



**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 THE ANNUAL MEETING OF WINDLESHAM PARISH COUNCIL**  
**Held on Tuesday 14<sup>th</sup> May 2024, at 7.15pm held at St Anne’s Church Centre, 45**  
**Church Road, Bagshot**

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

**In attendance:** Jo Whitfield –Clerk to the Council  
 Cllr Wheeler – Surrey Heath Borough Council  
 Cllr Mears – Surrey Heath Borough Council  
 Phil Richardson – Windlesham Resident  
 Gavin McLaughlin – Windlesham Resid  
 Cllr Thompson - Surrey Heath Borough Council

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

Cllr Turner outgoing Chair

Cllr Turner took the Chair

		Action
C/24/01	<p><b>To elect the Chairman of the Council and to receive the Chairman’s Declaration of Acceptance of Office</b></p> <p>Cllr Richardson informed Members that she would either abstain or vote against any nominee that in her opinion was either predisposed or predetermined on the matter of the CGR.</p> <p>One nomination was received as follows:</p> <p>Cllr Hills nominated and Cllr Stevens seconded Cllr Turner as Chairman. Cllr Turner indicated that he was happy to accept the nomination.</p> <p>A recorded vote was taken as requested by Cllr Richardson</p> <p>F – In Favour, A – Against, AB – Abstention, NP – Not Present</p>	

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

**It was resolved with 11 in favour, 1 against and 2 abstentions, to elect Cllr Turner as the Chairman of Windlesham Parish Council. Cllr Turner then duly signed the Declaration of Acceptance of Office**

**Cllr Turner informed Members that would not be taking the Chairman's allowance.**

*19:19 Cllr Gordon joined the meeting*

**C/24/02**

**To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office**

One nomination was received as follows:

Cllr Willgoss nominated, and Cllr Du Cann seconded, Cllr White as Vice-Chairman. Cllr White indicated that she was happy to accept the nomination.

A recorded vote was taken.

F – In Favour, A – Against, AB – Abstention, NP – Not Present

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

**It was resolved with 12 in favour, 0 against and 3 abstentions, to elect Cllr White as the Vice-Chairman of Windlesham Parish Council. Cllr White then duly signed the Declaration of Acceptance of Office**

**C/24/03**

**Apologies for absence**

Apologies for absence were received and accepted from Cllrs Hardless and Cllr Hartshorn.

C/24/04	<p><b>Declarations of interest</b></p> <p>There were no declarations of interest.</p>	
C/24/05	<p><b>Public question time</b></p> <p><b>There were no questions.</b></p> <p><i>19:28 Cllr Lewis joined the meeting</i></p>	
C/24/06	<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/24/26 Allotment Lease Update C/24/27 Staffing Matters</p> <p><b>Members agreed that the above items should be discussed in the confidential part of the meeting.</b></p>	
C/24/07	<p><b>Full Council Minutes</b></p> <ul style="list-style-type: none"> <li>• The minutes of the Full Council meetings held on 16<sup>th</sup> April 2024(EGM) and 23<sup>rd</sup> April 2024 <b>were approved and</b> signed by Cllr Turner.</li> </ul>	<b>Cllr Turner</b>
C/24/08	<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 17<sup>th</sup> April 2024, and 23<sup>rd</sup> April 2024 <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 and agreed the following recommendations therein:</p> <ul style="list-style-type: none"> <li>• Lightwater Committee – 16th April 2024 including recommendations therein. <ul style="list-style-type: none"> <li>o Recommendation to move any underspend from the Lightwater budget lines to the Pavilion EMR. The RFO has confirmed that there are no village-level underspends.</li> </ul> <p><b>Noted</b></p> <ul style="list-style-type: none"> <li>o Recommendation is put forward to Full Council to transfer the spend of up to £10K, previously agreed for the historical memorial repair work in Lightwater Cemetery, to the Lightwater Cemetery EMR. Please note that this may have an impact on item 25. <b>It was resolved as part of discussions under item 25 to approve the above transfer.</b></li> <li>o Recommendation to Full Council to get approval to seek legal advice regarding matters pertaining to Lightwater Cemetery and take any actions resulting from that.</li> </ul> <p><b>Approved</b></p> </li> </ul>	<b>Cllr White</b>

C/24/09

**Committees, Scheme of Delegation and Terms of Reference:**

- a. To appoint members to committees set up under the new committee system

Members were asked to consider which Committee(s) they wished to sit on for the year 24/25.

Membership for village committees will consist of all Councillors representing that village and it was recommended that all other committees will consist of a minimum of 6 members, 2 from each village.

**Bagshot Committee** Resolved: to appoint the following Councillors to the Bagshot Committee.

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

**Lightwater Committee** Resolved: to appoint the following Councillors to the Lightwater Committee.

**Cllr Harris  
Cllr Hartshorn  
Cllr Malcaus Cooper  
Cllr Jennings-Evans  
Cllr Turner  
Cllr D Jennings-Evans  
Cllr Stevens**

**Windlesham Committee** Resolved: to appoint the following Councillors to the Windlesham Committee.

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

**Personnel Committee** Resolved: to appoint the following Councillors to the Personnel Committee.

**Cllr Hills  
Cllr Du Cann  
Cllr White  
Cllr Jennings-Evans  
Cllr D Jennings-Evans  
Cllr Turner  
Cllr Malcaus Cooper**

**Planning**

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

**Communications**

Cllr Malcaus Cooper  
Cllr Gordon  
Cllr Lewis  
Cllr Turner  
Cllr Stevens  
Cllr Hills

- b. To consider the appointment of any new Committees

**No new committees were agreed.**

Review of **delegation arrangements, including** the scheme of delegation and terms of reference for existing Committees and Sub Committees

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

**Village Committee Terms of Reference**

**Cllr Malcaus Cooper asked the Clerk to confirm the greenspace percentage split as calculated using the SHBC GIS mapping. The Clerk confirmed that a sample of the data had been verified against measurements on Google Maps and confirmed that the percentage split was as follows:**

Lightwater = 33%  
Bagshot = 43%  
Windlesham = 24%

**The Terms of Reference were to be updated to reflect these figures.**

**Personnel, Planning & Communications Terms of Reference**

**Clarify that non-members of the Council may be non-voting members of the committee.**

**Scheme of Delegation**

**Cllr Malcaus Cooper proposed, Cllr Du Cann seconded, and it was resolved unanimously to update the scheme of delegation so that the Parish Clerk will have delegated authority to:**

	<p><b>Authorise expenditure for legal advice for Full Council and all committees, up to £2,500 for that class of expenditure (Legal &amp; HR) in the approved budget.</b></p> <p><i>20:08 Cllr Malcaus Cooper left the meeting</i></p>	
<p><b>C/24/10</b></p>	<p><b>To note the continuation of the agreed Committee working parties</b></p> <p><i>20:10 Cllr Malcaus Cooper re-joined the meeting</i></p> <p><b>Members resolved to approve the continuation of the active working parties below, noting the terms of reference as presented:</b></p> <ul style="list-style-type: none"> <li>• Windlesham Traffic &amp; Infrastructure Working Party – Noted</li> <li>• Windlesham Neighbourhood Plan – <b>Noted</b></li> <li>• Bagshot Traffic &amp; Infrastructure Working Party – <b>Noted</b></li> <li>• CGR Working Party – if SHBC accept the request</li> </ul> <p><b>Cllrs Richardson and Lewis queried the membership of the CGR working party and there was some discussion surrounding pre-determination. Members acknowledged that there were varying opinions on the matter but agreed to note the Terms of Reference</b></p>	
<p><b>C/24/11</b></p>	<p><b>Setting the dates, times and place of ordinary meetings of the Full Council and committees for the year ahead</b></p> <p>Members were presented with a draft meeting schedule and <b>resolved to adopt the dates and times as stated below:</b></p> <p><b><u>Full Council meetings</u></b></p> <p>To be held 10 times per year on the following dates.</p> <p>14<sup>th</sup> May 2024 – Annual Council Meeting Election of Chairman etc  25<sup>th</sup> June 2024 – <b>Only if required.</b>  23<sup>rd</sup> July 2024  24<sup>th</sup> September 2024 – Sign off External Audit  29<sup>th</sup> October 2024 – Budget and Precept  26<sup>th</sup> November 2024 – Budget and Precept Audit  21<sup>st</sup> January 2025 – Precept demand  25<sup>th</sup> February 2025  25<sup>th</sup> March 2025 – Year end Accounts  22<sup>nd</sup> April 2025  20<sup>th</sup> May 2025 – Next municipal year Annual Council Meeting Election of Chairman etc</p> <p>Start time: 7.15pm</p> <p><b><u>Planning Committee meetings</u></b></p>	

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

14<sup>th</sup> May 2024 - Start time: 6:30pm  
29<sup>th</sup> May 2024 – Start time: 6:30pm  
12<sup>th</sup> June 2024 - Start time: 11am  
26<sup>th</sup> June 2024 - Start time 11am  
10<sup>th</sup> July 2024 - Start time: 11am  
23<sup>rd</sup> July 2024- Start time: 6:30pm  
14<sup>th</sup> August 2024 - Start time: 11am  
4<sup>th</sup> September 2024 - Start time: 11am  
24<sup>th</sup> September 2024 - Start time: 6:30pm  
9<sup>th</sup> October 2024 - Start time: 11am  
29<sup>th</sup> October 2024 - Start time: 6:30pm  
13<sup>th</sup> November 2024 - Start time: 11am  
26<sup>th</sup> November 2024 - Start time: 6:30pm  
18<sup>th</sup> December 2024 - Start time: 11am  
8<sup>th</sup> January 2025 - Start time: 11am  
21<sup>st</sup> January 2025 - Start time: 6:30pm  
12<sup>th</sup> February 2025 - Start time: 11am  
25<sup>th</sup> February 2025 - Start time: 6:30pm  
12<sup>th</sup> March 2025 - Start time: 11am  
25<sup>th</sup> March 2025 - Start time: 6:30pm  
9<sup>th</sup> April 2025 - Start time: 11am  
22<sup>nd</sup> April 2025 - Start time: 6:30pm  
7<sup>th</sup> May 2025 - Start time: 11am  
20<sup>th</sup> May 2025 - Start time: 6:30pm

**Personnel Committee**

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

9<sup>th</sup> July 2024  
1<sup>st</sup> October 2024  
14<sup>th</sup> January 2025  
8<sup>th</sup> April 2025

Start time: 6.30pm

**Communications Committee**

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

9<sup>th</sup> July 2024  
1<sup>st</sup> October 2024  
14<sup>th</sup> January 2025  
8<sup>th</sup> April 2025

Start time: 7.30pm

**Budget Setting Meetings**

W/C 16<sup>th</sup> September 2024 - Committees to meet informally to discuss village budget requirements.

8<sup>th</sup> October 2024 – Chair of Committees to meet to discuss overall Council budget for the 1<sup>st</sup> time.

15<sup>th</sup> October 2024 – Chair of Committees to meet to discuss overall Council budget for the 2<sup>nd</sup> time.

Budget to be discussed at October Full Council meeting

12<sup>th</sup> November 2024 – Chair of Committees to meet to discuss overall Council budget for the final time.

Budget to be agreed at the November Full Council meeting.

### **Annual Parish Meeting**

19<sup>th</sup> March 2025 7pm

### **Community Reception**

26<sup>th</sup> April 2025 3pm-5pm – It was resolved unanimously to invite the HRH the Duchess of Edinburgh to present the awards.

### **Village Committee Meetings**

#### **Lightwater Committee:**

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

2nd July 2024

8th October 2024

15th January 2025

15th April 2025

Start time: 7.30pm

#### **Bagshot Committee:**

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

30<sup>th</sup> July 2024

12<sup>th</sup> November 2024

4<sup>th</sup> February 2025

6<sup>th</sup> May 2025

Start time: 7.00pm

#### **Windlesham Committee:**

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

29<sup>th</sup> May 2024

11<sup>th</sup> September 2024

4<sup>th</sup> December 2024

5<sup>th</sup> March 2025

Start time: 7.00pm



C/24/12

**Review of representation on or work with outside organisations**

Members were presented with a list of organisations that historically the Parish Council have had Councillor representation.

Members were asked to consider whether representation was still required for the organisations listed and if so to consider if they wish to act as the Parish Council representative.

**It was resolved to appoint the following Members:**

**ANNUAL APPOINTMENTS 24/25**

Bagshot

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

Lightwater

Briars' Centre Users & Stakeholders	Cllr Jennings-Evans & Cllr Harris
Lightwater Society	Cllr Malcaus Cooper Turner

Windlesham

Windlesham Field of Remembrance	Cllr Lewis
---------------------------------	------------

Cllr Lewis or Cllr Hardless will ask Windlesham Society if they would like a representative from the Council to be part of their committee.'

General

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

**LONGER TERM APPOINTMENTS WITH A 4 YEAR TERM**

Valley End Institute – Cllr McGrath will represent the Parish Council until May 2027.

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

WC Lees Sick Poor Fund – Cllr McGrath and Helen Hansen-Hjul will represent the Parish Council until May 2027.

Windlesham United Charities (5 appointees)	Mr C Hills	4 years	Jan 2027
	Mrs R Hutchinson	4 years	TBC
	Mrs D Winterton	4 years	May 2025
	Mr J Winterton	4 years	TBC
	Mrs V White	4 years	Nov 2027

C/24/13	<p><b>Review of Standing Orders</b></p> <p>Councillors last reviewed and approved Standing Orders in January 2024 and since when there have been no updates.</p> <p>Action required: Members were asked to approve Standing Orders as presented.</p> <p><b>It was resolved to adopt the Standing Orders as presented and review within 12 months.</b></p>	
C/24/16	<p><b>Review of Financial Regulations</b></p> <p>Members were reminded that Financial Regulations were reviewed by Council and agreed at the Full Council meeting held on 23<sup>rd</sup> January 2024.</p> <p>Since then NALC have released new model regulations. The Clerk reviewed the model regulations and amended them to suit the size and structure of the Council.</p> <p><b>Action required:</b></p> <p>Members were asked to review the Financial Regulations presented and either:</p> <ul style="list-style-type: none"> <li>• Approve and adopt as presented.</li> <li>or</li> <li>• Amend and adopt.</li> </ul> <p><b>Members resolved to adopt the Financial Regulations as presented.</b></p>	
C/24/15	<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 informed that the balance of assets held was £379,991.48 and that the register had been reviewed as part of the year-end accounts process.</p> <p>Members were asked to note the fixed asset register provided.</p> <p>Members noted that the bench outside Vickerys Estate Agent in Lightwater was not on the register.</p> <p><b>Members resolved to add the bench outside Vickerys Estate Agent in Lightwater and approve the asset register.</b></p>	The Clerk
C/24/16	<p><b>Review and confirmation of arrangements for insurance cover in respect of all insured risks.</b></p> <p>Councillors were asked to note that the Council's insurance was renewed in September 2021, following quotes being provided by our then broker, Came and Co and BHIB Insurance. It was agreed that the Council would enter into a 3-year long-term arrangement. This 3-year agreement ends on 30<sup>th</sup> September 2024.</p> <p><b>Noted</b></p>	

C/24/17	<p><b>Review of Council Policies</b></p> <p>Councillors were asked to note that Council Policies were reviewed at Full Council meetings held in November 2023, where all policies were adopted.</p> <p><b>It was resolved to note that the Council Policies had been adopted at the November 2023 Full Council meetings.</b></p> <p><b>Members also resolved to appoint a working party to review the policies during 2024.</b></p> <p><b>The working party will consist of:</b></p> <p><b>Cllr Turner</b>  <b>Cllr Malcaus Cooper</b>  <b>Cllr Jennings- Evans</b>  <b>Cllr Marr</b></p>	
C/24/18	<p><b>GDPR – Re-appointment of Data Protection Officer</b></p> <p>Members were reminded that the Council appointed GDPR-info as their Data Protection Officer and the contract will be up for renewal in June this year.</p> <p>Members were asked to consider re-appointing GDPR-info as the Council’s Data Protection Officer for the next 12 months.</p> <p><b>It was resolved to re-appoint GDPR-info and to delegate authority to the Clerk to pay up to £400 for their services.</b></p>	
C/24/19	<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 £14,489 and explained the individual items.</p> <p><b>It was resolved the payments (Appendix A) in the total sum of £14,489 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b></p>	
C/24/20	<p>b) <b>Budget Monitoring Report</b></p> <p>Members were presented with the budget monitoring report up to the 6<sup>th</sup> May 2024, detailing any overspends, and transfers or virements for approval.</p> <p><b>Actions required</b></p> <p>(i) <b>Councillors were asked to note levels of expenditure shown and the associated balance sheet;</b></p> <p>(ii) <b>Consider approval of the purchase of an Adobe licence with funding taken from EMR377 IT Equipment;</b></p>	

	<p><b>(iii) Consider the opening of an account at the Unity Trust Bank and confirm the proposed signatories.</b></p> <p><b>Councillors noted the Actual vs Budget report as of 6<sup>th</sup> May 2024 along with the corresponding Balance Sheet and Income and Expenditure reports.</b></p> <p><b>Members also resolved to approve the purchase of an Adobe licence, which would be funded from the IT Equipment EMR.</b></p> <p><b>Finally, it was resolved unanimously that the RFO would open a Unity Trust Bank Account and the signatories would be:</b></p> <p><b>Clerk of the Council</b></p> <ul style="list-style-type: none"> <li>- RFO</li> <li>- Cllr White</li> <li>- Cllr Malcaus Cooper</li> <li>- Cllr R Jennings-Evans</li> </ul>	
C/24/21	<p><b>To discuss Christmas provision 2024</b></p> <p style="text-align: center;"><b>a. Festive lighting 2024 – Update</b></p> <p>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.</p> <p><b>The contract is now in its third year and Members noted the provision each village will have for 2024, along with associated costs.</b></p> <p><b>It was also resolved that any spend over the 2024 budget will be funded from Village reserves as agreed during the budget process.</b></p> <p style="text-align: center;"><b>b. Village Christmas Trees</b></p> <p>In preparation for the festive season, quotes are being sought for the supply of this year’s Christmas trees. To simplify the process, as per last year, officers are seeking quotes to supply an all-inclusive package, whereby one company will supply, install, light, and remove the trees.</p> <p>Additionally, the electrics within the tree pits will be re-inspected and quotes provided for any work deemed necessary.</p> <p><b>Members resolved unanimously to delegate authority to the Clerk to obtain quotes and engage a supplier based on best value up to a value of £2,500 per village (including any necessary electrical work) with any spend over the allocated budgets to be funded from the general reserve.</b></p>	
C/24/22	<p><b>Committee on Standards in Public Life public bodies accountability consultation - Closes 17<sup>th</sup> May 2024</b></p> <p>Members were informed that the Council had received an email from SALC notifying them that the Committee on Standards in Public Life had recently issued a consultation on accountability in public bodies.</p>	

	<p>NALC will be submitting a response on the sector's behalf. However, to help them make sure all views were heard in their submission, Members were asked to complete a short survey.</p> <p>The council were asked to consider if they wish to respond to this consultation.</p> <p><b>Members resolved not to send a Council response, however Councillors would consider submitting responses individually.</b></p>	
<b>C/24/23</b>	<p><b>Clerks Update</b></p> <p><b>SHBC Annual Meeting</b> Members are reminded that the Chair of Council has been invited to attend the SHBC Annual Meeting on Wednesday 15<sup>th</sup> May 2024 at 7.30 pm.</p> <p><b>Sale of Hook Mill Lane Depot</b> In line with the resolution at the February Full Council meeting, a notice of intent to sell the land at Hook Mill Lane was placed in the Surrey Advertiser. The council has now received 8 expressions of interest. The Clerk has contacted land agents and conveyancing solicitors requesting quotes for their services however to date, only one quote has been received. A full report will be presented at the next Full Council meeting.</p> <p><b>Bagshot Cemetery Wall Repair</b> The repair of the perimeter wall at Bagshot Cemetery has experienced some setbacks caused by the presence of tree roots hindering the laying of necessary foundations. A tree specialist has assessed the situation and officers are working with the contractor to find a resolution.</p> <p><b>Greenspace Procurement</b> A full report will come to the Full Council in due course.</p> <p><b>Windlesham Neighbourhood Plan SharePoint</b> The above SharePoint site is currently being set up and is undergoing testing.</p> <p><b>War Memorials – Routine Structural Surveys</b> Officers are in the process of obtaining quotes to carry out routine structural surveys on all war memorials within the Parish. Additionally, quotes are being sought to refurbish the lettering on the Lightwater and Windlesham memorials. Please note that all three war memorials are Grade II listed and all works will be approved by SHBC planning.</p>	
<b>C/24/24</b>	<p><b>Correspondence</b></p> <p><b>The Clerk informed Members that the Council had received an FOI request for information pertaining to the last CGR.</b></p> <p><i>21:00 Cllrs R and D Jennings-Evans left the meeting</i></p>	
<b>C/24/25</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/24/26 Allotment Lease Update C/24/27 Staffing Matters</p>	
<b>C/24/26</b>	<p><b>Allotment Lease Update</b></p> <p><i>21:05 Cllr Lewis left the meeting</i></p> <p>Members discussed the options presented in the papers noting that as an allotment authority if there is a demand for allotments in its area, section 23 of the Small Holdings and Allotments Act 1908 puts the authority under a statutory duty to provide a sufficient number of allotments and to let them to persons residing in its area who want them. Representations may be made to the local authority on the need for allotments by any six resident registered electors.</p> <p><i>21:10 Cllr Lewis re-joined the meeting</i></p> <p>For the benefit of Cllr Lewis, Members recapped the discussion that took place in her absence.</p> <p><b>It was resolved to carry out the actions as detailed in the confidential report.</b></p>	
<b>C/24/27</b>	<p><b>Staffing Matters</b></p> <p>Members were informed that the Operations Coordinator had resigned and were asked how they wished to proceed.</p> <p><b>It was resolved to temporarily cover the role in house, with existing staff working additional hours on the terms set out in the confidential report.</b></p>	
	<p><b>There being no further business the meeting closed at 21:46</b></p>	

## Bagshot PL for Month No 1

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
29/04/2024	BVC/23/62 BPFA	90	GRANTS WPC	GRANTS	957.00	0.00	957.00	4650	340	957.00	Bagshot PFA - facilities maint
<b>TOTAL INVOICES</b>					<u>957.00</u>	<u>0.00</u>	<u>957.00</u>			<u>957.00</u>	
VAT ANALYSISCODE Z @ 0.00%					957.00	0.00	957.00				
<b>TOTALS</b>					<u>957.00</u>	<u>0.00</u>	<u>957.00</u>				

## Lightwater PL for Month No 2

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/05/2024	2039111	54	SURREY HEATH	SHBC01	65.39	13.08	78.47	4220	410	65.39	Lightwater Gym insp - May 24
<b>TOTAL INVOICES</b>					<u>65.39</u>	<u>13.08</u>	<u>78.47</u>			<u>65.39</u>	
VAT ANALYSISCODE S @ 20.00%					65.39	13.08	78.47				
<b>TOTALS</b>					<u>65.39</u>	<u>13.08</u>	<u>78.47</u>				



## Top Level for Month No 1

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/04/2024	3910	611	NEIL CURTIS	NEIL	180.00	0.00	180.00	4005	500	180.00	Ashes internment - Bunce
22/04/2024	EXP -APR 24 (2)	612	LUCY SHANNON EXPENSE	SHANNON	108.92	0.00	108.92	4435	225	108.92	Exp Apr 24 - 2nd part pmt
17/04/2024	2948	613	GREENLANDS	GREE	300.00	60.00	360.00	4060	300	250.00	Maint on stone/plinth + cablin
								4060	400	50.00	Maint on stone/plinth + cablin
24/04/2024	0095	614	CLARKE GAMMON WELLER CLARKE		350.00	70.00	420.00	4400	225	350.00	Valuation of land at HML depot
24/04/2024	3537	615	NP TREE MANAGEMENT	NPTREE	440.00	88.00	528.00	4915	210	440.00	Planting 4 trees at Bosman Dr
								395		-440.00	Planting 4 trees at Bosman Dr
								6000	210	440.00	Planting 4 trees at Bosman Dr
<b>TOTAL INVOICES</b>					<u>1,378.92</u>	<u>218.00</u>	<u>1,596.92</u>			<u>1,378.92</u>	
VAT ANALYSISCODE OTS @ 0.00%					288.92	0.00	288.92				
VAT ANALYSISCODE S @ 20.00%					1,090.00	218.00	1,308.00				
<b>TOTALS</b>					<u>1,378.92</u>	<u>218.00</u>	<u>1,596.92</u>				

## Top Level for Month No 1

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/04/2024	EXP 27 APR	616	WHITE	WHITE	233.68	1.54	235.22	4600	225	233.68	Expenses - Presentation Meetin
27/04/2024	3546	617	NP TREE MANAGEMENT	NPTREE	380.00	76.00	456.00	4915	210	380.00	Windmill Field fell willow tre
								395		-380.00	Windmill Field fell willow tre
								6000	210	380.00	Windmill Field fell willow tre
29/04/2024	75	618	ALL SAINTS CHURCH	ALLS	75.00	0.00	75.00	4950	325	27.75	Planning 17/4 and 27/4
								4950	425	27.75	Planning 17/4 and 27/4
								4950	525	19.50	Planning 17/4 and 27/4
<b>TOTAL INVOICES</b>					<u>688.68</u>	<u>77.54</u>	<u>766.22</u>			<u>688.68</u>	
VAT ANALYSISCODE OTS @ 0.00%					300.96	0.00	300.96				
VAT ANALYSISCODE S @ 20.00%					387.72	77.54	465.26				
<b>TOTALS</b>					<u>688.68</u>	<u>77.54</u>	<u>766.22</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
01/05/2024	591-1973	619	HARRISON ARBORICULT	HARRISON	120.00	24.00	144.00	4195	210	120.00	Bag Cem -visual tree assessmen
								395		-120.00	Bag Cem -visual tree assessmen
								6000	210	120.00	Bag Cem -visual tree assessmen
26/05/2024	LONGACRES	620	CLLR MALCAUS COOPER	MALCAUS	166.67	33.33	200.00	4600	225	166.67	Flowers for Comm Reception
<b>TOTAL INVOICES</b>					<u>286.67</u>	<u>57.33</u>	<u>344.00</u>			<u>286.67</u>	
VAT ANALYSISCODE S @ 20.00%					286.67	57.33	344.00				
<b>TOTALS</b>					<u>286.67</u>	<u>57.33</u>	<u>344.00</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
01/05/2024	2039110	621	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,070.99	Grounds maint - May 24
								4165	410	3,070.99	Grounds maint - May 24
								4165	510	1,732.36	Grounds maint - May 24
02/05/2024	2400060613	623	ST JOHN AMBULANCE	ST JOHN AM	370.00	74.00	444.00	4350	220	370.00	First Aid training - JW/SW
01/05/2024	202409	624	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	37.00	Hall Hire FC (16+23 April 24)
								4950	425	37.00	Hall Hire FC (16+23 April 24)
								4950	525	26.00	Hall Hire FC (16+23 April 24)
02/05/2024	215880-1	625	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	SLCC Emp the Basics - JW
02/05/2024	215881-1	626	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	SLCC - Disc & Greiv Proc - JW
02/05/2024	215882-1	627	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	220	35.00	SLCC - Psyc of Comm Engag - SK
02/05/2024	215883-1	628	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	220	35.00	SLCC - Social Media Cont- SK
02/05/2024	215885-1	629	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	220	35.00	SLCC - Allot management - LS
02/05/2024	215884-1	630	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	220	35.00	SLCC - Tips mana stress - LS
<b>TOTAL INVOICES</b>					<u>8,544.34</u>	<u>1,688.87</u>	<u>10,233.21</u>			<u>8,544.34</u>	
VAT ANALYSISCODE OTS @ 0.00%					100.00	0.00	100.00				
VAT ANALYSISCODE S @ 20.00%					8,444.34	1,688.87	10,133.21				
<b>TOTALS</b>					<u>8,544.34</u>	<u>1,688.87</u>	<u>10,233.21</u>				

**Top Level for Month No 1**

**Order by Invoices Entered**

**Nominal Ledger Analysis**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2024	92-154	622	GLENDALE	GLEND	258.00	51.60	309.60	4060	400	43.00	Plaque instal - 5xW;1xL
								4060	500	215.00	Plaque instal - 5xW;1xL
<b>TOTAL INVOICES</b>					<u>258.00</u>	<u>51.60</u>	<u>309.60</u>			<u>258.00</u>	
VAT ANALYSIS CODE S @ 20.00%					258.00	51.60	309.60				
<b>TOTALS</b>					<u>258.00</u>	<u>51.60</u>	<u>309.60</u>				

## Windlesham PL for Month No 1

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
26/04/2024	3939	123	NEIL CURTIS	NEIL	180.00	0.00	180.00	4005	500	180.00	W'sham intern - Wheeler
<b>TOTAL INVOICES</b>					180.00	0.00	180.00			180.00	
VAT ANALYSISCODE OTS @ 0.00%					180.00	0.00	180.00				
<b>TOTALS</b>					180.00	0.00	180.00				

## Windlesham 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
01/05/2024	1840	124	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Wind. Cem maint - April 24
<b>TOTAL INVOICES</b>					<u>2,130.00</u>	<u>426.00</u>	<u>2,556.00</u>			<u>2,130.00</u>	
VAT ANALYSISCODE S @ 20.00%					2,130.00	426.00	2,556.00				
<b>TOTALS</b>					<u>2,130.00</u>	<u>426.00</u>	<u>2,556.00</u>				