



Windlesham Parish Council

Joanna Whitfield
 Clerk to the Council
 Tel: 01276 471675
 Email: clerk@windleshampc.gov.uk
 Website: www.windleshampc.gov.uk

The Council Offices
 The Avenue
 Lightwater
 Surrey
 GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL
 Held on Tuesday 27th February 2024, at 7.15pm held at St Anne’s Church Centre, 43
 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
 3 X Students from Gordons School
 Cllr Wheeler – Surrey Heath Borough Council

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

Cllr Turner took the Chair

		Action
C/23/174	Apologies for absence Apologies for absence were received and accepted from Cllrs Bakar, Gordon, Hartshorn, and Hills.	
C/23/175	Declarations of interest Cllrs Malcaus Cooper and Willgoss declared a non-pecuniary interest in item 23 on the agenda, informing Members that they had met briefly with some of the organisations concerned.	
C/23/176	Public question time There were no public questions.	
C/23/177	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: C/23/193 To consider necessary legal services required for the cemetery review process C/23/194 Chairman’s Community Reception – discuss award	

	<p>nominations C/23/195 Hook Mill Lane – Update C/23/196 Allotment Lease – Update C/23/197 To approve as a correct record the confidential resolution reports. C/23/198 Confidential Correspondence</p> <p>Members agreed that updates on all previous confidential resolutions should remain in the confidential part of the meeting.</p>	
C/23/178	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The minutes of the Full Council meeting held on 23rd January 2024 were approved and signed by Cllr Turner 	Cllr Turner
C/23/179	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 23rd January 2024, and the 14th February 2024 were approved and signed by Cllr White. <p>Members noted the open minutes of the recent village committee and sub-committee meetings:</p> <ul style="list-style-type: none"> The minutes of the Bagshot Committee meeting held on the 6th February 2024. 	Cllr White
C/23/180	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £31,851.14 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £31,851.14 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	Cllr Turner
C/23/181	<p>Bank Reconciliations</p> <p>Members were asked to review the bank reconciliations, for November 23, December 23 and January 24.</p> <p>The Clerk informed Members that there was an error in the papers with the Santander bank balance which should read £199,278, not £198,278.</p> <p>Members noted the reconciliations as presented and resolved that either Cllr Malcaus Cooper or Cllr Rebecca Jennings-Evans in the absence of Cllr Malcaus Cooper, would continue to sign off the reconciliations.</p> <p>Cllr Jennings-Evans requested confirmation of the makeup of creditors.</p> <p>The Clerk will ask the RFO to respond.</p>	Cllrs Malcaus Cooper and Jennings-Evans

<p>C/23/182</p>	<p>Finance – Budget Monitoring Report</p> <p>Members were presented with a report detailing any overspends, transfers or virements for approval.</p> <p>Members were informed that it is too early in the year to assess the year-end projections.</p> <p>Councillors noted the Actual vs Budget report as of 13th February 2024 along with the corresponding Balance Sheet and Income and Expenditure reports. Members resolved to approve all overspends and virements detailed in the report.</p> <p>Additionally, Members resolved to note that the total expenditure in the year to date before transfers from EMRs is £529,661 reducing to £402,016 once the transfers are accounted for. This is against a total annual budget expenditure of £503,929 and represents 79.8% of the budget expenditure, marginally below the expected level assuming expenditure is contracted evenly over the period. The Council also noted that based on the presented figures it is expected that subject to unexpected items arising the year-end position will be slightly below budget expectations.</p>	
<p>C/23/183</p>	<p>Members Allowances 24-25</p> <p>Members were presented with the Independent Remuneration Panels report and asked to decide if they wished to:</p> <ul style="list-style-type: none"> • agree to pay up to 30% of the basic allowance of Surrey Heath Borough Council, noting that the full 30% payment equates to £1,750 per Councillor per annum, subject to indexation. For 16 Councillors, this is a first-year budget of £28,000. • pay an allowance to the Parish Council Chair of £1,750 for 2024/25. • approve the payment of travel expenses at 45p per mile. • note indexation of allowances will be in accordance with the indexation applied to Borough Members allowances and this is to be linked to the Borough Council annual staff salary increase. <p>Whilst the Council will set the allowance policy for all Members, individual members may choose whether to receive the full allowance, partial allowance or not to receive the allowance at all.</p> <p>1. Cllr Malcaus Cooper proposed, Cllr McGrath seconded that Council should:</p> <ul style="list-style-type: none"> • agree to pay up to 30% of the basic allowance of Surrey Heath Borough Council, noting that the full 30% payment equates to £1,750 per Councillor per annum, subject to indexation. For 16 Councillors, this is a first-year budget of £28,000. 	

	<ul style="list-style-type: none"> • approve the payment of travel expenses at 45p per mile. • note indexation of allowances will be in accordance with the indexation applied to Borough Members allowances and this is to be linked to the Borough Council annual staff salary increase. <p>A vote was taken and the motion carried with 12 in favour and 2 against.</p> <p>2. Cllr Malcaus Cooper proposed, Cllr McGrath seconded that Council should:</p> <ul style="list-style-type: none"> • pay an allowance to the Parish Council Chair of £1,750 for 2024/25. <p>A vote was taken and the motion carried with 7 in favour, 6 against and 1 abstention.</p> <p>3. Members also noted that co-opted Councillors are not eligible for the Members Allowance and therefore Cllr Malcaus Cooper proposed, Cllr McGrath seconded that all co-opted Members would be paid expenses equivalent to the Members allowance. A vote was taken and the motion was carried with 11 in favour, 2 against and 1 abstention.</p> <p>Members noted that the total of Councillor Allowances and equivalent expenses would total £31,500 and agreed that any overspend on the budget line would be taken from the General Reserve.</p>	
C/23/184	<p>Investment Strategy</p> <p>Members were presented with an investment strategy for approval and an analysis of the Council cash and investment balances at 31st January 2024</p> <p>Cllr Malcaus Cooper proposed Cllr Stevens seconded, and it was unanimously agreed to adopt the Investment Strategy as presented. Members also noted the cash and investment balances and resolved to re-invest the balance in the Hampshire Trust account, in a 1 Year Business Loyalty Bond Issue 10 – 4.25% AER</p>	RFO
C/23/185	<p>Item 12 -Strategic Plan Priorities–Update</p> <p>Members were reminded that the Council committed to reviewing the strategic plan annually, therefore the Clerk had presented an update outlining the status of both the core objectives and key priorities</p> <p>Members were asked to review the information provided and consider how they wished to focus current resources; if the current priorities continue to meet common goals or whether they wish to assess and adjust the priorities in response to a changing environment.</p> <p><u>Quick Overview</u></p>	

	<p><u>Core Objectives</u> 47 objectives are green (completed/delivered regularly or meeting statutory requirement) 5 objectives are amber (in progress) 0 objectives are red (not started or are on hold).</p> <p><u>Strategic Priorities 2022-2025</u> 16 priorities are green (completed/delivered regularly or meeting statutory requirement) 13 priorities are amber (in progress) 1 priority is red (not started or is on hold).</p> <p>The Windlesham Committee Members requested that the replacement of Windmill Field playground be added to the plan.</p> <p>Members noted the information within the report and agreed to add the replacement of Windmill Field playground to the plan.</p>	
C/23/186	<p>Annual Parish Meeting</p> <p>Members were reminded that the Parish Council will be facilitating the next Annual Parish Meeting of the electors on the 19th of March 2024. Residents have been invited, via social media and the Council noticeboards to put forward suggestions for the agenda.</p> <p>Members were asked to read and note the residents suggestions for the agenda and agree a format for the meeting including agenda on points.</p> <p>3 residents responded with the following suggestions:</p> <ol style="list-style-type: none"> 1. School Lane Field Pond Maintenance – The Clerk has responded to this request noting that in addition to any inclusion on the APM agenda, this will be for discussion at the next Bagshot Committee meeting. 2. Strategic Plan – Presentation on progress made against planned items and suggestions for further items to be included. 3. Annual Budget 2024/25 - a brief presentation on the Budget for the 2024/25 year together with an explanation of the increase in the annual precept of 44% - to be followed by an opportunity for members of the public to ask questions about the budget. 4. Reserves - a brief presentation on the General and Ear Marked Reserves currently held by the Council together with an explanation of the rationale for the amount of General Reserve and the individual Ear Marked Reserves held and a brief synopsis of the projects that relate the EMR's together with a timetable for their delivery - to be followed by an opportunity for the public to ask questions about the Reserves held. <p>The Clerk informed Members that enquiries had been made to the following community partners but at the time of the meeting their willingness to attend was unconfirmed.</p>	

	<ul style="list-style-type: none"> • Environment, Infrastructure and Growth Executive Director – more specifically to deliver a presentation on highways matters. • Neighbourhood Policing Team <p>Additional Suggestions</p> <ul style="list-style-type: none"> • Chairs Report • Council Roles and responsibilities • Village committee updates <p>Members raised concerns that there appeared to be a widespread misunderstanding of the purpose of the meeting. The Clerk confirmed that this meeting was for residents to discuss community matters of importance to them. It is important to note that these matters may not be Council responsibilities and the meeting is not a Council meeting.</p> <p>Residents should be encouraged to discuss what is collectively important to them as a group and agree on topics they wish to raise with the relevant organisation. Potential discussion points may encompass a range of issues such as highway matters, community safety, planning considerations, and local events organised by community societies.</p> <p>Should residents have specific concerns related to Parish Council affairs, these will be appropriately directed to the relevant Council meeting for further deliberation and decision-making.</p> <p>After much discussion it was resolved with 13 in favour, 1 against and 0 abstentions, to delegate authority to the Clerk, the Chair and Vice Chair of Council and the Chairs of the village committees to finalise the format and the agenda, ensuring that the agreed format will include an opportunity to discuss the items submitted by residents.</p>	<p>The Clerk, CllrsTurner, Jennings- Evans, Richardson, Harris and Willgoss</p>
<p>C/23/187</p>	<p>Summer Planting</p> <p>Members were presented with the 3 quotes to supply and water the hanging baskets and summer planting across the villages for 2024.</p> <p>Cllr Jennings-Evans proposed, Cllr Harris seconded, and it was unanimously resolved to appoint company A.</p>	<p>The Clerk</p>
<p>C/23/188</p>	<p>To Review Building Condition Survey Reports</p> <p>Council were presented with copies of the building condition surveys, which outlined a 5 year action plan and indicative costings as recommended by the RICS surveyor.</p> <p>Members were asked to review the reports in conjunction with the information provided and note that officers will address the year 1 priorities for both the Chapel and the Council Offices, in addition to progressing the Chamber refurbishment project.</p> <p>Cllr Malcaus Cooper raised a concern that all Council buildings except Lightwater Pavilion are a Full Council responsibility and as such Full</p>	<p>The Clerk</p>

	<p>Council provide funding if required. She raised the point that the Lightwater Committee should not bare the responsibility of the upkeep of the Pavilion simply because it was situated in Lightwater.</p> <p>Members acknowledged her comments which will be addressed at a future meeting.</p> <p>Members noted the reports and resolved that Officers would proceed with works associated with the Bagshot Chapel, Office and Chamber.</p>	
C/23/189	<p>Outside Organisations - To receive any reports from representatives on outside organisations.</p> <p>Cllr Harris reported that the Briars Centre Community Association would be holding an EGM on the 13th March at 8:30pm followed by the AGM starting at 9pm.</p> <p>Cllr Willgoss reported that the Bagshot Society hosted a talk given by the Deputy PCC on speed enforcement which was very well attended.</p>	
C/23/190	<p>Clerks update</p> <p>The Clerk reported the following:</p> <p>Greenspace Procurement – Members were given an update on the status of appointing a procurement consultant.</p> <p>Communications & Engagement Officer Recruitment – Members were informed that the recruitment process is now complete, and the Council will welcome a new Member of staff on the 5th of March.</p>	
C/23/190	<p>Correspondence</p> <p>Cllr Turner reported that the Chair of SHBC External Partnership Select Committee had emailed the Chair of WPC, inviting him to attend the next External Partnership Select Committee meeting.</p> <p>Cllr Turner inquired whether WPC was obligated to attend the meeting.</p> <p>The Clerk clarified that WPC operates as an independent body corporate, directly accountable to the residents of the Parish. As such, the Council had no obligation to attend.</p> <p>Subsequently, Members temporarily suspended Standing Orders to allow SHBC Councillor Wheeler to speak. Cllr Wheeler informed Members that during the last SHBC Full Council meeting a Borough/Parish Councillor with dual roles had been singled out, in an attempt to hold them to account for their attendance at the Parish Council budget setting EGM in January.</p> <p>Following discussion, Members resolved unanimously that the Clerk would write to the Chair of the External Partnership Select Committee thanking them for the invitation while respectfully declining.</p>	

	<p>Cllr Malcaus Cooper requested that the Council consider moving this item to the confidential part of the meeting for further discussion, which was agreed.</p>	
<p>C/23/191</p>	<p>Cemetery Review</p> <p>Members were reminded that at the November meeting Council was of the opinion that the quotes submitted were not sufficiently detailed. It was resolved to request more detailed quote prior to engaging a consultant..</p> <p>The Clerk informed Members that Brookwood Cemetery had been contacted for assistance; however, no response had been forthcoming. Cllr Jennings-Evans had also proposed an alternative avenue, suggesting that the Clerk contact Southwark Council to glean insights into their cemetery extension process.</p> <p>Following this suggestion, the Clerk engaged in dialogue with the organisation responsible for overseeing the expansion of Southwark Cemetery. Their expertise revealed the intricate and costly nature of cemetery expansion, underscored by the imperative adherence to various environmental regulations and the possible requirement of environmental permits. Key considerations encompass drainage systems, proximity to water bodies, and protected sites such as areas of conservation, special protection areas, SSSI, local nature reserves, and ancient woodlands.</p> <p>Given these stringent prerequisites, any expansion necessitates comprehensive land surveys, environmental assessments, and drainage analysis, alongside consultation with burial ground specialists.</p> <p>Members were asked to read and note all information provided and consider their preferred course of action, <u>noting that in all cases, legal advice will be necessary, which would be discussed in the confidential part of this meeting.</u></p> <p>Options Available</p> <ol style="list-style-type: none"> 1. Continue to seek a consultant who can conduct a feasibility study and provide a detailed quote for the necessary works. 2. Form a dedicated Cemeteries committee tasked with adopting a holistic approach encompassing all three cemeteries. This committee will be responsible for ensuring seamless provision of burial facilities for residents across the parish both now and in the future. 3. Task each village committee with formulating a tailored cemetery improvement plan aimed at tackling capacity constraints and enhancing aesthetic appeal. Regular reporting to the Full Council will be essential to maintain a unified and coordinated approach across the burial authority. <p>Cllr Harris proposed, Cllr D Jennings-Evans seconded, and it was unanimously resolved that each village committee will formulate a tailored cemetery improvement plan aimed at tackling capacity constraints and enhancing aesthetic appeal. It was noted that</p>	<p>Village Committees</p>

	Windlesham Parish Council was one burial authority therefore regular reporting to the Full Council will be essential to maintain a unified and coordinated approach across the parish.	
C/23/192	<p>Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/23/193 To consider necessary legal services required for the cemetery review process</p> <p>C/23/194 Chairman's Community Reception – discuss award nominations</p> <p>C/23/195 Hook Mill Lane – Update</p> <p>C/23/196 Allotment Lease – Update</p> <p>C/23/197 To approve as a correct record the confidential resolution reports.</p> <p>C/23/198 Confidential Correspondence</p>	
C/23/193	<p>To consider necessary legal services required for the cemetery review process.</p> <p><i>21:25 Cllr Malcaus Cooper left the meeting.</i></p> <p>Members discussed the requirements as outlined in the confidential report. Cllr Jennings-Evans proposed, Cllr White seconded, and it was unanimously resolved to delegate authority to the Clerk to appoint company A to provide the necessary legal services.</p> <p><i>21:29 Cllr Malcaus Cooper joined the meeting.</i></p>	The Clerk
C/23/194	<p>Chairman's Community Reception – To discuss award nominations.</p> <p>Members discussed the award nominations and agreed on the award recipients as detailed in the confidential report.</p> <p>It was also noted that the deadline to send attendee invitations will be the 20th March and no amendments to the guest list will be made after this date.</p> <p>Finally, it was resolved that Cllr Malcaus Cooper will purchase floral arrangements for the event with a budget of £200. Additionally, Cllr White will arrange the refreshments.</p>	
C/23/195	<p>Hook Mill Lane Update</p> <p>Members reviewed the papers provided and resolved with 12 in favour, 0 against and 0 abstentions, to opening advertise its intention to market the Hook Mill Lane Depot site, delegating authority to the Clerk to obtain indicative quotes for the legal services required.</p>	The Clerk

	<p>It was also resolved to give authority to the Clerk to obtain an up-to-date valuation on the land and provide a copy of the Title Deeds and Covenant to any interested parties.</p> <p>It should be noted that Cllr Malcaus Cooper and Cllr Willgoss declared a non-pecuniary interest and did not vote.</p>	
C/23/196	<p>Allotment Lease Update</p> <p>Members reviewed the papers presented and unanimously resolved to carry out the actions as detailed in the confidential report.</p>	
C/23/197	<p>To approve as a correct record the confidential resolution reports</p> <p>It was resolved that the confidential report detailing the resolution for minute reference C/23/173 regarding the Allotment site was an accurate reflection of the discussion and decision on the night.</p>	
C/23/198	<p>Continuation of Correspondence</p> <p>The Council resolved to act as per the resolution in the confidential report.</p>	
	There being no further business the meeting closed at 22:15	

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
15/01/2024	DEC 23 EXP	524	AB EXPENSES	AB EXP	10.79	0.00	10.79	4435	325	3.99	Expenses - December 23
								4435	425	4.10	Expenses - December 23
								4435	525	2.70	Expenses - December 23
18/01/2024	GRANT	525	LIGHTWATER SCOUTS	LWATSC	2,000.00	0.00	2,000.00	4650	425	2,000.00	Grant to replace equipment
17/01/2024	214382-1	526	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	325	12.95	Allotment mgmt course - LS
								4350	425	13.30	Allotment mgmt course - LS
								4350	525	8.75	Allotment mgmt course - LS
17/01/2024	214386-1	527	SLCC ENTERPRISES LTD	SLCC	60.00	12.00	72.00	4350	325	22.20	Charitable Trusts - JW
								4350	425	22.80	Charitable Trusts - JW
								4350	525	15.00	Charitable Trusts - JW
17/01/2024	214376-1	528	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	325	11.10	Appraisal Process Guide - JW
								4350	425	11.40	Appraisal Process Guide - JW
								4350	525	7.50	Appraisal Process Guide - JW
17/01/2024	214384-1	529	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	325	12.95	Allotment Mgmt - LS
								4350	425	13.30	Allotment Mgmt - LS
								4350	525	8.75	Allotment Mgmt - LS
17/01/2024	214378-1	530	SLCC ENTERPRISES LTD	SLCC	15.00	3.00	18.00	4350	325	5.55	ChatGP - AI for council - JW
								4350	425	5.70	ChatGP - AI for council - JW
								4350	525	3.75	ChatGP - AI for council - JW
17/01/2024	214385-1	531	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	325	12.95	Cem & Churchar safety - LS
								4350	425	13.30	Cem & Churchar safety - LS
								4350	525	8.75	Cem & Churchar safety - LS
17/01/2024	214381-1	532	SLCC ENTERPRISES LTD	SLCC	165.00	33.00	198.00	4350	325	61.05	Cem Legal Compliance - LS
								4350	425	62.70	Cem Legal Compliance - LS
								4350	525	41.25	Cem Legal Compliance - LS
08/01/2024	1125456	533	CASTLE WATER	CASTL	46.14	0.00	46.14	4435	325	17.07	1 Oct 23 - 31 Mar 24'
								4435	425	17.53	1 Oct 23 - 31 Mar 24'
								4435	525	11.54	1 Oct 23 - 31 Mar 24'

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
TOTAL INVOICES					2,431.93	75.00	2,506.93			2,431.93	
			VAT ANALYSIS CODE	OTS @ 0.00%	2,056.93	0.00	2,056.93				
			VAT ANALYSIS CODE	S @ 20.00%	375.00	75.00	450.00				
TOTALS					2,431.93	75.00	2,506.93				

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
18/01/2024	1710	534	ST JOHNS	STJOH	77.00	0.00	77.00	4950	325	28.49	Hall hire - 6 March 24
								4950	425	29.26	Hall hire - 6 March 24
								4950	525	19.25	Hall hire - 6 March 24
19/01/2024	51372	535	MULBERRY CO	MULBE	95.00	19.00	114.00	4500	530	50.00	Training - Cllr Marr/RFO
								4350	320	16.65	Training - Cllr Marr/RFO
								4350	420	17.10	Training - Cllr Marr/RFO
								4350	520	11.25	Training - Cllr Marr/RFO
22/01/2024	51399	536	MULBERRY CO	MULBE	50.00	10.00	60.00	4500	530	50.00	Planning training - Cllr Richa
19/01/2024	1392	538	LIGHT ANGELS	LIGHTA	4,485.00	897.00	5,382.00	4915	350	1,495.00	Christmas trees for each villa
								4915	450	1,495.00	Christmas trees for each villa
								4915	550	1,495.00	Christmas trees for each villa
19/01/2024	1393	539	LIGHT ANGELS	LIGHTA	3,839.76	767.95	4,607.71	4195	550	3,839.76	Xmas light installation
19/01/2024	1394	540	LIGHT ANGELS	LIGHTA	4,482.06	896.41	5,378.47	4195	450	4,482.06	Xmas light installation
19/01/2024	1395	542	LIGHT ANGELS	LIGHTA	2,711.76	542.35	3,254.11	4915	350	2,711.76	Xmas light installation
TOTAL INVOICES					<u>15,740.58</u>	<u>3,132.71</u>	<u>18,873.29</u>			<u>15,740.58</u>	
VAT ANALYSIS CODE OTS @ 0.00%					77.00	0.00	77.00				
VAT ANALYSIS CODE S @ 20.00%					15,663.58	3,132.71	18,796.29				
TOTALS					<u>15,740.58</u>	<u>3,132.71</u>	<u>18,873.29</u>				

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/01/2024	14475-1	543	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	320	11.10	Neighbourhood Planning - JW
								4350	420	11.40	Neighbourhood Planning - JW
								4350	520	7.50	Neighbourhood Planning - JW
TOTAL INVOICES					<u>30.00</u>	<u>6.00</u>	<u>36.00</u>			<u>30.00</u>	
			VAT ANALYSIS CODE	S @ 20.00%	30.00	6.00	36.00				
TOTALS					<u>30.00</u>	<u>6.00</u>	<u>36.00</u>				

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2024	1799	545	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Grounds Maint - Jan 24
30/01/2024	29	546	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Meetin g- 10 Jan 24
								4950	425	5.70	Meetin g- 10 Jan 24
								4950	525	3.75	Meetin g- 10 Jan 24
TOTAL INVOICES					<u>2,145.00</u>	<u>426.00</u>	<u>2,571.00</u>			<u>2,145.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					15.00	0.00	15.00				
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					<u>2,145.00</u>	<u>426.00</u>	<u>2,571.00</u>				

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
31/01/2024	3607	547	NEIL CURTIS	NEIL	540.00	0.00	540.00	4005	400	180.00	3 x Ashes Internment	
								4005	500	360.00	3 x Ashes Internment	
31/01/2024	JAN 24 EXP	548	AB EXPENSES	AB EXP	16.88	0.00	16.88	4435	325	6.25	AB Expenses - Jan 24	
								4435	425	6.41	AB Expenses - Jan 24	
								4435	525	4.22	AB Expenses - Jan 24	
31/01/2024	77519	550	SSE BUSINESS	SSE	126.73	6.33	133.06	4915	350	126.73	Xmas lights - Bagshot High Str	
31/01/2024	1576	552	ZENTECH IT	FRE01	338.28	67.66	405.94	4440	325	125.16	Licence fees/support - Jan 24	
								4440	425	128.55	Licence fees/support - Jan 24	
								4440	525	84.57	Licence fees/support - Jan 24	
TOTAL INVOICES					<u>1,021.89</u>	<u>73.99</u>	<u>1,095.88</u>			<u>1,021.89</u>		
VAT ANALYSIS CODE F @ 5.00%					126.73	6.33	133.06					
VAT ANALYSIS CODE OTS @ 0.00%					556.88	0.00	556.88					
VAT ANALYSIS CODE S @ 20.00%					338.28	67.66	405.94					
TOTALS					<u>1,021.89</u>	<u>73.99</u>	<u>1,095.88</u>					

Top Level for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/02/2024	1 FEB 24	549	PRINCE STONEMASONS	PRINCE STO	1,510.00	0.00	1,510.00	4060	500	1,510.00	Misc work on plots - W'sham
								335		-1,510.00	Misc work on plots - W'sham
								6000	500	1,510.00	Misc work on plots - W'sham
05/02/2024	214731-1	551	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	320	12.95	AB - UNDERSTANDING QUOTES ...
								4350	420	13.30	AB - UNDERSTANDING QUOTES ...
								4350	520	8.75	AB - UNDERSTANDING QUOTES ...
02/02/2024	2038698	553	SURREY HEATH	SHBC01	7,506.53	1,501.31	9,007.84	4165	310	2,927.55	Greenspace - Feb 24
								4165	410	2,927.55	Greenspace - Feb 24
								4165	510	1,651.43	Greenspace - Feb 24
02/02/2024	2038699	554	SURREY HEATH	SHBC01	65.39	13.08	78.47	4220	410	65.39	LW playground insp - FEB 24
05/02/2024	202402	555	SURREY HEATH	SHBC01	100.00	0.00	100.00	4950	325	37.00	Room hire - 10 & 23 Jan 24
								4950	425	38.00	Room hire - 10 & 23 Jan 24
								4950	525	25.00	Room hire - 10 & 23 Jan 24
TOTAL INVOICES					<u>9,216.92</u>	<u>1,521.39</u>	<u>10,738.31</u>			<u>9,216.92</u>	
VAT ANALYSIS CODE OTS @ 0.00%					1,610.00	0.00	1,610.00				
VAT ANALYSIS CODE S @ 20.00%					7,606.92	1,521.39	9,128.31				
TOTALS					<u>9,216.92</u>	<u>1,521.39</u>	<u>10,738.31</u>				

Top Level for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/02/2024	214891-1	559	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	320	11.10	National Planning Policy refor
								4350	420	11.40	National Planning Policy refor
								4350	520	7.50	National Planning Policy refor
13/02/2024	2675	560	SURREY ALC	SALC	365.00	0.00	365.00	4350	320	135.05	CiLCA Support course - SW
								4350	420	138.70	CiLCA Support course - SW
								4350	520	91.25	CiLCA Support course - SW
09/02/2024	31300	561	RIALTAS BUSINESS	REALTAS	43.10	8.62	51.72	4440	325	15.95	31300/561/Rialtas Business Sol
								4440	425	16.38	31300/561/Rialtas Business Sol
								4440	525	10.77	31300/561/Rialtas Business Sol
14/02/2024	3467	562	NP TREE MANAGEMENT	NPTREE	290.00	58.00	348.00	4195	310	107.30	33 Heywood Drive - tree cleara
								395		-107.30	33 Heywood Drive - tree cleara
								6000	310	107.30	33 Heywood Drive - tree cleara
								4195	410	110.20	33 Heywood Drive - tree cleara
								395		-110.20	33 Heywood Drive - tree cleara
								6000	410	110.20	33 Heywood Drive - tree cleara
								4195	510	72.50	33 Heywood Drive - tree cleara
								395		-72.50	33 Heywood Drive - tree cleara
								6000	510	72.50	33 Heywood Drive - tree cleara
13/02/2024	51459	563	MULBERRY CO	MULBE	50.00	10.00	60.00	4350	320	18.50	Meetings & Discussions - JW
								4350	420	19.00	Meetings & Discussions - JW
								4350	520	12.50	Meetings & Discussions - JW
30/06/2023	300623	564	ONE CALL	ONECA	61.83	12.37	74.20	4555	335	22.88	Pipework repair - HMD
								4555	435	23.50	Pipework repair - HMD
								4555	535	15.45	Pipework repair - HMD
30/06/2023	10448	565	ONE CALL	ONECA	53.75	10.75	64.50	4555	335	19.89	Pipework repair - St Johns
								4555	435	20.43	Pipework repair - St Johns
								4555	535	13.43	Pipework repair - St Johns
30/06/2023	10450	566	ONE CALL	ONECA	53.70	10.74	64.44	4555	335	19.87	Stopcock - St Johns

Top Level for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4555	435	20.41	Stopcock - St Johns
								4555	535	13.42	Stopcock - St Johns
30/06/2023	10451	567	ONE CALL	ONECA	89.15	17.83	106.98	4555	335	32.99	Tap support post - St Johns
								4555	435	33.88	Tap support post - St Johns
								4555	535	22.28	Tap support post - St Johns
31/01/2024	10595	568	ONE CALL	ONECA	39.50	7.90	47.40	4555	325	14.62	Burst standpipe - St Johns
								4555	425	15.01	Burst standpipe - St Johns
								4555	525	9.87	Burst standpipe - St Johns
31/01/2024	10598	569	ONE CALL	ONECA	47.79	9.56	57.35	4555	335	17.68	Replacement pipe - St Johns
								4555	435	18.16	Replacement pipe - St Johns
								4555	535	11.95	Replacement pipe - St Johns
TOTAL INVOICES					<u>1,123.82</u>	<u>151.77</u>	<u>1,275.59</u>			<u>1,123.82</u>	
VAT ANALYSIS CODE OTS @ 0.00%					365.00	0.00	365.00				
VAT ANALYSIS CODE S @ 20.00%					758.82	151.77	910.59				
TOTALS					<u>1,123.82</u>	<u>151.77</u>	<u>1,275.59</u>				