



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL
 Held on Tuesday 16th May 2023, at 7.00pm held at St Anne's Church Centre, 43
 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	A	Harris	P	Hardless	P
Du Cann	P	Hartshorn	P	Lewis	P
Gordon	PA	Jennings-Evans	P	Marr	P
Hills	P	Malcaus Cooper	P	McGrath	P
Willgoss	P	Turner	A	Richardson	P
White	P				

In attendance: Jo Whitfield –Clerk to the Council
 Cllr Tedder – Surrey Heath Borough Council
 Cllr Tear – Surrey County Council
 Cllr Wheeler – Surrey Heath Borough Council
 Stuart Black

Virtual attendance: Cllr Turner attended in a non-voting capacity.

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

Cllr Hansen-Hjul outgoing Chair

Cllr Jennings-Evans took the Chair

		Action
C/23/01	<p>To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office</p> <p>One nomination was received as follows:</p> <p>Cllr Malcaus Cooper nominated and Cllr White seconded Cllr Turner as Chairman. Cllr Turner indicated that he was happy to accept the nomination.</p> <p>It was resolved unanimously to elect Cllr Turner as the Chairman of Windlesham Parish Council. It was agreed that Cllr Turner would duly sign the Declaration of Acceptance of Office at the June Full Council meeting.</p>	
C/23/02	<p>To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office</p>	

	<p>One nomination was received as follows:</p> <p>Cllr Turner nominated, and Cllr White seconded, Cllr Jennings-Evans as Vice-Chairman.</p> <p>It was unanimously resolved to elect Cllr Jennings-Evans as the Vice-Chairman of Windlesham Parish Council. Cllr Jennings-Evans then duly signed the Declaration of Acceptance of Office</p> <p>In the absence of Cllr Turner, Cllr Jennings-Evans as Vice-Chair took the Chair.</p> <p>Cllr Jennings-Evans thanked the out-going Chair and all retiring Councillors, for all their hard work and commitment to the Council over the past term.</p>	
C/23/03	<p>Apologies for absence</p> <p>Apologies for absence were received and accepted from Cllr Bakar. Additionally, apologies were accepted from Cllr Turner who was only able to attend virtually.</p>	
C/23/04	<p>Declarations of interest</p> <p>There were no declarations of interest.</p>	
C/23/05	<p>Public question time</p> <p>There were no public questions.</p>	
C/23/06	<p>Exclusion of the press and public.</p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/23/28 To discuss correspondence marked confidential regarding the Annual Parish Meeting</p> <p>Members agreed that the above items should be discussed in the confidential part of the meeting.</p>	
C/23/07	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The minutes of the Full Council meeting held on 25th April 2023 were approved and signed by Cllr Jennings-Evans. 	Cllr Jennings-Evans
C/23/08	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 2nd May 2023 were approved and signed by Cllr Willgoss. <p>Members noted the open minutes of the recent village committee and sub-committee meetings:</p>	Cllr White

	<ul style="list-style-type: none"> The minutes of the Bagshot Committee meeting held on the 18th April 2023. 	
C/23/09	<p>The Clerk informed Members that to retain the General Power of Competence a Council must resolve at a meeting of the Council (and each subsequent relevant annual meeting) that it meets the following conditions at the time of resolution:</p> <ul style="list-style-type: none"> The number of elected members of the Council is equal to or greater than two thirds of the total number of members The Clerk to the Council must hold at least one of the sector-specific qualifications ie. Certificate in Local Council Administration (CiLCA) or the higher education qualifications for clerks, as documented in the Order. <p>Members agreed unanimously that the Council met the necessary criteria above and resolved to adopt the GPC.</p>	
C/23/10	<p>Co-option to Windlesham Parish Council, Lightwater Ward</p> <p>Following the recent election process, Lightwater Ward now has two vacancies.</p> <p>Members were reminded that to co-opt, WPC would need to seek and encourage 'expressions of interest' from anyone in the parish who is eligible to stand as a Parish Councillor and that any candidate putting his or herself forward would need to complete an application which will be considered at the June Full Council.</p> <p>Members were asked to decide if they would like to co-opt 2 new Members to Lightwater Ward, approving the advert presented for approval.</p> <p>It was resolved to advertise the co-option process, approving the advert as presented. It was also resolved that whilst co-opted Councillors are not eligible for the Councillor allowance, Council agreed that using the General Power of Competence they would award each co-opted Councillor expenses equivalent to the Councillor allowance.</p>	The Clerk
C/23/11	<p>Appointing Members to Existing Committees and Sub-Committees</p> <p>Members were asked to consider which Committee(s) they wished to sit on for the year 23/24.</p> <p>Membership for village committees will consist of all Councillors representing that village and all other committees will consist of a minimum of 6 members, 2 from each village.</p> <p>a) Bagshot Committee Resolved: to appoint the following Councillors to the Bagshot Committee.</p> <p>Cllr Bakar</p>	

**Cllr Du Cann
Cllr Gordon
Cllr Hills
Cllr White
Cllr Willgoss**

- b) Lightwater Committee** Resolved: to appoint the following Councillors to the Lightwater Committee.

**Cllr Harris
Cllr Hartshorn
Cllr Malcaus Cooper
Cllr Jennings-Evans
Cllr Turner
Vacancy
Vacancy**

- c) Windlesham Committee** Resolved: to appoint the following Councillors to the Windlesham Committee.

**Cllr Hardless
Cllr Lewis
Cllr Marr
Cllr McGrath
Cllr Richardson**

- d) Personnel Committee** Resolved: to appoint the following Councillors to the Personnel Committee.

**Cllr Hardless
Cllr Malcaus Cooper
Cllr Jennings-Evans
Cllr Hills
Cllr White
Cllr Turner**

- e) Planning**

**Cllr Marr
Cllr White
Cllr Richardson
Cllr Willgoss
Cllr Du Cann
Cllr Turner**

- f) Review of delegation arrangements, including officer's delegation and terms**

Terms of reference for the village committees, Planning and Personnel, were reviewed, along with the officer's scheme of delegation and it was resolved unanimously to adopt all documents as presented.

	<p>g) Appointment of any new committees, confirmation of terms of reference, the number of members (including if appropriate, substitute councillors) and receipt</p> <p>Cllr Malcaus Cooper proposed, Cllr Gordon seconded, and it was resolved with 9 in favour and 5 against, 0 abstentions, to create a Communications Committee.</p> <p>It was resolved to appoint the following Councillors to the committee.</p> <p>Cllr Malcaus Cooper Cllr Gordon Cllr Willgoss Cllr Turner Cllr Lewis</p> <p>It was also resolved that the Clerk will draw up terms of reference.</p>	
C/23/12	<p>To appoint members to agreed Council working parties.</p> <p><u>Buildings and Asset Working Party</u></p> <p>It was resolved to appoint the following Councillors.</p> <p>Cllr Malcaus Cooper Cllr Harris Cllr Turner Cllr McGrath</p> <p>At this point Members resolved to move item 24 ‘Buildings and Asset Management’ up the agenda for discussion at this point.</p> <p>Cllr Harris proposed, and it was resolved unanimously not to proceed with the quotes received and that Cllr Harris would use his contacts to obtain further advice, which will be presented to the working party for review. Following review more quotes will be requested.</p> <p><u>Policies Working Party</u></p> <p>It was resolved to appoint the following Councillors.</p> <p>Cllr Turner Cllr Jennings-Evans Cllr Marr</p> <p>It was also resolved that the Clerk will complete an initial review against model policies and the working party will then complete their review via collaboration on SharePoint.</p>	<p>Cllr Harris</p> <p>The Clerk</p>

C/23/13

Setting the dates, times and place of ordinary meetings of the Full Council and committees for the year ahead

Members were presented with a draft meeting schedule and **resolved to adopt the dates and times as stated below:**

Full Council meetings

To be held 10 times per year on the following dates.

16th May 2023 – Annual Council Meeting Election of Chairman etc

27th June 2023 – Latest date to sign off AGAR

25th July 2023

26th September 2023 – Sign off External Audit

31st October 2023 – Budget and Precept

28th November 2023 – Budget and Precept

23rd January 2024 – Precept demand

27th February 2024

26th March 2024 – Year end Accounts

23rd April 2024

28th May 2024 – Next municipal year Annual Council Meeting Election of Chairman etc

Start time: 7.15pm

Councillor Training

21st June 2023 at 6:30pm

Planning Committee meetings

To be held 24 times per year on the following dates.

2nd May 2023 - Start time: 11am

23rd May 2023 - Start time: 6:30pm

6th June 2023 - Start time: 11am

27th June 2023 - Start time: 6:30pm

11th July 2023 - Start time: 11am

25th July 2023- Start time: 6:30pm

8th August 2023 - Start time: 11am

22 August 2023 - Start time: 11am

12th September 2023 - Start time: 11am

26th September 2023 - Start time: 6:30pm

10th October 2023 - Start time: 11am

31st October 2023 - Start time: 6:30pm

14th November 2023 - Start time: 11am

28th November 2023 - Start time: 6:30pm

19th December 2023 - Start time: 11am

9th January 2024 - Start time: 11am

23rd January 2024 - Start time: 6:30pm

13th February 2024 - Start time: 11am

27th February 2024 - Start time: 6:30pm

12th March 2024 - Start time: 11am

26th March 2024 - Start time: 6:30pm

9th April 2024 - Start time: 11am

23rd April 2024 - Start time: 6:30pm

14th May 2024 - Start time: 6:30pm

Personnel Committee

To be held 4 times per year on the following dates.

4th July 2023

3rd October 2023

9th January 2024

9th April 2024

Start time: 6.30pm

Budget Setting Meetings

20th September 2023 - Committees 1st meeting to discuss village budget requirements. Time to be confirmed.

2nd October 2023 – Chair of Committees to meet to discuss overall Council budget for the 1st time.

9th October 2023 – Chair of Committees to meet to discuss overall Council budget for the 2nd time.

Budget to be discussed at October Full Council meeting

8th November – Chair of Committees to meet to discuss overall Council budget for the final time.

Budget to be agreed at the November Full Council meeting.

Annual Parish Meeting

20th March 2024 7pm

Community Reception

27th April 2024 3pm-5pm

Village Committee Meetings

Lightwater Committee:

To be held 4 times per year on the following dates:

4th July 2023

3rd October 2023

9th January 2024

9th April 2024

Start time: 7.30pm

Lightwater Councillor Surgeries: - to be agreed

To be held 4 times per year on the following dates:

17th June 2023

9th September 2023

18th November 2023

24th February 2024

	<p>It was resolved that the exact dates, time and venues will be determined by Councillors.</p> <p><u>Bagshot Committee:</u></p> <p>To be held 4 times per year on the following dates:</p> <p>1st August 2023 7th November 2023 6th February 2024 7th May 2024</p> <p>Start time: 7.00pm</p> <p><u>Bagshot Councillor Surgeries:</u></p> <p>To be held 4 times per year on the following dates:</p> <p>1st July 2023 16th September 2023 6th January 2024 23rd March 2024</p> <p>It was resolved that the exact dates, time and venues will be determined by Councillors.</p> <p><u>Windlesham Committee:</u></p> <p>To be held 4 times per year on the following dates:</p> <p>June 2023 TBC 6th September 2023 6th December 2023 6th March 2024</p> <p>Start time: 7.00pm</p> <p><u>Windlesham Councillor Surgeries:</u></p> <p>To be held 4 times per year on the following dates:</p> <p>29th July 2023 21st October 2023 20th January 2024 20th April 2024</p> <p>It was resolved that the exact dates, times and venues will be determined by Councillors.</p>	
<p>C/23/14</p>	<p>Review of representation on or work with outside organisations</p> <p>Members were presented with a list of organisations that historically the Parish Council have had Councillor representation.</p> <p>Members were asked to consider whether representation was still required for the organisations listed and if so to consider if they wish to act as the Parish Council representative.</p>	

It was resolved to appoint the following Members:

ANNUAL APPOINTMENTS 22/23

Bagshot

Bagshot Playing Fields Association	Cllr White
Bagshot Society	Cllr Willgoss
St Anne's Hall Management Committee	Cllr Du Cann

Lightwater

Briars' Centre Management Committee	Cllr Jennings-Evans & Cllr Harris
Lightwater Connected	Cllr Malcaus Cooper.
Lightwater Society	Cllr Malcaus Cooper Turner

Windlesham

Windlesham Field of Remembrance	Cllr Lewis
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General

Chobham Common Liaison Group	Cllr McGrath
Surrey County Association of Parish & Town Councils	Cllr Malcaus Cooper

LONGER TERM APPOINTMENTS WITH A 4 YEAR TERM

Valley End Institute – Cllr McGrath will represent the Parish Council until May 2023.

WC Lees Resthouses – Cllr McGrath will represent the Parish Council until May 2027.

WC Lees Sick Poor Fund – It was resolved to appoint Cllr McGrath and that Council will ask the outgoing representative if they are will to continue for the next 4 year term until May 2027. In the event that the outgoing representative is unable to continue, Council resolved that Cllr Richardson will be appointed.

Windlesham United Charities (5 appointees)	Vacancy	4 years	Jan 2024
	Mrs R Hutchinson	4 years	Jan 2024
	Mrs D Winterton	4 years	May 2025
	Mr J Winterton	4 years	Dec 2022
	Mrs V White	4 years	Nov 2027

<p>C/23/15</p>	<p>Review of Standing Orders</p> <p>Councillors last reviewed and approved Standing Orders in 24th January 2023 and since when there have been no updates.</p> <p>Action required: Members were asked to approve Standing Orders as presented.</p> <p>It was resolved to adopt the Standing Orders as presented and review within 12 months.</p>	
<p>C/23/16</p>	<p>Review of Financial Regulations</p> <p>Members were reminded that Financial Regulations were reviewed by Council and agreed at the Full Council meeting held on 24th January 2023.</p> <p>Members noted the minor amendment to the wording of clause 5(d) as below:</p> <p>d) If an expenditure item has been approved by either Full Council, the relevant Committee or under delegated authority; and the Clerk or RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments be submitted to the next appropriate village committee or Full Council meeting.</p> <p>Members resolved to adopt the Financial Regulations as presented including the following amendments and review within 12 months.</p> <p>Clause 5(d) to read as follows:</p> <p>5d) If an expenditure item has been approved by either Full Council, the relevant Committee or under delegated authority; and the Clerk or RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments be submitted to the next appropriate village committee or Full Council meeting.</p> <p>Additionally, Cllr Malcaus Cooper proposed, Cllr Hardless seconded, and it was unanimously resolved to amend clause 4.1 as follows:</p> <p><u>Budgetary control and authority to spend</u></p> <p>4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:</p> <ul style="list-style-type: none"> • Full Council for all items over £15,000; • a duly delegated committee of the council for items over £5000 up to £15,000; • the Clerk in conjunction with the Chair and Vice Chair for any items between £2,500-£5000 • the Clerk for any items below £2,500. 	

<p>C/23/17</p>	<p>Review of inventory of land and assets including buildings and office equipment</p> <p>Members were presented with the fixed asset register and informed that the balance of assets held was £280,240 and that the register had been reviewed as part of the year end accounts process.</p> <p>Members were asked to note the fixed asset register provided.</p> <p>Noted</p>	
<p>C/23/18</p>	<p>Review and confirmation of arrangements for insurance cover in respect of all insured risks.</p> <p>Councillors were asked to note that the Council's insurance was renewed in September 2021, following quotes being provided by our then broker, Came and Co and BHIB Insurance. It was agreed that the Council would enter into a 3-year long term arrangement. This 3 year agreement ends on 30th September 2024.</p> <p>Noted</p>	
<p>C/23/19</p>	<p>Review of Council Policies</p> <p>Councillors were asked to note that Council Policies were reviewed at Full Council meetings held in October and November 2022, where all policies were adopted.</p> <p>It was resolved to note that the Council Polices had been adopted at the October and November 2022 Full Council meetings.</p> <p>Members also resolved to appoint a working party as outlined in minute ref:C/23/12</p>	
<p>C/23/20</p>	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £18,328.15and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £18,328.15 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p> <p>b) Bank Mandates</p> <p>Members reviewed the current bank mandates and it was recommended that the Council approve the Clerk, and RFO as signatories on all accounts and for continuity, for Cllr White to remain as a signatory on all accounts, whilst 2 additional Councillors are added to the mandates.</p> <p>It was resolved that the Clerk, RFO, Cllr White, Cllr Malcaus Cooper and Cllr Jennings-Evans will be the nominated signatories on all bank accounts.</p>	<p>Clerk/RFO/ Cllr White</p>

C/23/21

To receive written reports from:

- a. Surrey County Council;

Cllr Tear - County Council Report to Parishes May 2023

May is traditionally a quiet time at County so this report will not be a long one.

Cost of living

County continue to support those with difficulty in this area with a dedicated webpage that focusses on Financial, Welfare and Health and Mental Wellbeing support.

Potholes

Highways continues to identify, inspect and fill in as many potholes as they can but it has become somewhat of a “whack a mole” process with more popping up all the time.

To try to get ahead of the game a new “Find and Fix” policy has been put in place in which the gangs go out with extra tarmac on their lorries and if they are mending one pothole in a particular location they can mend others in close proximity.

However, the background of our problem is that Surrey’s roads have been underfunded by central government for some time. I asked the Levelling Up Minister if he could use his best efforts to get our roads levelled up last Friday. Let’s see if he has any success with this.

Flooding

Although the floods have abated there are still two areas that need further action and I am engaged with officers to get either drains cleared out or to find a longer term remedy.

Home Heating

Over £12 million is available for residents who need help to heat their homes and this can be accessed by contacting www.actionssurrey.org or by calling 08007832503.

Fire Service

Following the announcement that Chobham Fire Station was to be upgraded, it’s now been agreed that Reigate Fire Station will also be redeveloped.

Violence against Women and Girls

A new partnership strategy has been announced and work has commenced on a county wide action plan with our partners.

Ulez Judgement

The high Court has granted permission for a Judicial Review to be held into this policy which will adversely affect many Surrey residents.

EV Charge-points

SCC has agreed a contract to support the rolling out of thousands of charge-points across the County.

Children and Young People with Additional Needs

Surrey is increasing the number of places available to these young people cutting down the amount of travel they have to do to get to their school places.

Travel to School

This continues to be a hot topic with the current policies not being seen as equitable particularly in Chobham. I am engaging with local councillors to discuss this.

M3 Junction 3

Despite work having started on relining this junction it was suspended owing to continuing rain. We are pressing to have this completed. Our MP has had some success in getting National Highways to look at the business case for improving this junction.

A30 at Bagshot

I'm very much looking forward to having the new 30mph limit in place and have added my divisional funds to some others to get part of this road at the BP end resurfaced. On this subject I'm also looking forward to Bagshot High Street being resurfaced.

St.Lawrence School Crossing

I'm chasing officers to get a date for this work.

Pennypot Lane

I have started the process to see if County can provide trees to screen the Showmans site.

Richard Tear
May2023

County Update **Cllr Rebecca Jennings-Evans**

Surrey Libraries – Where It Happens!

Did you know that Surrey Libraries are the social, economic, learning and cultural hubs right at the heart of communities across Surrey. Today we launched a new video, highlighting the breadth of things our libraries offer residents.

From rhymetime, crafts, coding & chess clubs, helping people to improve their computer skills, supporting new businesses, author talks, hosting reading groups and exhibitions... Surrey Libraries are where it happens!

Check out the [video](#)



Customer Service queries campaign launched

This week we have launched a social media campaign highlighting some of the most common queries on adult social care which are asked of the county council's contact centre. In doing this, we are encouraging

residents to self-serve and find answers to their most frequently asked questions on our website, such as 'What benefits can I claim?' or 'How can I get a wheelchair/walking aid?'. The campaign will be expanded to cover a range of key topics across council services.



Mental health support: Good luck to Surrey's students starting exams:

Exam season has started and we know that it can be a stressful time for many students across Surrey. Mindworks Surrey is the emotional wellbeing and mental health service for children and young people in Surrey and their website has information for both young people and parents and carers on dealing with stress and anxiety. *Please share this resource with residents and share posts on the Mindworks social media: [Twitter](#), [Facebook](#), [Instagram](#).*

Best of luck to students taking their exams!



It's Foster Care Fortnight: 15 to 28 May 2023

In Surrey, there are over 1,000 children in care and Surrey County Council have just under 400 foster families. Foster Care Fortnight is a national awareness event that highlights the ongoing need for more foster carers, so we are using this spotlight to share Surrey specific information with our residents.

Foster carers come from all walks of life and backgrounds, and there is no one-size-fits-all approach to fostering. Whether people are single or married, young or old, own a home or rent, they can still become a foster carer. The most important thing is a willingness to provide a safe and loving home for a child in need. Please encourage residents to consider fostering and direct them to contact the fostering service or meet us at an event online or in the community. Residents can contact Surrey Fostering Service on 0800 096 9626, via email

at fostering.recruitment@surreycc.gov.uk or visit the [fostering website](#).

Please also share posts from the fostering social media accounts on [Facebook](#), [Twitter](#) and [Instagram](#).



New funding to help heat off-gas homes

Over £12m of grant funding is now available for Surrey residents whose homes are not heated by gas, to make their properties more energy efficient and environmentally friendly. Residents living in hard to heat homes and on lower incomes could receive up to £38,000 to fund measures including wall, loft and underfloor insulation, solar panels and air source heat pumps. Residents can check if they are eligible by visiting www.actionsurrey.org or calling 0800 783 2503.



Dementia Action Week

This week is Dementia Action Week, an awareness raising campaign which encourages individuals and organisations to “act on dementia”. With the focus this year on encouraging people and families to seek a timely diagnosis and avoid reaching crisis point, we’re signposting residents to details of dementia support in Surrey. Surrey Fire and Rescue Service are also supporting the campaign, as those with dementia are statistically more likely to be involved in domestic dwelling fires. Their video, produced with Surrey charity Dementia First, signposts support available from the service.



May be of Interest

The Surrey Flag – Who knew?!

#TickAware – watch out for bites

Road Peace Challenge – help prevent road collision tragedies

Seasonal covid boosters – available for certain groups

Walk to school week – a chance to ditch the car

Lightwater Issues currently being worked on:

Home to School Transport Issues

Road Drainage

Road resurfacing

Road signage

Ambleside ITS Scheme

b. Surrey Heath Borough Council

Cllr Wheeler expressed her disappointment that the new Lightwater Borough Councillors were not in attendance. She also informed Members that SHBC Annual Council Meeting was being held on the 17th May 2023.

Cllr White was pleased to inform Members that the Albert Road play area has been awarded money for refurbishment.

Cllr Gordon informed Members that he had been working alongside SCC to relocate the planters in the village centre. The WI planter is now in the correct location.

<p>C/23/22</p>	<p>Community Infrastructure Levy Consultation</p> <p>Members were reminded that at the Full Council meeting held on the 25th April 2023 it was resolved unanimously to appoint a planning consultant to respond to the Community Infrastructure Levy consultation.</p> <p>It was also resolved that Cllrs White, Malcaus Cooper and Turner would liaise with the consultant to ensure the view of the Council is represented and in particular that it dovetails with the local plan and CIL at a borough level.</p> <p>Finally, it was resolved to delegate authority to the Clerk in conjunction with Cllr White, to select the consultant and approve and submit the final document.</p> <p><u>Update</u></p> <p>Estimated Cost, for stand-alone representation including time for discussion, comment and revision -two days at £1500 per day (£3000 in total). Members were asked to note that the Council will only be billed for time spent.</p> <p>Members were asked to approve the spend of up to £3,000 to be funded from the Legal and HR budget line, which currently stands at £7,000, with £1,900 committed already committed.</p> <p>It was resolved to approve the spend of up to £3,000 to be funded from the Legal and HR budget line.</p>	<p>The Clerk</p>
<p>C/23/23</p>	<p>Request for Chair of Council to formally open the Lightwater Fete</p> <p>The Lightwater Fete Committee formally asked the new Chair of Council to open the Lightwater Fete at 12 noon on Saturday 20th May 2023.</p> <p>It was resolved that in the absence of the Chair, Cllr Jennings-Evans Vice Chair will attend as the Council representative.</p>	<p>Cllr Jennings-Evans</p>
<p>C/23/24</p>	<p>Buildings and Asset Management</p> <p>Members were reminded that at the Full Council held on the 21st February 2023, Cllr Malcaus Cooper proposed, Cllr Manley seconded, and it was unanimously agreed that council would obtain 3 quotes from RICS surveyors to carry out a full assessment of Council buildings.</p> <p>It was also resolved that Cllr Manley would write the scope of services to inform the RICS surveyors (minute ref:C/22/189).</p> <p><u>Update</u></p> <p>A scope of services was drafted by Cllr Manley and sent to 10 RICS surveyors inviting them to quote.</p> <p>Only 5 surveyors responded and of those 5, only 1 provided an estimate of £18,750 plus VAT</p> <p>Members were asked to decide:</p> <p>a) If they would like to invite more surveyors to quote</p>	

	<p>b) Proceed with the above quote noting that the remaining Buildings and Maintenance Budget for 2023 is £8,424, therefore Council would need to agree to fund the remaining £9,576 from the EMR, leaving a balance of £26,056.</p> <p>c) Reconsider how building maintenance will be assessed.</p> <p>This item was moved up the agenda and dealt with alongside minute ref:C/23/12</p>	
C/23/25	<p>Clerks Update</p> <p><u>Councillor Training Date</u> As per resolution at the last Full Council meeting, Councillor training has been booked for all Councillors: Date: 21st June 2023 Venue: St Anne’s Church Centre, Bagshot Time: 18:30</p> <p>Cllrs Hills, Hartshorn, Gordon confirmed that they will be unable to attend. Cllr Harris was unable to commit at this time.</p> <p><u>Declaration of Interest Forms</u> The Registration of Disclosable Pecuniary Interests must be completed and submitted to the Parish Office to be returned to the principal authority within 28 days of your election. Could you therefore please ensure I have the form back by Friday 26th May 2023.</p> <p><u>iPad return</u> If you are a returning Cllr please make an appoint to visit the Council Office to have your iPad reset. This will ensure that all updates are carried out and apps deployed via the business manager.</p> <p><u>APM</u> Members are aware that the Clerk has received a copy of the draft APM minutes which will need checking for accuracy against the original recording of the meeting. To date the Clerk has not found a free/cheap service that will transcribe more than the first 10 minutes of the meeting.</p> <p>Members discussed engaging an audio typist to transcribe the recording of the meeting.</p> <p><u>Council Chain of Office</u> A number of Cllrs commented at the Community Reception that the Chain of Office had been removed from it’s velvet backing. This was removed during the tenure of the 22/23 Chair and the Clerk was informed that the chain would be sewn back on to the backing before it was returned.</p> <p>Members asked the Clerk to contact the outgoing Chair and request that the Chain of Office be returned in its original state attached to the backing. It was also noted that the Chain would be required for the Lightwater Fete Opening on Saturday 20th May 2023.</p> <p><u>Clerk Annual Leave</u></p>	

	<p>Members are to note that the Clerk will be taking annual leave between the 19th May and 5th June 2023. If you have any queries during this time please speak with Sarah the Assistant Clerk.</p> <p>Plan Disk The Clerk asked Members if they were happy for her to invest in a planning tool at the cost of £264 per annum. Members agreed that it could be a useful tool and agreed to the subscription.</p>	
C/23/26	<p>Correspondence</p> <p>There was no correspondence</p>	
C/23/27	<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/23/28 To discuss correspondence marked confidential regarding the Annual Parish Meeting</p>	
C/23/28	<p>To discuss correspondence marked confidential regarding the Annual Parish Meeting</p> <p><i>20:18 Cllr Gordon left the meeting.</i></p> <p>On the 9th May 2023 the Clerk received correspondence marked confidential, from the author of the APM minutes.</p> <p>Members were given a summary of the contents of the email and asked to decide how they wished to proceed.</p> <p>Council resolved a course of action as outlined in the confidential report.</p>	
	There being no further business the meeting closed at 20:48	

Bagshot PL for Month No 2

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
28/04/2023	2023/302	58	EPSILON LIGHTING	EPSILON	121.00	24.20	145.20	4060	305	121.00	JUBILEE LAMP REPLACE BULB
TOTAL INVOICES					<u>121.00</u>	<u>24.20</u>	<u>145.20</u>			<u>121.00</u>	
VAT ANALYSISCODE S @ 20.00%					121.00	24.20	145.20				
TOTALS					<u>121.00</u>	<u>24.20</u>	<u>145.20</u>				

Lightwater PL for Month No 2

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
02/05/2023	2037093	45	SURREY HEATH	SHBC01	65.39	13.08	78.47	4165	410	65.39	LW OUTDOOR GYM INSPECT
27/04/2023	2037076	46	SURREY HEATH	SHBC01	65.39	13.08	78.47	4165	410	65.39	LW GYM INSPECT APRIL
TOTAL INVOICES					<u>130.78</u>	<u>26.16</u>	<u>156.94</u>			<u>130.78</u>	
VAT ANALYSISCODE S @ 20.00%					130.78	26.16	156.94				
TOTALS					<u>130.78</u>	<u>26.16</u>	<u>156.94</u>				

Top Level for Month No 1

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
20/04/2023	21043	317	MULBERRY CO	MULBE	183.00	36.60	219.60	4445	325	67.71	YR END INTERNAL AUDIT 22-23
								4445	425	69.54	YR END INTERNAL AUDIT 22-23
								4445	525	45.75	YR END INTERNAL AUDIT 22-23
21/04/2023	3092	318	NP TREE MANAGEMENT	NPTREE	250.00	50.00	300.00	4195	310	92.50	WIN CEM T469 CLIMBING INSPECTI
								4195	410	95.00	WIN CEM T469 CLIMBING INSPECTI
								4195	510	62.50	WIN CEM T469 CLIMBING INSPECTI
19/04/2023	AT27084B	319	HOME HUB GROUP	HOMEHUB	1,576.28	315.26	1,891.54	4060	335	583.22	REPLACEMENT OFFICE DOOR
								4060	435	598.99	REPLACEMENT OFFICE DOOR
								4060	535	394.07	REPLACEMENT OFFICE DOOR
TOTAL INVOICES					<u>2,009.28</u>	<u>401.86</u>	<u>2,411.14</u>			<u>2,009.28</u>	
VAT ANALYSISCODE S @ 20.00%					2,009.28	401.86	2,411.14				
TOTALS					<u>2,009.28</u>	<u>401.86</u>	<u>2,411.14</u>				

Top Level for Month No 1

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
12/04/2023	J9060	320	POLARITY ELECTRICS	POLARITY	199.00	39.80	238.80	4555	335	73.63	HML ELECTRICAL CONDITION REPOF
								4555	435	75.62	HML ELECTRICAL CONDITION REPOF
								4555	535	49.75	HML ELECTRICAL CONDITION REPOF
				TOTAL INVOICES	<u>199.00</u>	<u>39.80</u>	<u>238.80</u>			<u>199.00</u>	
			VAT ANALYSISCODE	S @ 20.00%	199.00	39.80	238.80				
				TOTALS	<u>199.00</u>	<u>39.80</u>	<u>238.80</u>				

Top Level for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2023	1190	321	ZENTECH IT	FRE01	1,977.31	395.47	2,372.78	4440	325	731.60	O365 & support & ITequip
								4440	425	751.38	O365 & support & ITequip
								4440	525	494.33	O365 & support & ITequip
03/05/2023	202311	322	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	18.50	Hall hire FC 25.4.23
								4950	425	19.00	Hall hire FC 25.4.23
								4950	525	12.50	Hall hire FC 25.4.23
								4950	325	50.00	Hall hire FC 18.4.23
03/05/2023	APMCAKE	323	THE CAKE MERCHANT	CAKE	20.00	0.00	20.00	4600	325	7.40	APM Gluten Free food
								4600	425	7.60	APM Gluten Free food
								4600	525	5.00	APM Gluten Free food
02/05/2023	2037092	324	SURREY HEATH	SHBC01	7,940.97	1,588.19	9,529.16	4165	310	3,096.98	GREENSPACE CONTRACT MAY 23
								4165	410	3,096.98	GREENSPACE CONTRACT MAY 23
								4165	510	1,747.01	GREENSPACE CONTRACT MAY 23
27/04/2023	3096	327	NP TREE MANAGEMENT	NPTREE	3,950.00	790.00	4,740.00	4195	310	1,461.50	LW REC TREE WORKS
								4195	410	1,501.00	LW REC TREE WORKS
								4195	510	987.50	LW REC TREE WORKS
29/04/2023	3100	328	NP TREE MANAGEMENT	NPTREE	280.00	56.00	336.00	4195	310	103.60	LW MEM TREE WORKS
								4195	410	106.40	LW MEM TREE WORKS
								4195	510	70.00	LW MEM TREE WORKS
27/04/2023	3098	329	NP TREE MANAGEMENT	NPTREE	620.00	124.00	744.00	4195	310	229.40	BOSMAN DRIVE TREE WORKS
								4195	410	235.60	BOSMAN DRIVE TREE WORKS
								4195	510	155.00	BOSMAN DRIVE TREE WORKS
27/04/2023	3099	330	NP TREE MANAGEMENT	NPTREE	190.00	38.00	228.00	4195	310	70.30	MILL POND TREE WORKS
								4195	410	72.20	MILL POND TREE WORKS
								4195	510	47.50	MILL POND TREE WORKS
27/04/2023	1000053251	331	PTS COMPLIANCE	PTS	132.06	26.41	158.47	4060	335	48.86	PAT TESTING OFFICE & CHAMBER
								4060	435	50.18	PAT TESTING OFFICE & CHAMBER
								4060	535	33.02	PAT TESTING OFFICE & CHAMBER

Top Level for Month No 2

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
27/04/2023	1000053252	332	PTS COMPLIANCE	PTS	99.00	19.80	118.80	4060	335	36.63	PAT TESTING BAGSHOT CHAPEL
								4060	435	37.62	PAT TESTING BAGSHOT CHAPEL
								4060	535	24.75	PAT TESTING BAGSHOT CHAPEL
29/04/2023	PAVILIONHIRE	333	BPFA	BAGS	125.00	0.00	125.00	4600	325	46.25	PAVILION HIRE APM
								4600	425	47.50	PAVILION HIRE APM
								4600	525	31.25	PAVILION HIRE APM
29/04/2023	APM EXPENSES	334	CLLR MALCAUS COOPER	MALCAUS	150.00	0.00	150.00	4600	325	55.50	APM FLOWERS
								4600	425	57.00	APM FLOWERS
								4600	525	37.50	APM FLOWERS
TOTAL INVOICES					<u>15,584.34</u>	<u>3,037.87</u>	<u>18,622.21</u>			<u>15,584.34</u>	
VAT ANALYSISCODE OTS @ 0.00%					395.00	0.00	395.00				
VAT ANALYSISCODE S @ 20.00%					15,189.34	3,037.87	18,227.21				
TOTALS					<u>15,584.34</u>	<u>3,037.87</u>	<u>18,622.21</u>				

Top Level for Month No 2

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
28/04/2023	21100	326	MULBERRY CO	MULBE	283.75	56.75	340.50	4425	325	104.99	EXTERNAL FINANCE 4.25HRS
								4425	425	107.83	EXTERNAL FINANCE 4.25HRS
								4425	525	70.93	EXTERNAL FINANCE 4.25HRS
				TOTAL INVOICES	<u>283.75</u>	<u>56.75</u>	<u>340.50</u>			<u>283.75</u>	
			VAT ANALYSIS CODE	S @ 20.00%	283.75	56.75	340.50				
				TOTALS	<u>283.75</u>	<u>56.75</u>	<u>340.50</u>				