



**Windlesham Parish Council**

Joanna Whitfield  
 Clerk to the Council  
 Tel: 01276 471675  
 Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
 Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)

The Council Offices  
 The Avenue  
 Lightwater  
 Surrey  
 GU18 5RG

**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**  
 Held on Tuesday 23rd January 2024, at 7.15pm held at St Anne's Church Centre, 43  
 Church Road, Bagshot

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

**In attendance:** Jo Whitfield –Clerk to the Council  
 Mr R Lee – SHBC Councillor

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

Cllr Turner took the Chair

		Action
<b>C/23/151</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs Richardson, Malcaus Cooper and Gordon.	
<b>C/23/151</b>	<b>Declarations of interest</b>  None	
<b>C/23/153</b>	<b>Public question time</b>	
<b>C/23/154</b>	<b>Exclusion of the press and public.</b>  Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:  C/23/173      Allotments – To discuss future provision.	

C/23/155a	<p><b>Full Council Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Full Council meeting held on 28<sup>th</sup> November 2023 and the EGM held on the 10<sup>th</sup> January 2024 <b>were approved and</b> signed by Cllr Turner</li> </ul>	AT
C/23/155b	<p><b>Committee and Sub-Committee Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Planning Committee meetings held on the 28<sup>th</sup> November 2023, 20<sup>th</sup> December 2023 and the 10<sup>th</sup> January 2024 <b>were approved and</b> signed by Cllr White.</li> <li>The minutes and recommendations therein, of the Personnel Committee meeting held on the 6<sup>th</sup> December 2023 <b>were approved and</b> signed by Cllr White.</li> <li>The minutes and recommendations therein, of the Staffing Sub-Committee meeting held on the 9<sup>th</sup> January 2024 <b>were approved and</b> signed by Cllr White. <b>At this point in the proceedings, Cllr Turner asked Council to note that Councillor Malcaus Cooper is experienced in Communications and marketing and would like to be included in the interview process.</b></li> </ul> <p><i>19:22 Cllr Harris joined the meeting.</i></p> <p><b>Members discussed the merits of Cllr Malcaus Cooper joining the interview panel and it was resolved not to increase the number of Councillors conducting the interview. However, Members valued Cllr Malcaus Coopers input and resolved that she should be involved with the paper selection process and act as an additional substitute for the interview panel should it be required.</b></p> <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 29<sup>th</sup> December 2023 including the following recommendations: <ul style="list-style-type: none"> <li>Cemetery Fees and Charges – recommendation to increase Non-resident fees by 20% and resident fees by 15%.</li> <li>Trees – discussed under agenda item 18.</li> </ul> </li> <li>The minutes of the Lightwater Committee meeting held on the 9<sup>th</sup> January 2023.</li> </ul>	<p>VW</p> <p>VW</p> <p>VW</p>

C/23/156	<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 £36,439.66 and explained the individual items.</p> <p><b>It was resolved the payments (Appendix A) in the total sum of £36,439.66 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b></p>	
C/23/157	<p><b>To approve regular payments for 2024-25</b></p> <p><b>Members were reminded that Financial Regulations 5.6 states:</b></p> <p>5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate Full Council meeting.</p> <p>Members were presented with a list of regular direct debits, annual subscriptions paid by credit card, as well as all PAYE, NI and Pension payments.</p> <p><b>Regular Direct Debits</b></p> <ul style="list-style-type: none"> <li>• British Gas – electricity bills</li> <li>• Castle Water</li> <li>• Surrey Heath Borough Council – rates</li> <li>• BT – quarterly line rental</li> <li>• Full payment each month of Barclaycard payment card linked to current account (£500 limit)</li> <li>• Zentech IT – monthly payments for email hosting/back up etc</li> <li>• DR Communications – Phone and broadband monthly charge</li> <li>• SSE – Electricity for Christmas lights</li> </ul> <p><b>Regular subscriptions made by credit card:</b></p> <ul style="list-style-type: none"> <li>• Canva subscription</li> <li>• Information Commissioners Office annual registration</li> <li>• Survey Monkey subscription</li> <li>• Adobe subscription</li> <li>• Fast Hosts Domain</li> </ul> <p>PAYE, NI and Pension payments are made for the following job roles in accordance with contractual obligations</p> <ul style="list-style-type: none"> <li>• Clerk to the Council</li> <li>• Assistant Clerk</li> <li>• Cemeteries &amp; Allotment Coordinator</li> <li>• Operations Coordinator (recruitment is in progress)</li> <li>• Responsible Financial Officer (recruitment is in progress)</li> <li>• The Clerk reminded Members that this list would include the Communications &amp; Engagement Officer once appointed</li> </ul>	

	<p>Council was also asked to note that the current Greenspace contract has a three month notice period and that the Rialtas contract will extend for a further three years as a result of adding the Operations Co-ordinator to the contract, required for the fulfilment of her duties.</p> <p><b>Actions required:</b> Councillors were asked: To approve the continued payment of direct debits, regular credit card payments, salaries and all associated costs listed above for the financial year 2024-2025.</p> <p><b>Members discussed the merits of making all regular payments by direct debit and asked the Clerk to investigate moving the recurring credit card payments across to direct debits.</b></p> <p><b>It was resolved to approve the continued payment of direct debits, regular credit card payments, salaries and all associated costs listed above for the financial year 2024-2025.</b></p>	
C/23/158	<p><b>Finance – Budget Monitoring Report</b></p> <p>Members were presented with a report detailing overspends, transfers and virements for approval.</p> <p>Key points noted:</p> <p>2. Overspends and Transfers</p> <p>2.1 Councillors were asked to note the Actual vs Budget report as at 16 January 24 along with the corresponding Balance Sheet and Income and Expenditure reports presented. Councillors were also asked to note the following:</p> <p><b>Overspends on the following Nominal Codes</b></p> <ul style="list-style-type: none"> <li>• 4160 Greenspace Contingency – Overspend of £2,051 arising from the purchase and installation of Coronation roundels, funded by a transfer</li> <li>• from the village reserves FC29 Mar 23 C/22/215) and £120 re: repairs to a fence at School Lane field;</li> <li>• 4195 Tree maintenance/survey - an overspend of £1,285 has arisen due to the ongoing tree works both as part of the completion of tree works in</li> <li>• Lightwater Cemetery and from various emergency costs. This has been funded against the Tree works EMR;</li> <li>• 4220 Playground Repairs and Renewal – The overspend arises as a result of expenditure to purchase and install the Lightwater playground and the Bagshot outdoor gym and play area refurbishment at School Lane Field. This has been funded from the following reserves: Lightwater</li> </ul>	

playground 2022-23 budget, the Lightwater CIL EMR and the Lightwater Village Reserve (FC 1 Feb 23 C/22/184d); Bagshot CIL – 50% and School Lane Field reserve – 50%. Any new items at School Lane Field to be funded from CIL (BVC/22/60);

- 4380 Elections – An overspend of £1,086 is shown reflecting the cost of the recent election as re-charged from Surrey Heath. This amount reflects the excess over the set budget and is allocated from the Elections EMR (365) in accordance with the resolution C/23/78c (FC 26 Sept 23);
- 4415 Insurance – the overspend of £378 noted arises from the purchase of additional Fidelity insurance to cover the cash balances held by the council. The levels were higher than the existing insurance cover and following a recommendation by the Internal Auditor the level was increased to reflect the higher cash levels held;
- 4440 ICT costs – the I&E report reflects an overspend of £3,085 which represents costs incurred in the provision of IT equipment. A total of £3,116 has been transferred from the IT equipment EMR taking the expenditure back under budget;
- 4550 Office building costs – these costs comprise primarily rates and utilities with a few miscellaneous costs for ad hoc repairs, fire extinguisher testing etc. The overspend is currently £320 though should not increase significantly as the annual rate payments are now completed.

#### **Other matters**

- 4430 Licences & Subscriptions – additional expenditure of £250 is to be made for an additional licence for the Rialtas system for the Operations Co-ordinator to allow her access to the system as part of her duties; Members were asked to note that by adding an additional licence the Council will be tied into a further 3 year contract.
- 4650 Grants – the year to date spend includes a credit of £500 comprising the 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); £3,000 for a veterinary x-ray machine for Harper Asprey (FC C23/42); £3,500 for Windlesham FOR waste disposal (WVC23/15); £484 for camping equipment for 1st Windlesham Scout Group (WVC/23/15); £500 towards the cost of a new library for Lightwater Village School (LVC/23/16); £500 as a contribution to legal fees for the Lightwater Library Association (LVC/23/16); £50 to Bagshot WI for a planter (BVC/23/18); £1,040.20 for the Bagshot Society Xmas trees (BVC/23/41); £480.00 for the Bagshot Xmas Float (BVC/23/41); £450.00 for the St Anne's Xmas tree festival; £500.00 for Windlesham United Charities commemorative trees (BVC/23/41); and £450 contribution the local Neighbourhood Watch newsletter (C/23/115).

All other budget lines are underbudget.

	<p>Budget 2024/25</p> <p>The expenditure budget for 2024/25 was confirmed at a meeting on 10 January 2024 with a total expenditure budget of £594,014 and a precept requirement, after budgeted income of £88,813, totalling £505,021. SHBC have confirmed the tax base for 2024/25 of 8,376.95 for the Parish. The Band D equivalent precept is therefore £60.31 an increase of 44.42% over the prior year.</p> <p>Year-end projections</p> <p>Total expenditure in the year to date before transfers from EMRs is £470,572 reducing to £344,347 once the transfers are accounted for. This is against a total annual budget expenditure of £503,929 and represents 68.4% of budget expenditure, marginally below the expected level assuming expenditure is contracted evenly over the period. Based on these figures the RFO reported that he would expect to end the year a little below budget expectations subject to any unexpected items arising.</p> <p>Councillors were asked to note and approve overspends and agree the outlined virements above. Members were also asked to note that the Rialtas Accounting software contract will be extended by 3 years once the additional licence is added.</p> <p><b>Councillors noted and approved all information presented including overspends and virements outlined in the Actual vs Budget report as of 16<sup>th</sup> January 24 along with the corresponding Balance Sheet and Income and Expenditure reports.</b></p>	
<p><b>C/23/159</b></p>	<p><b>Precept Leaflet</b> -To consider printing a leaflet explaining the parish precept for inclusion with the SHBC Council Tax demand</p> <p>Members were informed that the Clerk contacted SHBC on the 12<sup>th</sup> December enquiring whether WPC could submit a leaflet for inclusion with the Council Tax demand. Since issuing the papers, the Clerk has now received an email from SHBC noting that at this late stage it would not be possible.</p> <p><b>Members expressed their disappointment that this would not be possible, however it was resolved that the Clerk and RFO will prepare a leaflet for distribution via social media, parish magazines, Heathscene and the noticeboards. A number of leaflets will also be printed to be accessible in public spaces around the parish.</b></p> <p><b>It was also resolved that the leaflet content will be approved by the Chair and Vice Chair of Council and the Chair and Vice Chair of the Communications Committee.</b></p>	<p>The Clerk / RFO</p> <p>AT, RJE, KMC, PL</p>
<p><b>C/23/160a</b></p>	<p><b>To review and approve the Interim Internal Audit Report</b></p>	

Members were presented with the interim internal audit report completed by Michelle Webber, of Mulberry and Co on 4<sup>th</sup> December 2023.

The table below highlights the matters arising from the audit.

The Council was asked to read the full report, and note the recommendations below, and to approve the following responses to action points raised:

Audit Point	Audit Findings	Proposed Actions
Risk Management & Insurance	<b>I would recommend that the Council increase the Fidelity insurance to £1.25 million - £1.5 million.</b>	The fidelity insurance has now been increased to £1.5million.

The council currently holds a total of £1,088,714 (15 Jan 24) which is above the level of the previous existing fidelity insurance provision. Given the potential loss to the council if funds were lost or misappropriated it was felt that the insurance level should be increased forthwith. It was also noted that funds held would increase further with the receipt of the first tranche of the precept for 2024/25 to be received on 1 April 24.

The insurance was therefore put in place under delegated authority with approval from the Council Chair and Vice Chair with cover now standing at £1.5million. The additional premium payable was £1,120.

**Members noted the internal audit findings and Cllr Jennings-Evans thanked the officers for ensuring the Council is compliant.**

**C/23/160b**

**Review of effectiveness of internal control and audit**

Members were presented with a report from the RFO that reviewed the Councils current internal audit arrangements against the following areas of internal audit activity, as set out in Governance and Accountability.

- the scope of internal audit;
- independence;
- competence;
- relationships with the clerk and the authority; and
- audit planning and reporting

The result of the review concluded that proper internal audit arrangements are in place.

Members were informed that 3 organisations from the internal audit forum had been approached for quotes to carry out the 2024-25 audit.

The RFO presented the following information:

1. Company A  
The quote from company A comes in two parts:

	<ul style="list-style-type: none"> <li>- A rate of £65 per hour (excl VAT) if we commit to the audit for 2024/25 and 2025/6 by 29 February 2024;</li> <li>- A rate of £70 per hour (excl VAT) if we commit for 2024/25 only.</li> </ul> <p>The time to be spent on the audit is estimated at between 4-6 hours per annum giving a total maximum cost before travel expenses of either £390 under the first option or £420 under the second.</p> <p>2. Company B</p> <ul style="list-style-type: none"> <li>- A total cost of £675 excl VAT plus the cost of travel estimated at £10 per trip.</li> </ul> <p>3. Company C (remote audit) Company C was unable to offer a quotation as they did not have capacity to take on an audit at the current time.</p> <p>Both quotations cover the same work programme and meet the WPC requirements for audit.</p> <p>It was noted that the quotes include the current audit company who was not excluded from the process because a new auditor from within the firm, will be allocated to WPC and so will provide the necessary independence for the audit.</p> <p>Councillors were asked to note the summary of the quotations and agree the following recommendations as presented by the RFO:</p> <ul style="list-style-type: none"> <li>- On this basis of the quotes received I would recommend that Company A be appointed given the fact that they are the lower quote (for either option).</li> <li>- I would further recommend that Company A be appointed for both audit years 2024/25 and 2025/26 in order to fix the cost of the audit process at the quoted rate and avoid the risk of further cost increases.</li> </ul> <p><b>Cllr R Jennings Evans proposed, Cllr D Jennings-Evans seconded and it was resolved unanimously to note the review of effectiveness of internal control and audit and to appoint Company A for 2024-25 and 2025-26 as per recommendation of the RFO.</b></p>	Clerk / RFO
C/23/161	<p><b>To review and approve the Council Risk Assessment</b></p> <p><b>Risk Assessment</b> – to approve the circulated risk assessment as at January 2024</p> <p>Councillors were presented with an updated risk assessment for the Council and asked to either approve the document or identify any amendments or improvements.</p> <p><b><u>Key Risks</u></b></p> <p>3.1 After mitigation the risk assessment has not identified any areas of high risk. There are however 9 risks, highlighted in amber on the risk assessment, that are rated as medium risk, and should therefore be kept under review.</p> <p>3.2 Members are asked to note the nature of these risks. Whilst the majority of these risks are being managed by the Clerk or RFO, it</p>	



	<p>should be noted that member input is required for some of the risks identified.</p> <p>Cllr Turner suggested that the Council consider adding the addition risks to the register.</p> <ul style="list-style-type: none"> <li>• Operational capacity – over commitment</li> <li>• Reputational damage as a result of precept increases</li> <li>• The risk associated with the possibility of another CGR.</li> </ul> <p><b>It was resolved unanimously to adopt the risk assessment as presented and for the Personnel Committee to carry out a review to with regard to items 28 lone worker and 29 succession planning.</b></p> <p><b>It was also resolved that additional risks will be investigated and considered at a future meeting.</b></p>	<p><b>Personnel</b></p> <p><b>The Clerk</b></p>
<p><b>C/23/162</b></p>	<p><b>Review of inventory of land and assets including buildings and office equipment</b></p> <p>Members were presented with the fixed asset register and asked to review.</p> <p>The balance of assets held is £375,923</p> <p><b>It was resolved to note the fixed asset register as presented.</b></p>	
<p><b>C/23/163a</b></p>	<p><b>To review allotment fees &amp; charges</b></p> <p>The Council’s Financial Regulations state that “the Council will review all fees and charges at least annually, following a report of the Clerk”. This paper and associated recommendations ensure this requirement is complied with.</p> <p>Members were informed that the allotment charges are currently set at rates set out below.</p> <p>Charges for 2023-2024 Full Plot £36 Half Plot £21</p> <p>No refunds are given during the year because of the cost of administration.</p> <p>Charges for 2024-2025 Members were asked to note that at the February 2023 Full Council meeting (minute reference C/22/187) it was unanimously resolved to raise the allotment rent from September 2024 to: Full Plot £40 Half Plot £25</p> <p>Members were asked to decide if they wished to note the 2023-2024 charges and the 2024-25 charges, as resolved under minute reference: C/22/187 and consider if they wished to review charges in July 2024 in order to serve notice of an increase in September 2024 for implementation in September 2025 on the anniversary of the contract.</p>	

	<p><b>It was resolved to note the current charges and review at the June Full Council meeting.</b></p>	
C/23/163b	<p><b>To review cemetery fees &amp; charges</b></p> <p>Members were presented with the pricing structure and informed that the Cemetery charges were reviewed by each Committee as follows:</p> <ul style="list-style-type: none"> <li>• Bagshot – August 2023 – increased by 10%</li> <li>• Lightwater – July 2023 – increased by 10%</li> <li>• Windlesham – November 2023 – recommendation to increase fees by 20% for Non-residents and 15% for Residents.</li> </ul> <p>Members were asked to:</p> <ol style="list-style-type: none"> <li>a) Approve the recommendation from the Windlesham Committee to increase fees by 20% for Non-residents and 15% for Residents</li> <li>b) Approve the current fees for 2023-24 and recommend each village committee conduct a review of the burial fees and charges during the next municipal year.</li> </ol> <p><b>It was resolved to approve the recommendation from the Windlesham Committee to increase fees by 20% for Non-residents and 15% for Residents and to approve the current fees for 2023-24. Finally Members resolved that each village committee conduct a review of the burial fees and charges during the next municipal year.</b></p>	Village Committees
C/23/164	<p><b>To review and approve Standing Orders</b></p> <p>Members were presented with a copy of the current Standing Orders with highlighted amendments and informed that Councillors last reviewed and approved Standing Orders in November 23.</p> <p>Since then, the following changes have been made to the model NALC template for Standing Orders.</p> <ul style="list-style-type: none"> <li>• All references to the Chairman have been amended to ‘Chair’.</li> <li>• All pronouns have been amended to reflect, ‘he/she/they’ or ‘his/her/their’</li> <li>• Clause 19c wording has been updated to:</li> </ul> <p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 19(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).</p> <p><b>Action required:</b></p>	

	<p>Members were asked to approve Standing Orders with amendments as presented.</p> <p><b>It was resolved to adopt the Standing Orders with amendments as presented.</b></p>	
<b>C/23/165</b>	<p><b>To review and approve Financial Regulations</b></p> <p>Members were presented with a copy of the current Financial Regulations with highlighted amendments and informed that Councillors last reviewed and approved Financial Regulations in May 2023</p> <p>Since then, no major changes have been made to the model NALC template for Financial Regulations, and only two minor additions to reflect the appointment of the RFO.</p> <p><b><u>Additions</u></b>  <b>16. Risk management</b></p> <p>16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk, with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.</p> <p>16.2. When considering any new activity, the Clerk, with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.</p> <p><b>Action required:</b></p> <p>Members were asked to review and approve the Financial Regulations attached.</p> <p><b>It was resolved to adopt the Financial Regulations with amendments as presented.</b></p>	
<b>C/23/166</b>	<p><b>To consider the use of free SALC Legal advice for the Lightwater Pavilion Project</b></p> <p>Members were made aware that the Surrey Association of Local Councils offers all its member councils 20 minutes of free legal advice.</p> <p>The Lightwater Committee is currently in discussion with Fields in Trust who have suggested the Council become the sole trustee of the land at Lightwater Recreation Ground, to facilitate the Pavilion development. Discussions are now at a stage that requires the Council to seek its own legal advice, to guide its potential course of action.</p> <p>Members were asked to consider approving the use of the free 20 minutes advice provided by SALC partners for this purpose.</p> <p><b>It was resolved unanimously to approve the use of the free 20 minutes advice provided by SALC partners for the above purpose.</b></p>	

C/23/167

**To consider recommendations from village committees to replant trees felled in recent years.**

**Bosman Drive Tree Re-planting**

Following the Parish wide tree survey, 3 trees covered by tree protection orders, at Bosman Drive were felled. The SHBC tree officer has stipulated that these trees must be replaced, and in addition an additional Horse Chestnut must be planted to replace a dying tree which will ultimately be felled. The tree officer also recommended that these trees be watered twice a week from April until September for the first 2 years with 20L at each visit or as one visit using 40L and a ring of composted bark mulch of about 100mm deep applied to each tree to about 1m in radius. To be topped up annually.

Windlesham Committee have considered the options available to them and it was unanimously resolved to plant 1 x Western Hemlock and 2 x Liriodendron Tulip trees as replacements for the 3 trees which were felled, it was also agreed that an additional Horse Chestnut tree would be planted as recommended.

**The indicative cost to plant and maintain the above trees will be £6,500**

Additionally, Windlesham Committee agreed that a Horse Chestnut tree sapling, supplied by the residents should be planted by Council appointed contractors along with the other trees but would not form part of the 'essential' tree re planting required by SHBC. However, a formal decision regarding the ongoing maintenance of the Horse Chestnut tree sapling was not made apart from asking residents to become involved in its care.

**Windlesham Cemetery Tree Re-planting**

Between 2017 and 2022, it was necessary to remove 5 trees from Windlesham Cemetery. Members are to note that the Windlesham Cemetery is in a conservation area and there is a requirement for Council to replace the trees that have been felled.

Following extensive research and liaison with the SHBC tree officer, the Windlesham Committee have unanimously resolved to replant 2 x Hornbeam trees and 1 x sweet chestnut tree along the cemetery driveway and 2 x Liriodendron Tulip trees planted in the old and new sections at an indicative cost of £1,910.

Members were asked to note that the contractor selected to replant the trees in Windlesham Cemetery has agreed to carry out the initial maintenance free of charge.

**Lightwater Tree Replanting**

Members were asked to note that following a Parish wide tree survey in 2022, it had been necessary to fell a number of trees in Lightwater. At the January Lightwater Committee meeting Members reviewed the trees in question and resolved to obtain quotes for replanting and initial maintenance of 2 x European Limes which had been felled at Lightwater Recreation Ground.

	<p>Whilst quotes are yet to be acquired, based on the costings for Bosman drive an indicative cost to plant and maintain the above Lime trees will be approximately £3,500.</p> <p><u>Resolutions</u></p> <ol style="list-style-type: none"> <li>1. <b>It was resolved unanimously to approve the recommendation from Windlesham committee to replant and maintain the trees at Bosman Drive, spending up to a value of £6,500 to be funded from the Tree EMR.</b></li> <li>2. <b>It was resolved unanimously to approve the recommendation from Windlesham Committee to replant the trees in Windlesham Cemetery, spending up to a value of £1,910 to be funded from the Tree EMR.</b></li> <li>3. <b>Cllr R Jennings-Evans proposed, Cllr Harris seconded, and it was resolved unanimously to approve the recommendation from Lightwater Committee to replant the trees at Lightwater Recreation Ground, spending up to a value of £4,000 to be funded from the Tree EMR</b></li> </ol>	
<p><b>C/23/168</b></p>	<p><b>To discuss a Full Council response to the Surrey Rights of Way Consultation</b></p> <p>Members were informed that work is beginning on a review of Surrey County Council's Rights of Way Improvement Plan (ROWIP). Surrey County Council is seeking the views of Windlesham Parish Council prior to drafting the new ROWIP so that the document reflects local priorities.</p> <p>An online questionnaire has been set up for parish and town councils to respond and the closing date is 10 March 2024.</p> <p>Members were asked to decide if they would like to contribute to the above consultation and if so to give delegated authority to the Clerk and 1 Member of each Committee to submit a Council response.</p> <p><b>It was resolved that the Councillors will complete the public survey as individuals and to give delegated authority to the Clerk in conjunction with the Chair of Council to submit a Parish Council response.</b></p> <p>Members were also informed that the Council had the opportunity to respond to the Surrey Road Safe Vision Zero Public Consultation.</p> <p><b>It was resolved to publicise the Surrey Road Safe Vision Zero Public Consultation via social media to encourage the public to respond.</b></p>	<p><b>The Clerk &amp; AT</b></p> <p><b>The Clerk</b></p>
<p><b>C/23/169</b></p>	<p><b>Outside Organisations - To receive any reports from representatives on outside organisations.</b></p> <p>Cllr White informed members that the James Butler Alms houses had planted 2 commemorative trees, one for June Green and one for Jill Ward in memory of their service to the community.</p>	

C/23/170	<p><b>Clerks update</b></p> <p>The Clerk reported the following:</p> <p><b>Greenspace Procurement – Update</b>  <b>Annual Parish Meeting – Update</b>  <b>Chairman’s Community Reception</b>  <b>Cemetery Review</b></p> <p>For more details, please refer to the full report in the Council papers.</p> <p>Members discussed the difficulties in obtaining quotes to carry out a full review of the cemeteries and suggested that they breakdown the requirements and as a starting point obtain quotes to conduct topographical surveys of all three cemeteries.</p> <p>Cllr Jennings-Evans informed Members that Southwark Council had carried out a similar piece of work and that there may be some merit in contacting them for advice.</p>	
C/23/171	<p><b>Correspondence</b></p> <p><b>None</b></p>	
C/23/172	<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/23/173 Allotments – To discuss future provision.</p>	
C/23/173	<p><b>Allotments – to discuss future provision.</b></p> <p><b>Members discussed the merits of either purchasing land or renewing the existing allotment lease and the implications associated with this.</b></p> <p><b>It was resolved to carry out the actions as detailed in the confidential report.</b></p>	The Clerk
	<p><b>There being no further business the meeting closed at 21:36</b></p>	

## Top Level for Month No 10

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description								
31/12/2023	1538	512	ZENTECH IT	FRE01	1,481.78	296.36	1,778.14	4440	325	96.49	Monthly charges and IT purchas								
								4440	425	99.10	Monthly charges and IT purchas								
								4440	525	65.20	Monthly charges and IT purchas								
								4440	325	451.77	Monthly charges and IT purchas								
								377		-451.77	Monthly charges and IT purchas								
								6000	325	451.77	Monthly charges and IT purchas								
								4440	425	463.98	Monthly charges and IT purchas								
								377		-463.98	Monthly charges and IT purchas								
								6000	425	463.98	Monthly charges and IT purchas								
								4440	525	305.24	Monthly charges and IT purchas								
05/01/2024	3417	513	NP TREE MANAGEMENT	NPTREE	90.00	18.00	108.00	4195	310	33.30	Lwr - rowan removal								
								4195	410	34.20	Lwr - rowan removal								
								4195	510	22.50	Lwr - rowan removal								
								29/12/2023	1783	514	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Maint - Dec 23
								03/12/2023	1769	515	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Maint - November 23
								22/12/2023	201	516	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	20 Cec 23 meeting
																4950	425	5.70	20 Cec 23 meeting
																4950	525	3.75	20 Cec 23 meeting
								21/12/2023	1706	517	ST JOHNS	STJOH	88.00	0.00	88.00	4950	325	32.56	9 Jan 24 hall hire
																4950	425	33.44	9 Jan 24 hall hire
4950	525	22.00	9 Jan 24 hall hire																
03/01/2024	2038539	518	SURREY HEATH	SHBC01	7,506.53	1,501.31	9,007.84	4165	310	2,927.55	Grounds Maint - Jan 24								
								4165	410	2,927.55	Grounds Maint - Jan 24								
								4165	510	1,651.43	Grounds Maint - Jan 24								
03/01/2024	2038540	519	SURREY HEATH	SHBC01	65.39	13.08	78.47	4220	410	65.39	Lightwater Gym - insp Jan 24								
19/12/2023	202330A	520	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	18.50	Meeting - 6 Dec 23								

## Top Level for Month No 10

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4950	425	19.00	Meeting - 6 Dec 23
								4950	525	12.50	Meeting - 6 Dec 23
				<b>TOTAL INVOICES</b>	<u>13,556.70</u>	<u>2,680.75</u>	<u>16,237.45</u>			<u>13,556.70</u>	
			VAT ANALYSIS CODE	OTS @ 0.00%	153.00	0.00	153.00				
			VAT ANALYSIS CODE	S @ 20.00%	13,403.70	2,680.75	16,084.45				
				<b>TOTALS</b>	<u>13,556.70</u>	<u>2,680.75</u>	<u>16,237.45</u>				



Top Level for Month No 8

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
27/11/2023	GRANT	486	WINDLESHAM UNITED	WUNIT	500.00	0.00	500.00	4650	340	500.00	Gtant Commerative Trees
22/11/2023	2038245	487	SURREY HEATH	SHBC01	130.00	26.00	156.00	4220	310	130.00	Freemantle Road repairs
28/11/2023	RFO CN1	488	ZENTECH IT	FRE01	-1,896.00	0.00	* -1,896.00	4440	325	-701.52	Dummy CN for 2 x laptops
								4440	425	-720.48	Dummy CN for 2 x laptops
								4440	525	-474.00	Dummy CN for 2 x laptops
28/11/2023	RFO INV 1	489	ZENTECH IT	FRE01	1,896.00	0.00	* 1,896.00	4440	325	701.52	Dummy inv 2xlaptop tfr to EMR
								377		-701.52	Dummy inv 2xlaptop tfr to EMR
								6000	325	701.52	Dummy inv 2xlaptop tfr to EMR
								4440	425	720.48	Dummy inv 2xlaptop tfr to EMR
								377		-720.48	Dummy inv 2xlaptop tfr to EMR
								6000	425	720.48	Dummy inv 2xlaptop tfr to EMR
								4440	525	474.00	Dummy inv 2xlaptop tfr to EMR
								377		-474.00	Dummy inv 2xlaptop tfr to EMR
								6000	525	474.00	Dummy inv 2xlaptop tfr to EMR
<b>TOTAL INVOICES</b>					<u>630.00</u>	<u>26.00</u>	<u>656.00</u>			<u>630.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					500.00	0.00	500.00				
VAT ANALYSIS CODE S @ 20.00%					130.00	26.00	156.00				
<b>TOTALS</b>					<u>630.00</u>	<u>26.00</u>	<u>656.00</u>				

\* dummy inv. + CN  
to reflect tfr. of  
2 x laptops from  
expense to EMR.  
Original inv. attached.



ThumbnailNails Search Results

**Top Level for Month No 8** **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
29/11/2023	NOV EXP	490	SARAH WAKEFIELD	SWAKE	12.60	0.00	12.60	4435	325	4.67	Expenses to 29 Nov 23
								4435	425	4.78	Expenses to 29 Nov 23
								4435	525	3.15	Expenses to 29 Nov 23
<b>TOTAL INVOICES</b>					<u>12.60</u>	<u>0.00</u>	<u>12.60</u>			<u>12.60</u>	
VAT ANALYSIS CODE OTS @ 0.00%					12.60	0.00	12.60				
<b>TOTALS</b>					<u>12.60</u>	<u>0.00</u>	<u>12.60</u>				

ThumbnailNails Search Results



**Top Level for Month No 9** **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
04/12/2023	GRANT	492	SH NEIGHBOURHOOD	NEIGH WAT	450.00	0.00	450.00	4650	340	150.00	Grant re: NW newsletter	
								4650	440	150.00	Grant re: NW newsletter	
								4650	540	150.00	Grant re: NW newsletter	
27/11/2023	3393266	493	VIKING	VIKIN	45.82	9.16	54.98	4435	325	16.95	Misc stationery	
								4435	425	17.41	Misc stationery	
								4435	525	11.46	Misc stationery	
30/11/2023	192	494	ALL SAINTS CHURCH	ALL S	15.00	0.00	15.00	4950	325	5.55	Hire of Hall - 15 November 23	
								4950	425	5.70	Hire of Hall - 15 November 23	
								4950	525	3.75	Hire of Hall - 15 November 23	
30/11/2023	1700	495	ST JOHNS	STJOH	66.00	0.00	66.00	4950	325	24.42	Hall hire - 29 Nov 23	
								4950	425	25.08	Hall hire - 29 Nov 23	
								4950	525	16.50	Hall hire - 29 Nov 23	
28/11/2023	3386	496	NP TREE MANAGEMENT	NPTREE	280.00	56.00	336.00	4195	310	103.60	Clear willow tree - School Lan	
								4195	410	106.40	Clear willow tree - School Lan	
								4195	510	70.00	Clear willow tree - School Lan	
03/11/2023	2897	497	NP TREE MANAGEMENT	NPTREE	240.00	48.00	288.00	4195	310	80.00	Misc items re: maintenance	
								4195	410	160.00	Misc items re: maintenance	
30/11/2023	3406	498	NP TREE MANAGEMENT	NPTREE	540.00	0.00	540.00	4005	500	540.00	Ashes internment x 3	
<b>TOTAL INVOICES</b>					<b>1,636.82</b>	<b>113.16</b>	<b>1,749.98</b>				<b>1,636.82</b>	
VAT ANALYSIS CODE OTS @ 0.00%					1,071.00	0.00	1,071.00					
VAT ANALYSIS CODE S @ 20.00%					565.82	113.16	678.98					
<b>TOTALS</b>					<b>1,636.82</b>	<b>113.16</b>	<b>1,749.98</b>					

## Top Level for Month No 9

## 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
05/12/2023	WPC/DF/1223	499	RES PROPERTY	RESPRO	5,000.00	1,000.00	6,000.00	4060	335	1,850.00	Building condition surveys
								4060	435	1,900.00	Building condition surveys
								4060	535	1,250.00	Building condition surveys
05/12/2023	22287	500	MULBERRY CO	MULBE	175.00	0.00	175.00	4445	325	64.75	Internal Audit 2023-2024 DEC23
								4445	425	66.50	Internal Audit 2023-2024 DEC23
								4445	525	43.75	Internal Audit 2023-2024 DEC23
05/12/2023	202328	501	ST ANNES PCC	ANNE	150.00	0.00	150.00	4950	325	87.00	Hall Hire
								4950	425	38.00	Hall Hire
								4950	525	25.00	Hall Hire
04/12/2023	2038387	502	SURREY HEATH	SHBC01	65.39	13.08	78.47	4165	410	65.39	Lightwater outdoor Gym inspect
04/12/2023	2038386	503	SURREY HEATH	SHBC01	7,506.53	1,501.31	9,007.84	4165	310	2,927.55	GROUNDS MAINTENANCE DEC 23
								4165	410	2,927.55	GROUNDS MAINTENANCE DEC 23
								4165	510	1,651.43	GROUNDS MAINTENANCE DEC 23
<b>TOTAL INVOICES</b>					<u>12,896.92</u>	<u>2,514.39</u>	<u>15,411.31</u>			<u>12,896.92</u>	
VAT ANALYSISCODE OTS @ 0.00%					325.00	0.00	325.00				
VAT ANALYSISCODE S @ 20.00%					12,571.92	2,514.39	15,086.31				
<b>TOTALS</b>					<u>12,896.92</u>	<u>2,514.39</u>	<u>15,411.31</u>				

**Top Level for Month No 9**

**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
30/11/2023	1494	504	ZENTECH IT	FRE01	260.78	52.16	312.94	4440	325	96.49	OFFICE 365 & ANTIVIRUS
								4440	425	99.10	OFFICE 365 & ANTIVIRUS
								4440	525	65.19	OFFICE 365 & ANTIVIRUS
<b>TOTAL INVOICES</b>					<u>260.78</u>	<u>52.16</u>	<u>312.94</u>			<u>260.78</u>	
			VAT ANALYSISCODE	S @ 20.00%	260.78	52.16	312.94				
<b>TOTALS</b>					<u>260.78</u>	<u>52.16</u>	<u>312.94</u>				

## Top Level for Month No 9

## 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
15/12/2023	3405	507	NP TREE MANAGEMENT	NPTREE	5,200.00	1,040.00	6,240.00	4195	310	1,924.00	Completion of tree works - LW
								4195	410	1,976.00	Completion of tree works - LW
								4195	510	1,300.00	Completion of tree works - LW
12/12/2023	NOV EXP	508	AB EXPENSES	AB EXP	14.39	0.00	14.39	4435	325	5.32	AB exp - November 23
								4435	425	5.47	AB exp - November 23
								4435	525	3.60	AB exp - November 23
14/12/2023	15688	509	CLARKE GAMMON	CLARKE	850.00	170.00	1,020.00	4400	325	314.50	Inspect and value - HML
								4400	425	323.00	Inspect and value - HML
								4400	525	212.50	Inspect and value - HML
18/12/2023	2361A	510	CLEAR COUNCILS	CLEAR	1,120.00	0.00	1,120.00	4415	325	414.40	Addn premium - Fidelity Guaran
								4415	425	425.60	Addn premium - Fidelity Guaran
								4415	525	280.00	Addn premium - Fidelity Guaran
18/12/2023	65690	75	PLAY INSPECTION CO	PLAYI	261.25	52.25	313.50	4220	310	104.50	5 x Annual Inspections - playg
								4220	410	52.25	5 x Annual Inspections - playg
								4220	510	104.50	5 x Annual Inspections - playg
<b>TOTAL INVOICES</b>					<u>7,445.64</u>	<u>1,262.25</u>	<u>8,707.89</u>			<u>7,445.64</u>	
VAT ANALYSIS CODE OTS @ 0.00%					1,134.39	0.00	1,134.39				
VAT ANALYSIS CODE S @ 20.00%					6,311.25	1,262.25	7,573.50				
<b>TOTALS</b>					<u>7,445.64</u>	<u>1,262.25</u>	<u>8,707.89</u>				