to read and approve the reserves policy presented.

**It was resolved to adopt the reserves policy with the following amendment to clause 4.3:**

“Any unspent budget not used at the end of the financial year will, following Full Council approval, either be returned to Council’s general reserves or added to an identified project ear marked reserve. No budgetary surplus will be added to individual village reserves.”

**C/21/160**

**Declaration of Interests – Members to update**

Members were reminded that as a member of a local authority, they are statutorily required to complete a Register of Pecuniary Interests and keep it up to date.

Members were asked to check their current declarations of interests which are available on the WPC website and if amendments are required, to request a new form from the Interim Clerk.

**Noted.**

**Councillors**

	<p><b>Members requested that a copy of the declaration form be attached to the minutes.</b></p>	
<p><b>C/21/161</b></p>	<p><b>To discuss conducting a parish wide tree survey</b></p> <p>Members were made aware that a full parish wide tree survey is due this year and were informed that, the contractor currently completing the SHBC tree survey, has quoted for the WPC tree survey work at SHBC rates.</p> <p>The quote is subject to the work being carried out immediately and the anticipated Cost to survey trees across the parish is £2,750.00 + VAT</p> <p>All works will be carried out in accordance with BS3998 standards.</p> <p><b>Additional Information</b> Based on the cost of the tree survey carried out at College Ride recently, which cost £1,136 + VAT, this is a very competitive price.</p> <p><b>Budget Information</b> To date the tree maintenance budget is overspent by £277, therefore Members were informed that they would need to agree to either fund this from general reserves or through in year virements. It is suggested that Members consider funding through a virement from the HR &amp; Legal budget</p> <p>Members were asked to:</p> <ol style="list-style-type: none"> <li>a. Consider the above and decide if Members wish to proceed with the quote provided</li> </ol> <p style="padding-left: 40px;">If Members decide to proceed, they must then:</p> <ol style="list-style-type: none"> <li>b. Agree where this work will be funded from.</li> </ol> <p><b>It was resolved to delegate authority to Interim Clerk to negotiate a suitable cap on the charges before authorising the work to go ahead. These works will be funded through a virement from the HR &amp; Legal budget line.</b></p>	
<p><b>C/21/162</b></p>	<p><b>To discuss tree work at Millpond, Windlesham</b></p> <p><b><u>Mill Pond Poplar Trees</u></b> Following a resident complaint Officers have sought advice on the height of the trees at Mill Pond, Windlesham.</p> <p>Whilst it was considered that no danger was posed by the height of the trees, a significant amount of dead wood will need to be removed.</p> <p>A number of contractors had been approached for quotes, although to date only one has been received. Please see below:</p>	



## QUOTATION NO: 6627

Please find below the quotation for your proposed works to be carried out. All costs shown are inclusive of VAT at the standard rate of 20%.

### **RE: Lombardy Poplar trees (*Populus nigra var italica*) x 72** **Situated at Mill Pond Road, Windlesham, GU20 6JT**

- Carefully remove all major dead, dying and dangerous branches.
- Undertake a climbing inspection and submit a written report of any defects founds.

**The cost of this work will be £4620.00**

*This row of semi mature trees has a high amenity (and ecological) value and are visible from a far distance.*

*Before I arrived at the site I expected that my primary focus would only be the removal of dead and potentially hazardous branches close to the footpaths and overhanging the road as these are the high 'target' areas, and therefore, busy with both pedestrians and road users.*

*During my time on site the local school was letting the children out (15.00hrs) and my observation was that the whole row of trees became a high 'target' area due to cars parked underneath the trees and children and adults walking and playing underneath all the trees.*

*As such my recommendation is to remove the major dead or potentially hazardous branches from all the trees.*

### **Budget Information**

To date the tree maintenance budget is overspent by £277, therefore Members were informed that they would need to agree to either fund this from general reserves or through in year virements. It is suggested that Members consider funding through a virement from the HR & Legal budget

### **Consideration and Recommendation**

Members were aware that a parish wide tree survey is due to be carried out therefore Members may wish to wait for the results of the parish wide survey before having any work done. However, due to the risk posed it is recommended that Council delegate authority to the interim clerk to obtain 3 quotes and proceed with the best value quote.

Members were asked to

- a. Consider the above information and decide on a course of action.

If Members decide to proceed, they must then:

- b. Agree where this work will be funded from.
- c. Agree to delegate authority to the Interim Clerk to obtain 3 quotes and proceed with the best value quote.

### **Update**

**Since writing the papers provided for the meeting a severe storm has removed a significant amount of dead wood from the trees, therefore Members were informed that Officers will see further quotes before any work is carried out.**

Interim  
Clerk

	<p><b>It was resolved to delegate authority to the Interim Clerk to obtain 3 quotes and proceed with the best value quote under £5000. These works are to be funded through a virement from the HR &amp; Legal budget.</b></p>	
<b>C/21/163</b>	<p><b>To discuss tree work at College Ride, Bagshot</b></p> <p>Members were reminded that at the September Full Council meeting it was resolved to carry out a full tree survey on the trees at College Ride in Bagshot (C/21/83).</p> <p>Members were presented with a table of recommended works to be completed within 6 months, and asked to read and note that the full survey report highlighted 35 trees as requiring work within the next year, including 5 trees that will need to be felled or dismantled.</p> <p><b>IMPORTANT</b> Members were informed that it is anticipated that this piece of work will cost in the region of £15,000 or more, for which there is currently no budget. The 2022-23 budget for trees has been set at £35K, however Council should be aware that it may be necessary to draw on the General Reserve if the Parish wide tree survey highlights similar findings.</p> <p>Members were asked to</p> <ol style="list-style-type: none"> <li>a. Consider the above information and attached report agreeing a schedule of works.</li> <li>b. Agree where this work will be funded from</li> <li>c. Agree to delegate authority to the Interim Clerk to obtain 3 quotes and proceed with the best value quote.</li> </ol> <p><b>It was resolved that the Interim Clerk will obtain 3 quotes and bring back to the March Full Council meeting for a final decision.</b></p>	<b>Interim Clerk</b>
<b>C/21/164</b>	<p><b>Clerks Update</b></p> <p><b>Nothing to report</b></p>	
<b>C/21/165</b>	<p><b>Outside Organisations – Council Representatives to report</b></p> <p><b>Windlesham United Charities</b> Cllr White reported that Windlesham United Charities, (James Butler Alms Houses) granted over £8,500 in fuel grants during December helping a total of 87 applicants.</p> <p><b>St Anne’s Hall Management Committee</b> Cllr Du-Cann, reported that he had attended a finance meeting, and all was in order. Additionally, it was noted that the committee is looking to improve parking at the hall.</p> <p><b>Lightwater Society</b></p>	

	<p>Cllr Malcaus-Cooper reported that the Lightwater society has now reformed, and a constitution is in the process of being drafted.</p> <p><b>Lightwater Business Association</b> Cllr Malcaus Cooper reported that the LBA has been dissolved and have pledged any remaining funds to the Lightwater Society. Members also noted that Cllr Malcaus Cooper was negotiating with the LBA for the Christmas Lights purchased with Parish Council grant funds to be donated to the Parish Council.</p> <p>20:56 Cllr Harris left the meeting</p>							
C/21/166	<p><b>Project Updates</b></p> <p>Members were presented with a list of ongoing projects along with a status update.</p> <p><b>All projects were noted</b></p>							
C/21/167	<p><b>Planning Applications</b></p> <table border="1" data-bbox="309 1003 1279 2058"> <thead> <tr> <th colspan="2" data-bbox="309 1003 1279 1077"><b>Bagshot Applications</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="309 1077 576 1827">21/1306/FFU</td> <td data-bbox="576 1077 1279 1827"> <p><b>175 London Road, Bagshot, Surrey, GU19 5DH</b> Demolish existing dwelling and outbuilding and erect a two storey building with accommodation in the roof to provide 2 two bedroom and 2 four bedroom (duplex) apartments, a two storey three bedroom house and two pairs of semi-detached two storey four bedroom houses with accommodation in the roofs with associated garages/car parking, revised access onto London Road and landscaping. Full Planning Application</p> <p><b>Objection</b> <b>Members objected on the grounds of</b></p> <ul style="list-style-type: none"> <li>• <b>The site is within the Countryside beyond the Green Belt where permanent development for housing should only be granted in exceptional circumstances.</b></li> <li>• <b>Over development</b></li> <li>• <b>Insufficient parking &amp; perceived highway issues.</b></li> </ul> </td> </tr> <tr> <td data-bbox="309 1827 576 2058">22/0032/DTC</td> <td data-bbox="576 1827 1279 2058"> <p><b>134 And 136 London Road Bagshot Surrey GU19 5BZ</b> Application to seek discharge of condition 3 (materials) and 8 (surface water drainage scheme) of 20/0090/OOU Outline planning application for the erection of 26 residential units (Class C3) following demolition of both existing dwellings with</p> </td> </tr> </tbody> </table>	<b>Bagshot Applications</b>		21/1306/FFU	<p><b>175 London Road, Bagshot, Surrey, GU19 5DH</b> Demolish existing dwelling and outbuilding and erect a two storey building with accommodation in the roof to provide 2 two bedroom and 2 four bedroom (duplex) apartments, a two storey three bedroom house and two pairs of semi-detached two storey four bedroom houses with accommodation in the roofs with associated garages/car parking, revised access onto London Road and landscaping. Full Planning Application</p> <p><b>Objection</b> <b>Members objected on the grounds of</b></p> <ul style="list-style-type: none"> <li>• <b>The site is within the Countryside beyond the Green Belt where permanent development for housing should only be granted in exceptional circumstances.</b></li> <li>• <b>Over development</b></li> <li>• <b>Insufficient parking &amp; perceived highway issues.</b></li> </ul>	22/0032/DTC	<p><b>134 And 136 London Road Bagshot Surrey GU19 5BZ</b> Application to seek discharge of condition 3 (materials) and 8 (surface water drainage scheme) of 20/0090/OOU Outline planning application for the erection of 26 residential units (Class C3) following demolition of both existing dwellings with</p>	<b>Councillors</b>
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		<p>new vehicular access off London Road. Access, appearance, layout and scale to be considered with landscaping reserved. Type Details to comply</p> <p><b>No Objection</b></p>	
	<p>SCC Ref 2021/0202/SU/</p>	<p><b>Land at Bagshot Highways Depot, 2 London Road, Bagshot, Surrey GU19 5HW</b></p> <p>Temporary change of use of existing office and store building to a body storage facility and office space, with associated external alterations, parking, hoarding and associated infrastructure. The above application for planning permission has been received in this department and falls to be determined by the County Planning Authority. The planning application documents/plans will need to be downloaded from our website (see link in covering email). They can also be accessed from the following link  <a href="http://planning.surreycc.gov.uk/planappsearch.aspx">http://planning.surreycc.gov.uk/planappsearch.aspx</a>  by entering SCC Ref 2021/0202 in the "our reference" search field. I would be glad to receive any observations which you may wish to make so that these can be taken into account when the proposals are formally considered by the County Planning Authority. Could you please let me have a reply within 21 days of the date of this letter. If no response is received within 21 days it will be assumed that you have no objection to the proposal</p> <p><b>No Objection</b></p>	
	<p>22/0046/PMR</p>	<p><b>White House, 81-83 High Street, Bagshot, Surrey, GU19 5AH</b></p> <p>Minor material amendment pursuant to condition 2 (approved plans) 20/1007/FFU to allow alterations to the front windows.  Relaxation/Modification</p> <p><b>No Objection</b></p>	
	<p>21/1100/FFU</p>	<p><b>CONSULTATION ON AMENDMENTS TO CURRENT PLANNING APPLICATION</b></p> <p>Queen Anne House, Bridge Road, Bagshot, Surrey, GU19 5AT</p> <p>Change of use from Office (Class B1c) to residential (Class C3) comprising 5 no. flats (1x 3 Bed, 2x 2 Bed and 2x 1 Bed) and erection of 4 no. dwellings (1x 4 Bed and 3x 2 Bed) including pedestrian accesses off Bridge Road with associated parking, landscaping and cycle and refuse storage (revision of planning permission 20/0592/FFU).  Full Planning Application</p>	

		<b>No Objection</b>	
		<b>Windlesham Applications</b>	
	22/0043/FFU	<b>The Hedges, Church Road, Windlesham, Surrey, GU20 6BH</b> Part single/part two storey rear extension and single storey side extension. Full Planning Application  <b>No Objection</b>	
<b>C/21/168</b>	<b>Correspondence</b>		
	There was no correspondence		
<b>C/21/169</b>	<b>Exclusion of the press and public.</b> 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:  C/21/170            Community Reception Nominations C/21/171            To approve salary and P32 payments for 2022-23		
<b>C/21/170</b>	<b>Community Reception Nominations</b>		
	Councillors were informed that the Chairman's community reception is planned for the 23 <sup>rd</sup> April 2022 with the venue to be confirmed.  On the 26 <sup>th</sup> January Members were provided with the 2020 invite list, plus a list of past award recipients and asked to advise if there were any groups/persons who should be added or removed from the invitation list.  <b>Members were asked to:</b> <ol style="list-style-type: none"> <li>1. Notify Sarah Wakefield of any additions or amendments to the list of proposed attendees by Monday 28<sup>th</sup> February 2022. If Members have not responded by this date, it will be assumed that Members are happy with the list and no changes or additions are required.</li> <li>2. For Council to delegate authority to the village committees to decide: <ol style="list-style-type: none"> <li>a. how many awards will be given in each village</li> <li>b. who will receive the awards</li> </ol> </li> <li>3. If delegated authority is given to the Village committees, Members are to nominate award recipients for consideration at the village committee meetings in March.</li> </ol>		

	<p><b>It was resolved that the 2019-2020 recipients will receive their awards and in addition each committee can nominate 4 more award recipients (2 for 2020-2021 and 2 for 2021-2022) with an anticipated total of 18 awards across three villages covering 3 years.</b></p> <p><b>In exceptional circumstances each committee has the authority to increase the number of award recipients to 3 per year.</b></p>	
<b>C/21/171</b>	<p><b>To approve salary and P32 payments for 2022-23</b></p> <p>Members were presented with a list of staff salaries and asked to approve payment of the staff salaries and all associated P32 and pension payments for the year 2022-23</p> <p><b>It was resolved to approve the payment of staff salaries and all associated P32 and pension payments for the year 2022-23</b></p>	
	<b>There being no further business the meeting closed at 21:01</b>	



Top Level for Month No 11

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	
01/02/2022	2034557	106	SURREY HEATH	SHBC01	6,495.94	1,299.19	7,795.13	4165	310	2,533.42	GREENSPACE CONTRACT FEB 22	
								4165	410	2,533.42	GREENSPACE CONTRACT FEB 22	
								4165	510	1,429.10	GREENSPACE CONTRACT FEB 22	
TOTAL INVOICES					<u>6,495.94</u>	<u>1,299.19</u>	<u>7,795.13</u>			<u>6,495.94</u>		
VAT ANALYSIS					CODE S @ 20.00%	6,495.94	1,299.19	7,795.13				
TOTALS					<u>6,495.94</u>	<u>1,299.19</u>	<u>7,795.13</u>					



Top Level for Month No 10

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
19/12/2021	INV123737155	104	ZOOM	ZOOM	11.99	2.40	14.39	4435	325	4.20	ZOOM 19.12.21-18.1.22
								4435	425	4.68	ZOOM 19.12.21-18.1.22
								4435	525	3.11	ZOOM 19.12.21-18.1.22
29/12/2021	64161807	105	FASTHOSTS	FASTHOST	61.00	12.20	73.20	4430	325	21.35	GOV.UK Domain renewal
								4430	425	23.79	GOV.UK Domain renewal
								4430	525	15.86	GOV.UK Domain renewal
TOTAL INVOICES					<u>72.99</u>	<u>14.60</u>	<u>87.59</u>			<u>72.99</u>	
VAT ANALYSISCODE S @ 20.00%					72.99	14.60	87.59				
TOTALS					<u>72.99</u>	<u>14.60</u>	<u>87.59</u>				

# WINDLESHAM PARISH COUNCIL

## RESERVES POLICY

### Table of Contents

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Version & Date	Amendments made
V1.1-220222	Reviewed at Full Council meeting 22 <sup>nd</sup> February 2022



## 1 Introduction

- 1.1 Under statute Windlesham Parish Council is required to maintain adequate Financial Reserves in order to meet the needs of the organisation, and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.
- 1.2 The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) 5.31 (March 2021 edition) advises: “As with any financial entity, it is essential that authorities have sufficient reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive.”
- 1.3 Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.
- 1.4 The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) 5.168 (March 2021 edition) states: ‘As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority’s year-end general reserve is significantly higher than the annual precept or rates and special levies, an explanation should be provided to the auditor.’

Therefore, the following policy will be considered by Full Council annually and no later than April each year.

## 2 Types of Reserves

### 2.1 General Reserves

- 2.2 General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget.
- 2.3 JPAG (March 2020 edition) advises: “The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority’s General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE).”

“The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months.

- 2.4 The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its EMRs to provide short term resources.
- 2.5 The use of the General Reserve is not restricted. It can be used to smooth the impact of uneven cash flows, offset the budget requirement, or can be used to cope with unexpected events or emergencies.
- 2.6 **Windlesham has been advised by the internal auditor that the general reserve should not exceed 50% of precept. This policy therefore recommends that a general reserve of 40-50% of precept should be held at each financial year end.**

### 3 Earmarked/Specific Reserves (EMR)

- 3.1 EMRs must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately recorded on the Council’s accounting system. EMRs are held for several reasons and shall only be used for the purpose for which they were created:
- 3.2 Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when considering asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets.
- 3.3 Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
- 3.4 Developers Contributions: – proceeds from developers which can only be used for specified purposes – CIL and Section 106
- 3.5 Trading Accounts: - in some instances surpluses may be retained for future investment
- 3.6 Insurance Reserve: - to meet the estimate of future claims to enable the Council to meet the excesses not covered by insurance
- 3.7 Other Earmarked Reserves:– may be set up from time to time to meet known or predicted liabilities.
- 3.8 Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an overprovision of funds, the excess may, on the approval of the Full Council, be transferred to

other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

- 3.9 EMRs will be established on a “needs” basis in line with anticipated requirements and these are to be reviewed annually. Any decision to set up an EMR must be approved by Full Council.**

## **4 Village Reserves**

- 4.1 The committee structure allows each committee to manage their budgets in maintaining services and delivering projects. The Terms of Reference for each committee confirm how each committee will be funded and no individual committee can expect any shortfall in a specific year to be covered by the Council’s general reserves.
- 4.2 Committees need to consider their responsibilities and projects in setting reserves. It is recommended that a general reserve is set to cover day to day operations.
- 4.3 Any unspent budget not used at the end of the financial year will, following Full Council approval, either be returned to Council’s general reserves or added to an identified project earmarked reserve. No budgetary surplus will be added to individual village reserves.

## **5 Management and Control of Reserves**

- 5.1 Movements in Earmarked Reserves and General Reserves shall be reported to the Council as part of budget monitoring documentation. The use of reserves shall be approved by the Council.
- 5.2 **The minimum level of General Reserves shall be recommended to the Council by the Clerk (who is the Responsible Financial Officer). This will form part of the recommendations for the Annual Budget and Precept request.**
- 5.3 **A statement of earmarked reserves will be formally reviewed as part of the budget setting process. This will review the balance and purpose of all earmarked reserves.**

## **6 Financial Risk Management**

- 6.1 To assess the adequacy of the general reserve fund when setting the annual budget, the RFO will take account of the strategic, operational, and financial risks facing the Council. The level of general reserve for the ensuing year will be based on a risk assessment of the Council’s

main areas of income and expenditure and consider any provisions and contingencies that may be required.

## **7 Reserves**

- 7.1 When establishing a reserve as part of the annual setting process, the Council will set out:
  - 7.1.1 The reason / purpose of the reserve
  - 7.1.2 How and when the reserve can be used
  - 7.1.3 Procedures for the management and control of the reserve
  - 7.1.4 A process and timescale for review of the reserve to ensure continuing relevance and adequacy.
- 7.2 Review of adequacy of balances and reserves
  - 7.2.1** In assessing the adequacy of reserves the strategic, operational and financial risks facing the Council will be taken into account and the level of all reserves will be reviewed as part of the annual budget preparation.

## **8 Monitoring and review**

- 8.1 This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.



Windlesham Parish Council

**Localism Act 2011**

**The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**

Name of Councillor .....(the "Member")

**Part 1**

**Registration of Disclosable Pecuniary Interests**

You are required to notify the Council of all the Disclosable Pecuniary Interests you have.

**You are also required to notify the Council of any Disclosable Pecuniary Interests of a spouse or civil partner; or a person with whom you are living as a husband or wife or civil partner. In this form such a person is referred to as Partner. The Partner is not required to be identified. The notification is yours, not your Partner's.**

References to "relevant person" mean either the Member or Partner. Other interpretations of the terms used in this form are described on Pages 5 and 6.

**Please put None in every category where you have no interest to declare.** Additional notifications are dated subsequently in the document below as they are notified so that this form is a continuous record.

<b>1. Employment, Office, Trade, Profession or Vocation</b> Any employment, office, trade, profession or vocation carried on for profit or gain.

<b>2. Sponsorship</b> Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a Member, or towards the election expenses of the Member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

<b>3. Contracts</b> Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.



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<b>4. Land</b> Any beneficial interest in land which is within the area of the relevant authority.

<b>5. Licences</b> Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

<b>6. Corporate tenancies</b> Any tenancy where (to the Member's knowledge): (a) the landlord is the relevant authority; and (b) the tenant is a body in which the Relevant Person has a beneficial interest.

<b>7. Securities</b> Any beneficial interest in securities of a body where: (a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and (b) either: (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

## **Warning**

You commit an offence under section 30 (1) of the Localism Act 2011 if you provide information in the above notification which is false or misleading and

- (a) you know that it is false or misleading, or
- (b) you are reckless as to whether the information is true and not misleading.

**Part 2**  
**Registration of Non-Pecuniary Interests**

The Council's Code of Conduct provides that where a councillor is aware, or ought reasonably to be aware of the existence of the non-pecuniary interest, he/she will have a non-pecuniary interest in any business of the Council where it relates to or is likely to affect any of the categories set out at paragraphs 8 to 10 below. The Councillor is required to record details of those non-pecuniary interests in the Register of Members' Interests.

**The interests below are those of the Member only and are not those of a Partner.**

<b>8. Council Outside Body Appointments</b> Any body to which you are appointed or nominated to by the Council.

<b>9. Membership of Public Bodies, Charities etc</b> Any body, of which you are a member, which exercises functions of a public nature; or is directed to charitable purposes; or is one of whose principal purposes includes the influencing of public opinion or policy (including any political party or trade union),

<b>10. Gifts and Hospitality</b> Any person from whom you have received a gift or hospitality with an estimated value of at least £50.

**Date** of original notification:

**Signed:**.....

**Note:** An electronic version of this form will be placed on the Council's website and the original will be available for inspection at Surrey Heath House.

**FOR OFFICE USE ONLY**

Received: .....  
Updated: .....  
Updated: .....

**Interpretations  
(The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**

**“the Act”** means the Localism Act 2011;

**“body in which the relevant person has a beneficial interest”** means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

**“director”** includes a member of the committee of management of an industrial and provident society;

**“land”** excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

**“Member”** includes a co-opted member;

**“relevant authority”** means the authority of the Member;

**“relevant period”** means the period of 12 months ending with the day on which a Member gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

**“relevant person”** means a spouse or civil partner of a Member; or a person with whom a Member is living as a husband or wife or civil partner;

**“securities”** means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.