



### **Windlesham Parish Council**

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## **MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL** **Held on Tuesday 27<sup>th</sup> June 2022, at 7.15pm held at St Anne's Church Centre, 43** **Church Road, Bagshot**

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

**In attendance:** Jo Whitfield –Clerk to the Council  
Lewis Mears - Resident  
Cllr Tear – Surrey County Council  
Cllr Wheeler – Surrey Heath Borough Council  
Derrick Jennings-Evans  
Alan Stevens  
Cllr Kevin Thompson  
Cllr Julie Hoad

### **Virtual attendance:**

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

Cllr Turner took the Chair

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		<b>Action</b>
<b>C/23/29</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllr Bakar.	
<b>C/23/29</b>	<b>Declarations of interest</b>  Cllr Gordon declared a non-pecuniary interest in item 15 stating his involvement with the applicant in planning future joint events.  Cllr Gordon also declared a non-pecuniary interest in item 16 on the agenda stating that the resident requesting the permission for work is a personal friend.	

	<p>Cllr Willgoss declared a non-pecuniary interest in item 16 on the agenda stating that the resident requesting the permission for work is known to him.</p> <p>Cllr Jennings-Evans declared a non-pecuniary interest in item 7 on the agenda declaring that one of the applicants for co-option is personally known to her.</p> <p>Cllr White declared a non-pecuniary interest in item 7 stating that 1 of the applicants for co-option is known to her.</p> <p>Cllr Malcaus Cooper also declared a non-pecuniary interest in item 7 stating that 1 of the applicants for co-option is known to her and the second applicant's wife is known to her.</p> <p>Cllr McGrath declared a non-pecuniary interest in items 11 and 12 on the agenda stating that she runs a shop in Windlesham.</p>	
<b>C/23/30</b>	<p><b>Public question time</b></p> <p><b>There were no questions.</b></p>	
<b>C/23/31</b>	<p><b>Exclusion of the press and public.</b></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/23/48          Greenspace Contract – To discuss  C/23/49          Confidential Resolution Updates  C/23/50          Confidential Correspondence</p> <p><b>Members agreed that updates on all previous confidential resolutions should remain in the confidential part of the meeting.</b></p> <p><b>Cllr Malcaus Cooper asked for the discussion on the Greenspace contract to be held in the open session. The clerk advised against discussing the contractual terms of a live contract in an open forum, as it would be inappropriate to disclose commercially sensitive information and could potentially affect the Councils negotiating position when retendering. Following a discussion Members resolved with 4 in favour, 11 against and 0 abstentions not to deal with this in the open meeting and to move to confidential.</b></p> <p><b>Prior to the meeting Members received 3 pieces of correspondence outlining concerns. Two of the correspondents indicated that they were happy for their correspondence to be dealt with in the open meeting. Cllr Willgoss asked why these items may be dealt with in confidential and the Clerk highlighted that they could potentially form the start of a dispute or stray into discussions about individual staff members. Cllr Malcaus Cooper expressed concerns that the correspondence was personal and named individuals. Cllrs were asked if they wished to deal with all correspondence in the open session. A vote was taken with 1 in favour, 13 against and 1 abstention. All correspondence was moved to the confidential part of the meeting.</b></p>	

<b>C/23/32</b>	<b>Full Council Minutes</b> <ul style="list-style-type: none"> <li>The minutes of the Full Council meeting held on 16<sup>th</sup> May 2023 <b>were approved and</b> signed by Cllr Jennings-Evans</li> </ul>	<b>Cllr Jennings-Evans</b>
<b>C/23/33</b>	<b>Committee and Sub-Committee Minutes</b> <ul style="list-style-type: none"> <li>The minutes of the Planning Committee meetings held on the 23<sup>rd</sup> May 2023 and the 6<sup>th</sup> June 2023 <b>were approved and</b> signed by Cllr White.</li> </ul> <p>Members noted the open minutes of the recent village committee and sub-committee meetings:</p> <ul style="list-style-type: none"> <li>The minutes of the Windlesham Committee meeting held on the 13<sup>th</sup> June 2023.</li> </ul>	<b>Cllr White</b>
<b>C/23/34</b>	<b>Co-option to Windlesham Parish Council, Lightwater Ward</b> <p>At the May 23 Full Council meeting it was resolved to advertise the two Lightwater Ward vacancies, initiating a co-option process.</p> <p>It was also resolved that whilst co-opted Councillors are not eligible for the Councillor allowance, using the General Power of Competence Council would award each co-opted Councillor expenses equivalent to the Councillor allowance which is £1,661.34.</p> <p>Members were asked to:</p> <ol style="list-style-type: none"> <li>To consider which budget line co-opted Councillor expenses will be funded from.</li> </ol> <p><b>Councillors resolved that the co-opted Councillor expenses will be funded from the Lightwater Cllr, Allowance, Training and Expenses budget line 4500/430, with 14 in favour, 1 against and no abstentions.</b></p> <p><b>2. To consider applicants for co-option</b></p> <p>Following good practice WPC gave public notice of vacancy to seek and encourage 'expressions of interest' from anyone within the parish who was eligible to stand as a Parish Councillor. A prescribed form was used as the basis of ascertaining a candidate's suitability to put his or herself forward for co-option. Two applications were received and were presented to Councillors.</p> <p>Members noted that where the number of candidates is less than or equal to the number of vacancies, the candidates shall be appointed to the council if they meet the section 79 eligibility criteria, and they are not disqualified.</p>	

	<p><b>It was resolved to co-opt Alan Stevens and Derrick Jennings-Evans as Lightwater Ward Councillors. It was also resolved that both candidates would visit the Council office to sign the Declaration of Acceptance.</b></p> <p><b>Cllr Malcaus Cooper welcomed the new Councillors to the Lightwater Ward Committee and the Chair asked both candidates to consider if they would like to sit on either the Planning or Personnel Committee.</b></p>	
<b>C/23/35</b>	<p><b>To receive written reports from:</b></p> <p>a. Surrey County Council;</p> <p>Cllr Tear reported:</p> <p><u>Highways</u>  The majority of my postbag, relates to issues here and they are as usual seasonal, with potholes now taking a smaller part. Increasing in frequency, are comments about the cutting of verges with the challenges of the cutting contracts taken over from the boroughs being a key point of focus. The cutting of sightlines at junctions has become a priority for the contractors and despite the late start to the cutting season they are now catching up.</p> <p>An additional cut has been booked for later in the year to make sure we don't enter next year with very high growth as we did this year when we took over.</p> <p>Having had perfect weather for growth the hedges have really taken off this year and I am involved with encouraging residents adjacent to the highways to cut their hedges back now the bird nesting season is over.</p> <p>The resurfacing of Bagshot Road Chobham has been very well received with several residents taking the trouble to write to me. The St. Lawrence School crossing, with the attendant traffic calming and reduction of speed limits has been slightly delayed but is eagerly awaited.</p> <p>In Bagshot following pressure from local Parish and Borough Councillors I used a major part of my main Highways pot to get this resurfaced. The rest of this pot has been allocated for work on the A30 at Bagshot which is really suffering from wear. The introduction of a 30mph limit through Bagshot is expected in the not too distant future.</p> <p>The rest of my other allocation has been directed to the new post, lights and camera in Broadway Road Windlesham, an important safety feature. I'm looking forward to supporting both Windlesham and Bagshot in their desire to improve safety in their village centres and to meeting with Councillors as these initiatives gain more momentum.</p> <p>For next year I will be talking to officers about how my allocation may be used to alleviate flooding particularly in Philpot Lane and in Scots Grove Close.</p> <p><u>Your Fund Surrey</u>  I have encouraged applications from Chobham Parish Council and St. Lawrence School, The Windlesham Field of Remembrance as well as many other organisations to apply for funds and have supported these applications. Further applications are invited from organisations in Bagshot and Windlesham.</p>	

#### The Solar Together Scheme

Once again County is encouraging residents who are interested in having solar panel to use this scheme to save money.

Cost of living support

We continue to support individuals and families who need help in this area. Surrey has been allocated a further £10.6 million to help achieve this.

#### School Transport

This year many of the issues that beset us last year have been resolved and my work on the audit committee tells me that there are far fewer complaints than last year. There continues to be misunderstanding about what the policy means for residents and whilst I welcome views being sought from parents it may be that we have to press for a policy change. Residents can appeal against a decision if they feel they do not have the right support in place.

#### Additional Needs Support

Whilst I was delighted to approve planning permissions for sheltered housing to be provided by County it's becoming clearer to me that the system is under enormous pressure and I really wish that I could be of more support when individual cases that need help arise.

#### Parking Enforcement

The new parking enforcement regime from County is in place and a typical month shows that there were 22,458 vehicle observations and 6122 PCN notices issued.

Cllr Jennings-Evans reported:

#### **Surrey Youth Arts and Culture Festival 2023**

Connect to culture this summer at the Surrey Youth Arts and Culture Festival 2023 across two days in Redhill and Staines-upon-Thames on the 1st and 8th July. Young people aged 11 - 16 can get the inside track from creative industry experts with live music, workshops and activities with support from organisations such as, University of Creative Arts, University of Surrey, Royal Holloway University London, Amazon Film Studios, Pinewood Group, CCSkills and many more.

The festivals have been developed by Surrey County Council Libraries and Arts Service, in partnership with local and regional stakeholders, including Spelthorne Borough Council, Reigate and Banstead Borough Council, Staines Business Improvement District, the Elmsleigh Shopping Centre Staines-upon-Thames, Harlequin Theatre Redhill, Spelthorne Youth Hub, YMCA and a wide range of cultural and community organisations.

To find out more and book free tickets visit: [www.surreycc.gov.uk/culture-and-leisure/culture/festivals](http://www.surreycc.gov.uk/culture-and-leisure/culture/festivals)

#### **Learning Disability Week 2023**

Learning Disability Week, which runs from 19<sup>th</sup> to 25<sup>th</sup> June, focuses this year on challenging myths about living life with a learning disability and shining a light on the stigma some still face. Mencap's #Mythbusters campaign aims to showcase the great things that people with learning disabilities can achieve and here in Surrey we're highlighting a number of our own myth-busters who are breaking down boundaries and doing things their way. They include radio producers Mark, James, Mary and Shay who together produce a radio show which airs on Surrey Hills Community

Radio. Dancer Andrew, meanwhile, was featured on the BBC's Greatest Dancer while Debbie is campaigning for clearer signs in hospitals to help people with learning disabilities find their way around, following her own bad experience. We're signposting residents to our [Learning Disability and Autism Hub](#) which has the myth-busters' full stories and details of a programme of activities taking place during Learning Disability week, as well as wider support.

#### **New kerbside electric vehicle charging trial is now live**

A trial of two new domestic kerbside electric vehicle charging solutions is now live in Surrey. The trial, one of the first in the UK, will allow residents who do not have access to off-street parking to choose from two options – either cable gullies or a [Trojan AON charger](#). Both connect to the residents' domestic energy supply, to allow home charging for EVs without the need for a driveway. *You can read more about the trial [here](#). Please share with your networks and encourage anyone interested to take part.*

#### **Screening JSNA**

This week's cervical screening awareness week reminds us of the importance of health screening for residents. A Joint Strategic Needs Assessment (JSNA) chapter on health screening has just been published, looking at the service in Surrey, potential gaps and inequalities, and offering a set of recommendations/ service development opportunities. The chapter was developed with close collaboration and input from colleagues in the NHS, health partners and voluntary and community-based organisations.

Health screening is offered to large numbers of people (usually based on their age or sex), who do not regard themselves as having the condition being screened for and who may not have sought medical advice. The chapter includes cancer screening (bowel, breast, and cervical cancer screening) and non-cancer screening (abdominal aortic aneurysm screening, diabetic eye screening, and antenatal and newborn screening). The ongoing health reforms, impact of COVID-19 and subsequent recovery programmes have highlighted the numerous difficulties that NHS and partners face. Recovery work has been undertaken to return coverage and uptake rates back to pre-pandemic levels or higher.

The findings will be used to identify barriers to access, particularly for specific population groups, to support General Practices to improve call/recall systems, and to strengthen screening to treatment pathways.

*For more information, you can read the full [JSNA chapter here](#)*

#### **Be summer ready**

With the current heatwave and summer in full swing, we've developed a summer hub for residents, with information, help and advice on how to stay safe, keep up-to-date, stay well and keep busy over the summer period. While many people look forward to the hot weather, some of us can find the heat uncomfortable and can experience sunburn, heat stroke and bites. The summer can also bring about water shortages, wildfires, disruptions to travel and financial struggles. Our **#SummerReady** advice pages will help residents prepare for all the outcomes and provide them with a list of events and activities taking place around the county. Residents can also sign up to receive heat-health alerts and flooding alerts. *Please take a look at our [summer advice webpages](#)*

### **Solar panel discounts for Surrey residents**

Surrey residents can save on their energy bills and cut carbon emissions with a new community led initiative to install solar panels for less. As part of the group-buying 'Solar Together' scheme, residents are now able to come together to invest in solar panels and associated battery storage, confident in the knowledge that they are paying the right price for a high-quality installation from pre-approved installers. Residents can find out more and register for free [here](#). *More information is available on the [Surrey News website](#).*

### **Be Wild Fire Aware**

Wildfires are increasingly becoming an issue in the UK. In 2022 Surrey Fire & Rescue Service attended almost double the number of wildfires than the year before.

They can cause devastation and put lives, homes, wildlife and livelihoods at risk. Last week we worked on a [feature for BBC national news](#) to help get the prevention messages out there, and showcase the important work of SFRS.

This summer please don't be the reason a wildfire starts.

- Pack a picnic not a disposable BBQ
- Don't smoke on heaths and commons
- Bring all litter home with you

*Please share these [important messages](#) from SFRS across social media and with your communities*

### **Walkers and cyclists to benefit from more investment in cycling and walking**

Following a successful bid to the Department of Transport's Active Travel Fund, Surrey County Council has been awarded £997,843 to further improve walking and cycling facilities across the county. The investment will see more cycle and walking routes being created and the development of 'Liveable neighbourhoods' in some areas. *More information is available on the [Surrey News website](#).*

### **Useful links**

[Planned roadworks](#) – check out your local area

[Got unused medical equipment?](#) – See how you can return it

[Meet Mercy](#) - #SocialCareHero

[Money for improvements in your local community](#) – apply to Your Councillor Community Fund

[#FireSafety in the sun](#) – keep mirrors and glass away from window sills

### **Lightwater matters**

[Grass Cutting](#) – A concern across Surrey not just Lightwater. SCC Cabinet have implemented a task and finish group to look at the issues surrounding the service and at the May Full Council, Leader Cllr Tim Olliver, advised there would be a boost to the number of cuts. More detail to follow once the task and finish group have concluded their work.

[Roads](#) – Many of the promised road resurfacing works are now taking place with several more roads scheduled to be done along with white line painting in the village. I am awaiting confirmation on the installation of VAS (vehicle Activated Signs) on Ambleside Road, the posts are in place, but power needs to be supplied prior to ordering the signs themselves.

Home to School Transport - To date two families have had issues with home to school transport to Collingwood College. Both of which have been successfully resolved and transport provided.

ITS (Integrated Travel Scheme) – I have submitted traffic mitigation on Ambleside Road for this years' ITS. If successful, the Highways team would look at what traffic mitigation would be suitable for the road.

Lightwater Society – continue to meet regularly with Windsor Rackham to discuss ways in which I can support the work being done by the Society.

SHBC – I have agreed to meet with the new Borough Councillors and am awaiting a date from them to catch up.

Cllr White thanked Cllr Tear for pursuing the road resurfacing in Bagshot acknowledging that Cllrs and residents alike a very pleased.

Cllr Tear and Cllr Jennings-Evans reminded Members that Your Fund Surrey was open to applications and encouraged Members to promote should they be aware of any projects requiring funding.

b. Surrey Heath Borough Council

**Report from Surrey Heath Borough Councillors to Windlesham Parish Council**

**June 2023**

Cllr Julie Hoad (Lightwater)

Cllr Shaun Macdonald (Lightwater)

Cllr Kevin Thompson (Lightwater)

Cllr Richard Wilson (Bagshot & N Windlesham)

**BOROUGH NEWS**

***Council Leader***

At the council AGM in May 2023, it was noted that the appointment of new Council leader Cllr David Whitcroft was made on an interim basis, as the full complement of councillors was not in place (due to the delayed Frimley Green ward election). Now that the 3 Frimley Green Cllrs have been elected, and SHBC has a full slate of 35 Councillors, Cllr Whitcroft has stood down as planned and Cllr Shaun Macdonald will take on the leadership role on a permanent basis.

***Other Changes to Council***

Cllr Helen Whitcroft has been appointed to the Exec team. There will also be changes to the make-up of several committees (committee make-up must follow proportionality rules, and the proportion of cllrs from each party has changed following the FG election.) Full details will be announced at the 28 June Extraordinary Full Council meeting.

*Cllr Malcaus Cooper pointed out that some of the above was a little misleading. Whilst the above decisions may have been made at the Liberal Democrat group level, SHBC was yet to meet and vote on appointments.*

***Council Finances***



The first priority of the new administration is to secure the council's finances. Woking Borough Council issued a section 114 notice on 7 June, and can now only provide essential services. Surrey Heath has the same problem but on a smaller scale. Our CFO states that we are not in danger of having to issue a section 114 notice at this time; however the budget is not currently balanced and non-earmarked reserves will run out in 4 years. So whilst Surrey Heath's financial plight is not anywhere near the magnitude of Woking, the council is not currently operating with a balanced budget and reserves are limited. Work will need to be done to both identify cost savings and drive increased income.

*Cllr Gordon clarified that he had received an email from the Strategic Director of Finance and Customer Services at Surrey Heath, who confirmed that the budget is balanced and signed off and that SHBC are not in a similar position to Woking Borough Council.*

#### **New website**

SHBC has launched its new website. This project was initiated by the previous administration, and has been in development for the past year. The new website is easier to use and provides more information for residents.

Transparent accounts will be published on the new website, with a full breakdown of the Council's budgeted expenditure for the year ahead, presented in a clear and easy to understand way, coming soon. Please let us know if you have suggestions on further improvements that could be made.

#### **Peer Review**

SHBC will be undergoing a Peer Review (review by a team of Councillors from a Council in a different area) over the period 11-13 July. We aim to publish findings once they are available.

#### **WARD NEWS – BAGSHOT & N WINDLESHAM**

Cllr Wilson met with the Chief Executive, Damian Roberts, and discussed the botched borough boundaries review of 2016/17. The CEX understands the strength of feeling in Windlesham about the village being split up, and Cllr Wilson made clear to him that the current situation is unacceptable. Councils do not get to decide their own ward boundaries; that is decided by the Local Government Boundaries Commission for England (LGBCE). Councils can ask for a review after a 5-year freeze period from the previous review. This would have to be approved by the full council, which would be advised by the Governance Working Group. Importantly, this is a working group of the council, not the executive.

The boundary review will only be successful in reuniting Windlesham as a Borough ward if there is broad support among residents; not just in Windlesham, but also in Bagshot and Chobham. The working group would only be likely to recommend the review if there is evidence of such support.

If, as Parish councillors, you would support a borough ward boundary review in our area, please let Cllr Wilson know.

#### **WARD NEWS – LIGHTWATER**

##### ***Meetings with community groups***

We have held a valuable initial meeting with the Lightwater Care group, and Cllr Hoad attended the Lightwater Society's AGM.

	<p>Cllr Macdonald is in contact with the trustees of the Briars Centre to familiarise himself with that organisation. Several other meetings with community groups are in the pipeline eg Lightwater Library, Scouts group.</p> <p><b><i>Verge Cutting</i></b> Whilst the overall responsibility now lies with Surrey County Council, it is recognised that the quality and scheduling of verge cutting has not met acceptable standards since this service was taken back under County control. A number of meetings have taken place, both within the Councillor group and at Council Officer level, to explore how we can work with Surrey County Council to ensure standards are raised for our residents. We would welcome comment on this issue from County Councillors Rebecca Jennings-Evans and Richard Tear.</p> <p><b><i>Turf Hill carpark – visibility issue</i></b> At the request of a Lightwater resident, Cllr Thompson is in discussion with the Strategic Director for Environment &amp; Community at SHBC to see what can be done to improve visibility for vehicles trying to exit the car park.</p> <p><b><i>Play areas for older children</i></b> We are very aware that this is an important issue for many residents, and we will start looking to see what solutions can be found. Cllr Jennings-Evans has stated that she had been working with SHBC officers, and had set wheels in motion, as part of the previous administration, so we hope to arrange a swift knowledge transfer so we can progress this.</p> <p><i>Cllr Jennings-Evans informed Members that prior to the Elections she had been working with SHBC officers reviewing play provision for 11-15 year olds and had requested that they work with the Parish Council on the matter.</i></p> <p>Cllr Wheeler updated council on the partnership working happening between the environment agency, County and SHBC to gather flood data in the local areas.</p>	
<b>C/23/36a</b>	<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 £31,915.95 and explained the individual items.</p> <p><b>It was resolved the payments (Appendix A) in the total sum of £31,915.95 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b></p>	

C/23/36b	<p><b>Finance – Bank Reconciliations</b></p> <p>Members were asked to review the following bank reconciliations. Financial Regulations state that a member, other than the Chair or authorised bank signatory, should sign off the reconciliations, once reviewed.</p> <p>Below is an overview of the reconciliation for April and May 23.</p> <p><b>** Members were asked to note that to date the Clerk only has online access to the Barclays, Cambridge &amp; Counties and Redwood bank accounts.</b></p> <p><b>April Reconciliations</b></p> <table border="0"> <tr> <td>Santander 30 day</td><td>30/04/2023</td><td>£197,877.27</td></tr> <tr> <td>RBS Settlement a/c**</td><td>30/04/2023</td><td>£46,075.39</td></tr> <tr> <td>Barclays Current a/c</td><td>30/04/2023</td><td>£452,470.37</td></tr> <tr> <td>Cambridge &amp; Counties a/c**</td><td>30/04/2023</td><td>£214,487.67</td></tr> <tr> <td>Hampshire Trust Bank**</td><td>31/03/2023</td><td>£63,629.55 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> <tr> <td>Redwood Bank</td><td>31/03/2023</td><td>£64,058.12 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> <tr> <td>Skipton a/c **</td><td>31/03/2023</td><td>£64,595.30 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> </table> <p><b>May Reconciliations</b></p> <table border="0"> <tr> <td>Santander 30 day</td><td>31/05/2023</td><td>£197,991.12</td></tr> <tr> <td>RBS Settlement a/c**</td><td>31/05/2023</td><td>£46,120.14</td></tr> <tr> <td>Barclays Current a/c</td><td>31/05/2023</td><td>£423,359.92</td></tr> <tr> <td>Cambridge &amp; Counties a/c**</td><td>31/05/2023</td><td>£215,137.99</td></tr> <tr> <td>Hampshire Trust Bank**</td><td>31/03/2023</td><td>£63,629.55 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> <tr> <td>Redwood Bank</td><td>31/03/2023</td><td>£64,058.12 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> <tr> <td>Skipton a/c **</td><td>31/03/2023</td><td>£64,595.30 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> </table> <p><b>Overall Cash Position</b></p> <p>Total assets held by the Council as at 20/06/2023 is £1,057,950 of this, £709,511K is held in ear-marked reserves.</p> <p><b>Members resolved that either Cllr Malcaus Cooper or in her absence Cllr Jennings-Evans would sign off the above reconciliations.</b></p>	Santander 30 day	30/04/2023	£197,877.27	RBS Settlement a/c**	30/04/2023	£46,075.39	Barclays Current a/c	30/04/2023	£452,470.37	Cambridge & Counties a/c**	30/04/2023	£214,487.67	Hampshire Trust Bank**	31/03/2023	£63,629.55 * interest	pd annually			Redwood Bank	31/03/2023	£64,058.12 * interest	pd annually			Skipton a/c **	31/03/2023	£64,595.30 * interest	pd annually			Santander 30 day	31/05/2023	£197,991.12	RBS Settlement a/c**	31/05/2023	£46,120.14	Barclays Current a/c	31/05/2023	£423,359.92	Cambridge & Counties a/c**	31/05/2023	£215,137.99	Hampshire Trust Bank**	31/03/2023	£63,629.55 * interest	pd annually			Redwood Bank	31/03/2023	£64,058.12 * interest	pd annually			Skipton a/c **	31/03/2023	£64,595.30 * interest	pd annually			KMC & RJE
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pd annually																																																														

C/23/36c	<p><b>Finance – Budget Monitoring Report</b></p> <p><b>1. Overspends and Transfers</b></p> <p>1.1 Councillors were asked to note the Actual vs Budget report as at 20 June 23 along with the corresponding Balance Sheet and Income and Expenditure reports. Councillors also noted the following:</p> <ul style="list-style-type: none"> <li>- Overspends on the following Nominal Codes <ul style="list-style-type: none"> <li>o 4160 Greenspace Contingency – Overspend of £1,931 arising from the purchase and installation of Coronation roundels. This has been funded by a transfer from the village reserves (FC 29 Mar 23 C/22/215);</li> <li>o 4220 Playground Repairs &amp; Renewal – The predicted overspend arises as a result of committed expenditure to purchase and installation of the Lightwater playground and the Bagshot outdoor gym and play area refurbishment at School lane Field. This will be funded from the following reserves: Lightwater playground 2022-23 budget, the Lightwater CIL EMR and the Lightwater Village Reserve (FC 1Feb 23 C/22/184d); Bagshot CIL BVC/22/60.</li> </ul> </li> <li>- Other matters <ul style="list-style-type: none"> <li>o 4445 Audit - Year to date expenditure shows a credit of £1,332 reflecting the year end audit accrual for the external audit. To date this bill has not been received;</li> <li>o 4500 Cllr Allowances, Training – funds of £690 have been committed for Councillor training. Please note that this will change as more Cllrs attend training;</li> <li>o 4650 Grants – the credit of £500 shown comprises a year end accrual for a grant to Lightwater Connected for the purchase of a Lightwater sign for the village (FC 29 Mar 23 C/22/217).</li> </ul> </li> </ul> <p>1.2 All other budget lines are under budget.</p> <p><b>2. Virements</b></p> <p>There were no virements for approval.</p> <p><b>3. Year-end projections</b></p> <p>Members were informed that it is too early in the year to assess the year end projections.</p> <p><b>Councillors noted the Actual vs Budget report as of 20 June 23 along with the corresponding Balance Sheet and Income and Expenditure reports.</b></p>	
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C/23/36d	<p><b>Finance – To consider Cllr Finance Training</b></p> <p>Members were asked if they would like the Clerk to organise Councillor finance training to provide Members with a greater understanding of the financial aspects of the council.</p> <p>Members were informed that the training would cost £375 + VAT plus travel costs and could be funded from <b>budget line: 4500 Cllr Allowances, Training and Expenses</b></p> <p>Members were also asked to note that if the training was agreed the above budget line may be marginally exceeded by year end.</p> <p><b>The proposed date for this training was: Wednesday 2<sup>nd</sup> August 2023 – Venue: TBC</b></p> <p><b>Members resolved with 13 in favour, 0 against and 1 abstention to proceed with the training, however requested that the Clerk rearrange the date for early September. If this is not possible the August date will stand. It was also resolved that this will be funded from budget line 4500 and split proportionally.</b></p>	The Clerk
C/23/37	<p><b>GDPR – Re-appointment of Data Protection Officer</b></p> <p>With the introduction of GDPR regulations, Council had a full audit of its information processes carried out by an external company and a Data Protection Officer appointed.</p> <p>The annual renewal is now due at a price of £350 (no VAT) for the year.</p> <p><b>Recommendation:</b> It was recommended that Council agree to re-appoint GDPR-info as the Council's Data Protection Officer for the next 12 months, at a cost of £350.</p> <p><b>Members were asked to either approve or reject the recommendation.</b></p> <p><b>Cllr Malcaus Cooper proposed, Cllr White seconded and it was resolved unanimously to re-appoint GDPR-info.</b></p>	The Clerk
C/23/38	<p><b>Members were asked to consider the following motion from Windlesham Committee</b></p> <p>Clause 1 of the ToRs states that all functions are delegated to the Village Committees with the exception of certain identified statutory and reserved duties.</p> <p>While the Council has confirmed its support to this so called 'thin veneer' way of working - it is not being fully implemented in practice as evidenced by the following: the limited financial responsibility devolved to the village committees; the reduced number of village committee meetings and the recently implemented changes to planning responsibilities.</p> <p>This could be interpreted by residents as indicating that the Council is not embracing the 'spirit and intent' of the agreement that led to the Village Committee structure and associated ToR's.</p>	

	<p>In order to enable Councillors to provide clarity and reassurance to residents, this motion asks Council to reaffirm its commitment to delegate decisions to Village Committees by default "with the exception of" those matters that cannot be for statutory reasons and to agree to implement policies which properly support this devolved operating model for WPC.</p> <p><b>Cllr Malcaus Cooper proposed a variation, whereby the above motion will be preceded by the formation of a working party to review the current Committee ToR's and working practices:</b></p> <p><b>The motion was seconded by Cllr Hardless and the variation to the above motion was carried unanimously.</b></p> <p><b>Members resolved that the working party would consist of 2 Members from each Village Committee, alongside the Chair and Vice Chair of Council, and will report back to Full Council in September.</b></p>	<p><b>2 Members of each Village Committee, Chair &amp; Vice Chair</b></p>
C/23/39	<p><b>Council to consider conducting a review of the Windlesham Neighbourhood Plan</b></p> <p>Members were asked to consider if they wished to conduct a review of the Windlesham Neighbourhood Plan.</p> <p>As per the committee structure terms of reference the Neighbourhood Plan is still the responsibility of Full Council, therefore Full Council must decide if they wish to proceed with a review and if so, how they wish to approach it.</p> <p>Reviewing a Neighbourhood Plan</p> <p>Reviewing a neighbourhood plan to assess any need for revision may be done as part of the monitoring process. This could involve neighbourhood plan bodies, the LPA, civic societies and other local stakeholders. Any of these bodies could highlight a need for revision. However, the actual decision to revise a neighbourhood plan, and subsequent actions to achieve this, can only be done by neighbourhood plan qualifying bodies (prospective or designated neighbourhood forums or parish councils).</p> <p>What is involved?</p> <p>Members were provided with a toolkit, on how to conduct a review of the Neighbourhood Plan.</p> <p>Members were also asked to consider</p> <ul style="list-style-type: none"> <li>• The Windlesham Neighbourhood Plan 2018-2028 was 'made' at SHBC Full Council on 12 June 2019. It forms part of Surrey Heath Borough's Development Plan and helps in deciding the outcome of planning applications within the Windlesham Neighbourhood Area.</li> <li>• Surrey Heath is currently in the process of updating their Local plan which when complete will take precedence of over the current WNP. If a review of the WNP is conducted and completed</li> </ul>	

	<p>before the SHBC local plan is finalised the SHBC local plan will still take precedence. If however, SHBC finalise the local plan and then the WNP is revised the WNP will take precedence.</p> <ul style="list-style-type: none"> <li>• It is highly likely that a housing needs assessment will need to be completed to form an evidence base.</li> <li>• There is no provision in the 2023-24 budget for this review.</li> </ul> <p>Full Council were asked to read the proposed terms of reference as presented along with the Neighbourhood Plan review toolkit and consider:</p> <p>a. If Members wished to proceed with a review</p> <p>and if so</p> <ul style="list-style-type: none"> <li>○ to consider the formation of a working party in line with the attached terms of reference.</li> <li>○ To agree a mechanism by which the positions on the working party will be filled.</li> </ul> <p><b>It was resolved unanimously that the Windlesham Committee would form a working party to review the current plan using the toolkit and terms of reference as presented. In addition to the stakeholders identified on the Terms of Reference, the Chair and Vice Chair of Council will also be Members of the working party along with County and Borough Councillor representatives.</b></p>	
<b>C/23/40</b>	<p><b>Members to consider issuing a Chairman's update</b></p> <p>The current Chair of Council indicated that he is keen to write a Chairman's update following each Full Council meeting, which will be posted on the Council website and Facebook. Cllr Turner has also suggested that the Chairs of each village committee may like to consider a similar approach.</p> <p><b>Members agreed unanimously that the Chair will write an update following each Full Council meeting and that each Committee will consider a similar update at the next Village Committee meeting.</b></p>	<b>AT</b>
<b>C/23/41</b>	<p><b>To discuss Christmas provision 2023</b></p> <p>a. <b>Festive lighting 2023 – Update</b></p> <p><b>At the Full Council meeting held in June 22 (minute ref: C/22/39) it was resolved to sign a 3 year contract for the hire of festive lamp column lights.</b></p> <p><b>The contract is now in its second year and Members noted the provision each village will have for 2023, along with associated costs</b></p>	

## **b. Village Christmas Trees**

In preparation for the festive season quotes have been sought for the supply of this year's Christmas trees. 7 different companies were approached, 3 of these companies to supply the all-inclusive package, only 1 out of the 3 offered this service, 4 companies for trees only, 1 of which only sell artificial trees, 2 offering quotes and the final couldn't confirm prices until later in the year.

### **Budget Information**

Each village has a budget of £1,000 and any spend in excess of this will require Members to either agree to fund the difference from the village reserves or agree an overspend to be funded from the General Reserve. Alternatively, as outlined in item 15 on the agenda, both Bagshot and Windlesham have a predicted underspend on Festive Lights and could make a virement of £789 and £660 respectively to their village Christmas tree budget lines.

**Members were informed that current village reserves are as follows:**

**Bagshot:** £16,197

**Lightwater:** £34,909 (£15,719) – leaving £19,190

**Windlesham:** £15,194

### **Action**

**Members were asked to review the quotes below and to decide which option they would like to proceed with.**

#### **Bagshot**

Supplier	1 x 20/21ft Norway Spruce	Delivery charge	Approximate cost of installation	Approximate Cost to light the trees	Total cost ex. VAT
Quote A	£400.00	Included	£300 each village	£300 each village	£1,000
Quote B	£320	£25.00			£945
Quote C	£320	n/a	To collect, install, light, fencing and tree star. <b>For examples, incl lighting and fencing see images attached.</b> <b>*Pricing is based on supplying to all 3 villages.</b>		£1,790

#### **Lightwater**

<b>Supplier</b>	<b>1 x 18/19ft Norway Spruce</b>	<b>Delivery charge</b>	<b>Approximate cost of installation</b>	<b>Approximate Cost to light the trees</b>	<b>Total cost ex. VAT</b>
Quote A	£295.00	Included	£300	£300	£895



Quote B	£216	£25.00	each village	Each village	£841
Quote C	£216	n/a	To collect, install, light, fencing and tree star. <b>For examples, incl lighting and fencing see images attached.</b> <b>*Pricing is based on supplying to all 3 villages.</b>		£1,6,86

#### Windlesham

Supplier	1 x 20/21ft Norway Spruce	Delivery charge	Approximate cost of installation	Approximate Cost to light the trees	Total cost ex. VAT
Quote A	£400.00	Included	£300 each village	£300 each village	£1,100
Quote B	£320	£25.00			£945
Quote C	£320	n/a	To collect, install, light, fencing and tree star. <b>For examples, incl lighting and fencing see images attached.</b> <b>*Pricing is based on supplying to all 3 villages.</b>		£1,790

#### Quote C is an all-inclusive package see the specification below:

- To hire 20 sets of LED lights and one 100w transformer per Christmas tree
- Christmas tree will be, as in past years, purchased directly by Windlesham Parish Council
- To collect and install each tree safely into the tree
- Dress each tree with 2,000 low voltage 24v LED lights and a star on the tree top
- Location of the power supply to be confirmed, all 230v high voltage cables will be armoured cable for the protection of the public.
- After Christmas, on a date to be confirmed, to remove lights from each trees and takedown and remove three Christmas trees

Cllr Malcaus Cooper informed Members that the Lightwater Christmas light switch on is currently planned for the 2<sup>nd</sup> December 2023.

**Members resolved unanimously to proceed with option c and any spend in excess of nominal code 4190 budget will be funded from the General Reserve.**

**The Clerk**

C/23/42	<p><b>Grants</b></p> <p><b>a. Harper Asprey Wildlife Rescue</b></p> <p>Harper Asprey Wildlife Rescue submitted the following grant application:</p> <p>Purpose: Contribution towards a veterinary X-ray machine. Value requested: £3,500</p> <p><b>Cllr Gordon proposed, Cllr Malcaus Cooper seconded and it was resolved unanimously that each village committee will grant fund £1,000 (total £3,000) from the village grant budgets 4650 340/440/540.</b></p>	The Clerk
C/23/43	<p><b>Trees – School Lane Field Resident Application – Follow up</b></p> <p><b>Background</b></p> <p>Members were reminded that at the February Full Council meeting (minute ref: C/22/191) the following resolution was made to allow tree work at School Lane Field.</p> <p>Cllr Gordon proposed, Cllr Malcaus Cooper seconded, and it was agreed with 8 in favour, 2 against and 3 abstentions the Council would pay to coppice the hazel trees only at a cost of £480.</p> <p>Additionally, it was resolved that permission for residents to carry out tree works within the School Lane Field boundary, will be granted subject to receipt of the following:</p> <ul style="list-style-type: none"> <li>• A signed application: <ul style="list-style-type: none"> <li>o Confirming that the applicant will only appoint a Council approved contractor to carry out identified works.</li> <li>o Acknowledging that the Council is in no way liable for any payment towards the cost of the works, which will be met entirely at their own cost.</li> <li>o Noting that permission will only be granted as an exception and ongoing/future works will NOT be permitted without further application.</li> </ul> </li> <li>• Provide Council with a written quote from a qualified tree surgeon, confirming that any works will be carried out in accordance with British Standard 3998:2010, 'Tree Work Recommendations', <ul style="list-style-type: none"> <li>o The quote must indicate which trees will undergo works and the extent of the works to be carried out. Confirming that they will not remove more than a 1/3rd of crown volume from the current height and spread of the trees, equating to no more than 12% branch length as per the Tree Officer's recommendation. The quote will also need to confirm that all wounds will be kept as small as possible.</li> </ul> </li> <li>• A valid copy of the contractor's liability insurance (please note the Council will not accept less than £10 million)</li> <li>• A copy of the contractors latest Loler certificate in line with the Lifting Operations and Lifting Equipment Regulations.</li> <li>• A copy of their latest Health and Safety Policy</li> <li>• A copy of the site-specific risk assessment.</li> </ul> <p>Members noted that compliance was necessary to minimise any Council liability in the event of an accident. It was also necessary to prevent the</p>	

	<p>trees being damaged or any unauthorised works being carried out without recourse.</p> <p><b>Update</b></p> <p>The hazel trees have now been coppiced and following this work the tree surgeon carrying out the work on behalf of the residents has contacted the Clerk informing her that it is not possible to safely carry out the work required by the residents if they are to adhere to the 100mm cuts stipulated by the tree officer.</p> <p>The reason given is that the trees in question are young trees, and none of the limbs enabling access to the canopy (thereby allowing no larger than 100mm cuts) are of sufficient size for the climber to safely attach their lifeline or work positioning secondary point of attachment.</p> <p>The only 2 options are:</p> <p>a) To leave the trees as they are very young for the species.</p> <p>or</p> <p>b) Complete a heavier reduction which would be more towards a pollard due to the trees being part of a woodland area so most of the growth is at the top of the canopy. A pollard would lead to a lot of re growth in the coming years which would have a weaker point of attachment and subsequently would need to have an on-going management plan due to an informal path that runs through this area.</p> <p><b>IMPORTANT</b></p> <p><b>If this work is carried out it would not meet British standard.</b></p> <p><b>ACTION</b></p> <p>Members were asked to decide if they will approve the heavier reduction (option b above) and if so how the increased ongoing maintenance that will result from the work carried out by the residents will be funded.</p> <p><b>ADVICE GIVEN</b></p> <p><b>Prior to the meeting Members were advised Cllr Gordon was aware of the need to declare his personal interest and that it is arguable that, due to the nature of his interest, Cllr Gordon could be considered predetermined and should not be part of the discussion or vote.</b></p> <p><b>Both prior to the meeting and at the meeting Members were informed that if Members are challenged on predetermination or have not followed policy, ie conformed to British Standard 3998:2010 (Tree Work[1]Recommendations), or in this case do not put a maintenance plan in place as advised, the Council would be at risk for making an unsafe decision.</b></p> <p><b>Members resolved with 5 in favour, 1 against and 9 abstentions to permit the approved contractor to carry out option b, the heavier reduction.</b></p> <p><b>It is to be noted that Cllr Gordon participated in the vote.</b></p>	<p>The Clerk</p>
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C/23/43	<p><b>Outside Organisations</b> - To receive any reports from representatives on outside organisations.</p> <p>Cllr Harris informed Members that following the air ambulance landing at the Briars centre to deal with a near by casualty, some damage to the paving slabs had been sustained when they were required to be used as ramps. It is possible that the Briars Centre committee may approach Council for a grant for more permanent ramps to aid the emergency services if required in the future.</p> <p>Additionally, Cllr Harris informed Members that the district nurses are now operating from the Briars Centre, however it is not a drop in centre.</p> <p>Cllr White informed Members that James Butler Alms Houses are looking for another trustee and if anyone is interested in applying to contact her.</p> <p><b><i>21:25 Members agreed to suspend standing orders to conclude the meeting.</i></b></p>	
C/23/44	<p><b>Previous Resolution Updates</b> - Status updates on previous resolutions</p> <p><b>Members noted the previous resolution updates.</b></p>	
C/23/45	<p><b>Clerks update</b></p> <p><b>Training</b></p> <p><u>Planning Training</u></p> <p>The Planning Committee have been offered specific Planning training and to date the following Councillors have booked onto the training.</p> <p>Cllr Marr Cllr Richardson Cllr Turner</p> <p><u>Chairmans training</u></p> <p>In line with Standing Order 5(l) which states:</p> <p><i>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 6 months of appointment or provide evidence of relevant training attended within the previous 24 months.</i></p> <p>Cllr Turner, Cllr White and Cllr Richardson have booked onto a Chair's training course.</p> <p>Members are to note that as other Committee Chairman are appointed, they will be offered the opportunity to attend training.</p> <p><b>Consultations</b></p> <p><u>Community Infrastructure Levy Consultation</u></p>	

	<p>Members were informed by email on the Monday 12<sup>th</sup> June 2023, that the response to the above consultation has been submitted on behalf of Windlesham Parish Council. A copy of this response is available the WPC website.</p> <p><b>Communications Committee</b></p> <p>Members of the Communications Committee were sent draft terms of reference on the 18<sup>th</sup> May and the Clerk has set up a doodle poll to establish Councillors availability. At the time of writing only one Councillor had responded.</p> <p><b>Lightwater Playground</b></p> <p>The new playground is very nearly finished and the Lightwater committee are in the process of organising a grand opening.</p> <p><b>School Lane Field Outdoor Gym</b></p> <p>The outdoor gym was installed at School Lane Field week commencing 19<sup>th</sup> June and as soon as the equipment has had the ROSPA sign off, an official opening will be organised.</p> <p><b>School Lane Field Playground Refurbishment</b></p> <p>The refurbishment of School Lane Field playground will commence on the 3<sup>rd</sup> of July 2023</p> <p><b>Strategic Plan Priorities</b> – Members were presented with an update on the strategic plan priorities.</p>	
<b>C/23/46</b>	<p><b>Correspondence</b></p> <p><b>Members resolved earlier in the meeting (minute ref:C/23/31) that the correspondence received will be dealt with in the confidential part of the meeting.</b></p>	
<b>C/23/47</b>	<p><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:</p> <p>C/23/48            Greenspace Contract – To discuss C/23/49            Confidential Resolution Updates C/23/50            Confidential correspondence</p>	
<b>C/23/48</b>	<p><b>Greenspace Contract - To discuss</b></p> <p><b>Members discussed the options presented in the confidential report and resolved to carry out the actions outlined therein.</b></p>	
<b>C/23/49</b>	<b>Confidential Resolution Updates</b>	

	<b>Noted</b>	
<b>C/23/50</b>	<p><b>Confidential Correspondence</b></p> <p><i>22:05 Cllr Gordon left the meeting</i></p> <p>Members noted the 3 items of correspondence and the contents therein and resolved to send written responses as outlined in the confidential reports.</p> <p>Members also acknowledged the comments regarding the suitability of the meeting venues for those that are hard of hearing and noted that the Clerk is currently seeking quotes to bring the Council Chamber back in to use, where there is already a hearing loop.</p>	<p><b>The Clerk AT, TR, EM</b></p>
	<b>There being no further business the meeting closed at 22:15</b>	

## 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
26/04/2023	23226	59	FRESH AIR FITNESS	FRESHAIR	4,999.50	999.90	5,999.40	4220	310	4,999.50	School Lane gym - first POA
								380		-4,999.50	School Lane gym - first POA
								6000	310	4,999.50	School Lane gym - first POA
<b>TOTAL INVOICES</b>					4,999.50	999.90	5,999.40			4,999.50	
VAT ANALYSIS CODE S @ 20.00%					4,999.50	999.90	5,999.40				
<b>TOTALS</b>					4,999.50	999.90	5,999.40				

## Lightwater PL for Month No 3

## 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
01/06/2023	2037250	47	SURREY HEATH	SHBC01	65.39	13.08	78.47	4165	410	65.39	lw gym inspection - June 23
TOTAL INVOICES					65.39	13.08	78.47			65.39	
VAT ANALYSIS CODE S @ 20.00%					65.39	13.08	78.47				
TOTALS					65.39	13.08	78.47				



## 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
24/02/2023	30331	335	RIALTAS BUSINESS	REALTAS	230.00	46.00	276.00	4350	320	85.10	Group Training - 22/2/23
								4350	420	87.40	Group Training - 22/2/23
								4350	520	57.50	Group Training - 22/2/23
10/05/2023	102525	338	PRINT	PRINT	114.00	22.80	136.80	4380	325	33.30	Printing re: elections
								4380	425	34.20	Printing re: elections
								4380	525	22.50	Printing re: elections
								4600	325	8.88	Certificates for Civic meeting
								4600	425	9.12	Certificates for Civic meeting
								4600	525	6.00	Certificates for Civic meeting
03/05/2023	73	339	ALL SAINTS CHURCH	ALLS	13.50	0.00	13.50	4950	325	5.00	Hire of Challen Room 4 April 2
								4950	425	5.13	Hire of Challen Room 4 April 2
								4950	525	3.37	Hire of Challen Room 4 April 2
30/04/2023	INV-2714	340	NEIL CURTIS	NEIL	510.00	0.00	510.00	4005	500	340.00	Ashes Inter - Drury & Parker
								4005	400	170.00	Ashes Inter - Hamer
11/04/2023	I 12266	341	ZOO SIGNS	ZOOSI	259.12	51.82	310.94	4060	335	95.87	New sign for Parish office
								4060	435	98.47	New sign for Parish office
								4060	535	64.78	New sign for Parish office
10/05/2023	2441938	342	VIKING	VIKIN	63.23	12.65	75.88	4435	325	23.40	Stationery - various
								4435	425	24.03	Stationery - various
								4435	525	15.80	Stationery - various
TOTAL INVOICES					1,189.85	133.27	1,323.12			1,189.85	
VAT ANALYSIS CODE E @ 0.00%					523.50	0.00	523.50				
VAT ANALYSIS CODE S @ 20.00%					666.35	133.27	799.62				
TOTALS					1,189.85	133.27	1,323.12				

16/05/2023

## Windlesham Parish Council

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09:33

## PRELIMINARY PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

## 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	POA	336	CROFT SOLICITORS	CROFT SOL	1,000.00	0.00	1,000.00	4400	325	370.00	POA - Re - covenant release
								4400	425	380.00	POA - Re - covenant release
								4400	525	250.00	POA - Re - covenant release
28/04/2023	SM28567	337	RIALTAS BUSINESS	REALTAS	1,294.57	258.91	1,553.48	4430	325	478.99	Rialtas subsc - adj from 1 Apr
								4430	425	491.93	Rialtas subsc - adj from 1 Apr
								4430	525	323.65	Rialtas subsc - adj from 1 Apr
<b>TOTAL INVOICES</b>					<u>2,294.57</u>	<u>258.91</u>	<u>2,553.48</u>			<u>2,294.57</u>	
VAT ANALYSIS CODE OTS @ 0.00%					1,000.00	0.00	1,000.00				
VAT ANALYSIS CODE S @ 20.00%					1,294.57	258.91	1,553.48				
<b>TOTALS</b>					<u>2,294.57</u>	<u>258.91</u>	<u>2,553.48</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
17/05/2023	COMRECPT EXP	343	WHITE	WHITE	317.64	0.00	317.64	4600	325	117.53	Community Reception catering
								4600	425	120.70	Community Reception catering
								4600	525	79.41	Community Reception catering
16/05/2023	8013983	344	KYOCERA	KYOCERA	99.00	19.80	118.80	4440	325	36.63	Printer maintenance
								4440	425	37.62	Printer maintenance
								4440	525	24.75	Printer maintenance
<b>TOTAL INVOICES</b>					416.64	19.80	436.44			416.64	
VAT ANALYSISCODE OTS @ 0.00%					317.64	0.00	317.64				
VAT ANALYSISCODE S @ 20.00%					99.00	19.80	118.80				
<b>TOTALS</b>					416.64	19.80	436.44				

## 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
25/04/2023	54657	345	WINDOW FLOWERS	WINDO	5,374.00	1,074.80	6,448.80	4185	310	1,702.00	Hanging Baskets
								4185	410	1,940.50	Hanging Baskets
								4185	510	1,731.50	Hanging Baskets
<b>TOTAL INVOICES</b>					<u>5,374.00</u>	<u>1,074.80</u>	<u>6,448.80</u>			<u>5,374.00</u>	
VAT ANALYSIS CODE S @ 20.00%					5,374.00	1,074.80	6,448.80				
<b>TOTALS</b>					<u>5,374.00</u>	<u>1,074.80</u>	<u>6,448.80</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
23/05/2023	0944AMEND	363	ANDREW TANSLEY	TANSLEY	-250.00	0.00	-250.00	4550	335	-92.50	CORRECTION - DOOR INTSTALLATIO
								4550	435	-95.00	CORRECTION - DOOR INTSTALLATIO
								4550	535	-62.50	CORRECTION - DOOR INTSTALLATIO
<b>TOTAL INVOICES</b>					-250.00	0.00	-250.00			-250.00	
VAT ANALYSISCODE OTS @ 0.00%					-250.00	0.00	-250.00				
<b>TOTALS</b>					-250.00	0.00	-250.00				

## 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
<del>23/05/2023</del>	<del>0944</del>	<del>352</del>	<del>ANDREW TANSLEY</del>	<del>TANSLEY</del>	<del>250.00</del>	<del>0.00</del>	<del>250.00</del>	<del>4550</del>	<del>335</del>	<del>92.50</del>	<del>Installation of office door</del>
<i>Will be reversed. Entered twice in error see Ref: 363</i>											
								<del>4550</del>	<del>435</del>	<del>95.00</del>	<del>Installation of office door</del>
								<del>4550</del>	<del>535</del>	<del>62.50</del>	<del>Installation of office door</del>
17/05/2023	J9171	353	POLARITY ELECTRICS	POLARITY	250.00	50.00	300.00	4550	335	92.50	Remedial works in Council Cham
								4550	435	95.00	Remedial works in Council Cham
								4550	535	62.50	Remedial works in Council Cham
31/05/2023	202313	354	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	18.50	Room hire 16 May - WPC meeting
								4950	425	19.00	Room hire 16 May - WPC meeting
								4950	525	12.50	Room hire 16 May - WPC meeting
30/05/2023	2813	355	NEIL CURTIS	NEIL	540.00	0.00	540.00	4005	400	180.00	Ashes internment - misc
								4005	500	360.00	Ashes internment - misc
29/05/2023	2841	356	GREENLANDS	GREE	520.00	104.00	624.00	4060	500	390.00	WCem - Mrs Sandersons bench
								4060	300	100.00	BCem - fence off memorials
								4160	310	30.00	bagshot flytip removal
29/05/2023	2842	357	GREENLANDS	GREE	450.00	90.00	540.00	4060	315	44.40	HML Allotments fencing removal
								4060	415	45.60	HML Allotments fencing removal
								4060	515	30.00	HML Allotments fencing removal
								4435	325	18.50	remove printer/copier form off
								4435	425	19.00	remove printer/copier form off
								4435	525	12.50	remove printer/copier form off
								4160	310	93.33	Attach/remove roundels + cable
								345		-93.33	Attach/remove roundels + cable
								6000	310	93.33	Attach/remove roundels + cable
								4160	410	93.34	Attach/remove roundels + cable
								350		-93.34	Attach/remove roundels + cable
								6000	410	93.34	Attach/remove roundels + cable
								4160	510	93.33	Attach/remove roundels + cable
								355		-93.33	Attach/remove roundels + cable

08/06/2023

Windlesham Parish Council

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## PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

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
								6000	510	93.33	Attach/remove roundels + cable
<del>31/05/2023</del>	<del>202313A</del>	<del>358</del>	<del>ST ANNES PCC</del>	<del>ANNE</del>	<del>50.00</del>	<del>0.00</del>	<del>50.00</del>	<del>4950</del>	<del>325</del>	<del>10.50</del>	<del>Room hire - 16 May 23 - WPC</del>
<i>* Entered twice in error - needs reversing see Ref: 365</i>											
								<del>4950</del>	<del>425</del>	<del>19.00</del>	<del>Room hire - 16 May 23 - WPC</del>
								<del>4950</del>	<del>525</del>	<del>12.50</del>	<del>Room hire - 16 May 23 - WPC</del>
31/05/2023	1233	359	ZENTECH IT	FRE01	315.26	63.05	378.31	4440	325	116.65	monthly licence fees; ad hoc s
								4440	425	119.80	monthly licence fees; ad hoc s
								4440	525	78.81	monthly licence fees; ad hoc s
28/04/2023	50643	362	MULBERRY CO	MULBE	134.40	26.88	161.28	4425	325	49.73	Prof Serv - int audit 2022-3
								4425	425	51.07	Prof Serv - int audit 2022-3
								4425	525	33.60	Prof Serv - int audit 2022-3
TOTAL INVOICES					2,559.66	333.93	2,893.59				
VAT ANALYSIS CODE OTS @ 0.00%					890.00	0.00	890.00				
VAT ANALYSIS CODE S @ 20.00%					1,669.66	333.93	2,003.59				
TOTALS					2,559.66	333.93	2,893.59				

\* see pg 107  
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## 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
31/05/2023	202313A AMEND	365	ST ANNES PCC	ANNE	-50.00	0.00	-50.00	4950	325	-18.50	CORRECTION - ROOM HIRE 16-5-23
								4950	425	-19.00	CORRECTION - ROOM HIRE 16-5-23
								4950	525	-12.50	CORRECTION - ROOM HIRE 16-5-23
<b>TOTAL INVOICES</b>					-50.00	0.00	-50.00			-50.00	
VAT ANALYSIS CODE OTS @ 0.00%					-50.00	0.00	-50.00				
<b>TOTALS</b>					-50.00	0.00	-50.00				



## PURCHASE DAYBOOK

Top Level for Month No 3

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
<del>02/06/2023</del>	<del>102699</del>	<del>360</del>	<del>PURE GARDENS</del>	<del>PUREG</del>	<del>12.00</del>	<del>2.40</del>	<del>14.40</del>	<del>4600</del>	<del>325</del>	<del>4.44</del>	<del>1 x scroll A3 size</del>
								<del>4600</del>	<del>425</del>	<del>4.56</del>	<del>1 x scroll A3 size</del>
								<del>4600</del>	<del>525</del>	<del>3.00</del>	<del>1 x scroll A3 size</del>
01/06/2023	2037249	361	SURREY HEATH	SHBC01	7,940.97	1,588.19	9,529.16	4165	310	3,096.98	Grounds maintenance - June 23
								4165	410	3,096.98	Grounds maintenance - June 23
								4165	510	1,747.01	Grounds maintenance - June 23
TOTAL INVOICES					7,952.97	1,590.59	9,543.56	7,952.97			
VAT ANALYSIS CODE S @ 20.00%					7,952.97	1,590.59	9,543.56				
TOTALS					7,952.97	1,590.59	9,543.56				

Wrong Supplier  
s/bbe Camberley  
Printers

Reversed see Ref 366

## Top Level for Month No 3

## 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
02/06/2023	102699 AMEND	366	PURE GARDENS	PUREG	-12.00	-2.40	-14.40	4600	325	-4.44	CORRECT 1X SCROLL A3
								4600	425	-4.56	CORRECT 1X SCROLL A3
								4600	525	-3.00	CORRECT 1X SCROLL A3
<b>TOTAL INVOICES</b>					-12.00	-2.40	-14.40			-12.00	
VAT ANALYSIS CODE S @ 20.00%					-12.00	-2.40	-14.40				
<b>TOTALS</b>					-12.00	-2.40	-14.40				

## 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
04/04/2023	121870	346	GD FIRE SECURITY	GDFIR	150.00	30.00	180.00	4455	325	55.50	Annual Maint - Alarm System
								4455	425	57.00	Annual Maint - Alarm System
								4455	525	37.50	Annual Maint - Alarm System
18/05/2023	528582	347	GUARDWELL	GUARD	240.00	48.00	288.00	4455	325	88.80	Maint on alarm - Crondall
								4455	425	91.20	Maint on alarm - Crondall
								4455	525	60.00	Maint on alarm - Crondall
TOTAL INVOICES					390.00	78.00	468.00			390.00	
VAT ANALYSIS CODE S @ 20.00%					390.00	78.00	468.00				
TOTALS					390.00	78.00	468.00				

## Top Level for Month No 3

## 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
07/07/2022	50808A	367	MULBERRY CO	MULBE	35.00	7.00	42.00	4350	520	35.00	Chairmanship Training
<b>TOTAL INVOICES</b>					35.00	7.00	42.00			35.00	
VAT ANALYSIS CODE S @ 20.00%					35.00	7.00	42.00				
<b>TOTALS</b>					35.00	7.00	42.00				

## Top Level for Month No 3

## 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
02/06/2023	102699	368	PRINT	PRINT	12.00	2.40	14.40	4600	325	4.44	1 x Freedom Scroll
								4600	425	4.56	1 x Freedom Scroll
								4600	525	3.00	1 x Freedom Scroll
<b>TOTAL INVOICES</b>					12.00	2.40	14.40			12.00	
VAT ANALYSIS CODE S @ 20.00%					12.00	2.40	14.40				
<b>TOTALS</b>					12.00	2.40	14.40				

## Top Level for Month No 3

## 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
19/06/2023	EXP - JUNE 23	369	AB EXPENSES	AB EXP	47.50	0.00	47.50	4435	325	17.58	Expenses - mileage/key cutting
								4435	425	18.05	Expenses - mileage/key cutting
								4435	525	11.87	Expenses - mileage/key cutting
15/06/2023	3134	370	NP TREE MANAGEMENT	NPTREE	480.00	96.00	576.00	4195	310	177.60	Coppice hazel - St Mary's Gard
								4195	410	182.40	Coppice hazel - St Mary's Gard
								4195	510	120.00	Coppice hazel - St Mary's Gard
16/06/2023	3135	371	NP TREE MANAGEMENT	NPTREE	3,200.00	640.00	3,840.00	4195	310	1,184.00	Tree works - School Lane Playi
								4195	410	1,216.00	Tree works - School Lane Playi
								4195	510	800.00	Tree works - School Lane Playi
12/06/2023	2580371	372	VIKING	VIKIN	156.87	31.37	188.24	4435	325	58.04	Misc stationary - office use
								4435	425	59.61	Misc stationary - office use
								4435	525	39.22	Misc stationary - office use
13/06/2023	51179	373	MULBERRY CO	MULBE	100.00	20.00	120.00	4500	530	100.00	Intro to Planning - TR/CM Wind
<b>TOTAL INVOICES</b>					<u>3,984.37</u>	<u>787.37</u>	<u>4,771.74</u>			<u>3,984.37</u>	
VAT ANALYSIS CODE OTS @ 0.00%					47.50	0.00	47.50				
VAT ANALYSIS CODE S @ 20.00%					3,936.87	787.37	4,724.24				
<b>TOTALS</b>					<u>3,984.37</u>	<u>787.37</u>	<u>4,771.74</u>				

## Top Level for Month No 3

## 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
16/06/2023	51181	374	MULBERRY CO	MULBE	180.00	36.00	216.00	4500	330	45.00	Cllr training course x 4
								4500	430	90.00	Cllr training course x 4
								4500	530	45.00	Cllr training course x 4
TOTAL INVOICES					180.00	36.00	216.00			180.00	
VAT ANALYSIS CODE S @ 20.00%					180.00	36.00	216.00				
TOTALS					180.00	36.00	216.00				

## Windlesham PL for Month No 3

## 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
07/07/2022	50810A	108	MULBERRY CO	MULBE	35.00	7.00	42.00	4500	530	35.00	Training - Chairmanship RH
07/07/2022	50808A	109	MULBERRY CO	MULBE	35.00	7.00	42.00	4500	530	35.00	Training - Chairmanship HHH
<b>TOTAL INVOICES</b>					70.00	14.00	84.00			70.00	
VAT ANALYSIS CODE S @ 20.00%					70.00	14.00	84.00				
<b>TOTALS</b>					70.00	14.00	84.00				



## Windlesham PL for Month No 3

## 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
06/06/2023	1675	105	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	WCem - grounds maintenance
<b>TOTAL INVOICES</b>					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00				
<b>TOTALS</b>					2,130.00	426.00	2,556.00				