



**Windlesham Parish Council**

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The Council Offices  
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**MINUTES OF THE FULL COUNCIL MEETING OF WINDLESHAM PARISH COUNCIL**  
**Held on Tuesday 23<sup>rd</sup> July 2024, at 7.15pm held at St Anne's Church Centre, 45**  
**Church Road, Bagshot**

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

**In attendance:** Jo Whitfield –Clerk to the Council

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

Cllr Turner took the Chair

		Action
<b>C/24/28</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs R Jennings-Evans, Hartshorn, Hills, Harris and Malcaus Cooper.	
<b>C/24/29</b>	<b>Declarations of interest</b>  There were no specific declarations of interest made however it was noted that dependent on discussion surrounding agenda item 10, Cllrs Hardless, Richardson, Lewis and Marr may recuse themselves due to predetermination.	
<b>C/24/30</b>	<b>Public question time</b>  There were no public present.	
<b>C/24/31</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/24/49      Greenspace Procurement C/24/50      To approve previous confidential resolutions C/24/51      Allotments Update	

	<p>C/24/52 Potential Sale of Hook Mill Lane Update</p> <p><b>Members resolved to move agenda item 16 to the end agenda and should any contractual discussion be required to move into the confidential part of the meeting.</b></p>	
C/24/32	<p><b>Full Council Minutes</b></p> <ul style="list-style-type: none"> <li>• The minutes of the Full Council meetings held on the 14<sup>th</sup> May 2024 <b>were approved and signed</b> by Cllr Turner.</li> </ul>	<b>Cllr Turner</b>
C/24/33	<p><b>Committee and Sub-Committee Minutes</b></p> <ol style="list-style-type: none"> <li>a. The minutes of the Planning Committee meetings held on the 14<sup>th</sup> May 2024, 29<sup>th</sup> May 2024, 12<sup>th</sup> June 2024, and the 3<sup>rd</sup> July 2024 <b>were approved and signed</b> by Cllr White &amp; Stevens.</li> <li>b. The minutes of the Personnel Committee meeting held on the 9<sup>th</sup> July 2024 <b>were approved and signed</b> by Cllr Turner <ul style="list-style-type: none"> <li>○ Recommendation to amend some of the HR policies –agenda item 9</li> </ul> </li> <li>c. The minutes of the Communications Committee meeting held on the 9<sup>th</sup> July 2024 <b>were approved and signed</b> by Cllr Turner.</li> </ol> <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>• <u>Bagshot Committee</u> – 7<sup>th</sup> May 2024</li> <li>• <u>Windlesham Committee</u> – 29<sup>th</sup> May 2024</li> <li>• <u>Lightwater Committee</u> – 2<sup>nd</sup> July 2024 and EGM 17<sup>th</sup> July 2024 including the following recommendations <ul style="list-style-type: none"> <li>○ To request that the Lightwater Cemetery Fencing and Topographical Survey be funded at top level from a Full Council budget or General Reserve – See agenda item 17.</li> </ul> </li> </ul>	<p><b>Cllrs White &amp; Stevens</b></p> <p><b>Cllr Turner</b></p> <p><b>Cllr Turner</b></p>
C/24/34	<p><b>To consider appointing an additional Councillor to the Personnel Committee</b></p> <p>Members were reminded that at the May Full Council meeting appointments were made to all standing committees.</p> <p>At the time no Windlesham Councillors indicated an interest in being appointed to the Personnel Committee and it was resolved that they would confer with Cllr Hardless who was absent at the time.</p> <p>Cllr Hardless has now indicated his desire to join the Personnel Committee.</p> <p>Members were asked to consider appointing Cllr Hardless.</p> <p><b>Cllr Hardless proposed, Cllr Richardson seconded, and it was resolved unanimously to appoint Cllr Hardless to the Personnel Committee.</b></p>	

<p><b>C/24/35</b></p>	<p><b>To consider an amendment to the Personnel Committee and CGR working party Terms of Reference</b></p> <p><b>Personnel Committee Terms of Reference</b></p> <p>Members were asked to approve the amendment to clause n below, to include a reference to workplace culture and behaviours.</p> <p><i>‘in accordance with appropriate council policy and processes, and review them as necessary, including considerations of workplace culture and behaviour’.</i></p> <p><b>It was unanimously resolved to accept the above amendment.</b></p> <p><b>CGR Working Party Terms of Reference</b></p> <p>Following liaison with the Head of Legal at SHBC, who reviewed the terms of reference for the CGR working party, the terms of reference have been amended to reflect his recommendation to include the following bullet point:</p> <ul style="list-style-type: none"> <li>• Contracts and Assets including Land <ul style="list-style-type: none"> <li>○ To consider an impact risk assessment specifically relating to current contracts, and assets including land.</li> </ul> </li> </ul> <p>Cllr Richardson suggested the clause above should include future contracts.</p> <p><b>A vote was taken and it was resolved with 8 in favour, 0 against and 4 abstentions to add the following to the CGR terms of reference:</b></p> <ul style="list-style-type: none"> <li>• <b>Contracts and Assets including Land</b> <ul style="list-style-type: none"> <li>○ <b>To consider an impact risk assessment specifically relating to both current and future contracts that may be impacted, as well as assets including land.</b></li> </ul> </li> </ul> <p>Please note that, following the meeting Cllr Richardson requested it be recorded that all WVC Councillors present abstained from voting.</p>	
<p><b>C/24/36</b></p>	<p><b>HR Policies for review</b></p> <p>Councillors were asked to note that at Full Council meeting held in May 2024, it was resolved to appoint a working party to review the policies during 2024.</p> <p>The working party members are as follows:</p> <p>Cllr Turner  Cllr Malcaus Cooper  Cllr Jennings- Evans  Cllr Marr</p> <p>Both the working party and the HR Committee have reviewed the HR policies and Members are now asked to review and adopt the following policies noting the amendments and recommended new policies.</p>	

	<p>Absence Policy –CHANGES FOR REVIEW – Clause 2.4 changes to wording around sick leave whilst on annual leave. -<b>Personnel Committee Members resolved to approve these changes.</b></p> <p>Dignity at Work Policy -<b>Personnel Committee Members resolved to make reference to a whistleblowing policy in clause 6.</b></p> <p>Disciplinary Policy - NO CHANGES</p> <p>Equality and Diversity Policy - NO CHANGES</p> <p>Flexible Working Policy – CHANGES FOR REVIEW – Clause 4: number of requests and Clause 6: Timeframe dealing with requests. - <b>Personnel Committee Members resolved to approve these changes.</b></p> <p>Grievance Policy – <b>Personnel Committee Members resolved to make reference to a whistleblowing policy in clause 1.3.10</b></p> <p>Health and Safety Statement – NO CHANGES</p> <p>Lone Working Policy – CHANGES - Minor wording amendment - <b>Personnel Committee Members resolved to approve these changes.</b></p> <p>Recruitment Policy – <b>Personnel Committee Members resolved to change the wording in clause 4.1 to reflect that the staffing sub-committee is responsible for recruitment of the Clerk.</b></p> <p>TOIL Policy – NO CHANGES</p> <p>Training Policy – NO CHANGES</p> <p>Internal Privacy Policy – NO CHANGES</p> <p>Personnel Committee Members also unanimously resolved that Council should consider both a whistleblowing policy and probationary policy.</p> <p><b>It was resolved to refer to the whistleblowing policy as a speak up policy, to approve the other changes and adopt the above policies.</b></p>	
<p><b>C/24/37</b></p>	<p><b>Community Governance Review – working party verbal update</b></p> <p>Note: Due to established predetermination on the matter Cllrs Hardless, Richardson, Lewis and Marr recused themselves, leaving 8 remaining Cllrs.</p> <p>Cllr Turner gave a verbal update and presented the following working party recommendations to Members for consideration:</p> <p>It was recommended that the Clerk, on behalf of the Full Council, write to the CEO of Surrey Heath Borough Council to obtain written confirmation that SHBC has received the CGR request and to ascertain how the request will be processed and the expected timescales. Additionally, the working party recommended that WPC request the opportunity to make representations to the SHBC working party, committee, or Full Council that will be reviewing the request prior to any formal decision being made.</p>	

	<p><b>Cllr Gordon proposed, Cllr Willgoss seconded, and it was resolved with 8 in favour, 0 against and 0 abstentions, to accept the above recommendation with the following additional request: That WPC have sight of the SHBC paper for presentation to Council prior to SHBC's consideration of the request</b></p>	Clerk
<b>C/24/38</b>	<p><b>Finance</b></p> <p>a) <b>Accounts for payment</b> - The Clerk presented a list of expenditure transactions for approval, in the sum of £40,054.13 and explained the individual items.</p> <p><b>It was resolved the payments (Appendix A) in the total sum of £40,054.13 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b></p>	
<b>C/24/39</b>	<p><b>Bank reconciliations</b></p> <p>Members were asked to review the bank reconciliations for May 24 and June 24.</p> <p><b>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.</b></p>	
<b>C/24/40</b>	<p><b>Budget Monitoring Report</b></p> <p>Members were presented with the budget monitoring report up to the 23<sup>rd</sup> July 2024, detailing any overspends, and transfers or virements for approval.</p> <p>Actions required</p> <ul style="list-style-type: none"> <li>○ Councillors were asked to note levels of expenditure shown and the associated balance sheet approving the overspends shown; <b>NOTED</b></li> <li>○ Councillors were asked to approve any excess spend on electrical work related to the village Christmas trees over and above the levels currently in place and authorise any such spend to be funded from the general reserve. - <b>APPROVED</b></li> <li>○ Councillors were asked to approve entering a contract with Mailchimp at £16 per month (£192pa) with the costs to be taken from the marketing budget. <b>APPROVED</b></li> <li>○ Councillors were asked to note the table of commitments shown under item 6. The aim is to update this monthly to ensure that the Council has an up-to-date understanding of commitments made and reserves available. <b>NOTED</b></li> </ul> <p><b>Councillors either noted or approved the contents and actions in the Actual vs Budget report as of 23<sup>rd</sup> July 2024 along with the corresponding Balance Sheet and Income and Expenditure reports.</b></p>	

C/24/41	<p><b>Council to consider delegating authority to the Clerk to spend from tree maintenance EMR</b></p> <p>Members were reminded that under the scheme of delegation, the Clerk is able to authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget up to £2,500. However, in the 24-25 budget no provision was made for tree maintenance as it was agreed that all expenditure will be funded from the tree maintenance EMR.</p> <p>To ensure ad hoc tree works can be carried out as necessary, without the need to convene a meeting, Members were asked to consider giving the Clerk delegated authority to spend from tree maintenance EMR.</p> <p><b>It was resolved unanimously to delegate authority to the Clerk to approve expenditure from the Tree Maintenance EMR for tree maintenance.</b></p> <p><b>Additionally, Councillors requested notification of any major tree works are being carried out within the villages.</b></p>	
C/24/42	<p><b>Trees:</b></p> <p><b>a. To consider re-surveying the Parish Council tree stock</b></p> <p>Members were asked to decide if they wished to commission the SHBC contractor to conduct a survey on Parish trees at the same time the SHBC tree survey is carried out.</p> <p>The cost is £3.41 per tree, with an estimated total of between £1,657.26 + VAT and £2,387 + VAT. Members noted that this rate was contingent upon WPC's tree survey being conducted concurrently with SHBC's tree survey.</p> <p><b>Members resolved to approve the above survey and to fund from the tree EMR.</b></p> <p><i>20:17 Cllr White left the meeting</i>  <i>20:19 Cllr White rejoined the meeting</i></p> <p><b>b. To take part in Surrey County Council's <a href="#">1.2 Million Tree Strategy</a> to plant trees, hedgerows, fruit trees or other tree planting within the Parish.</b></p> <p>Members were asked to consider if they would like to take part in the SCC tree planting scheme.</p> <p>Members were informed that the council would be responsible for planting the trees and having a watering and maintenance programme in place for a period of 3 years.</p> <p>Members were also informed that the indicative figures for the initial watering and maintenance programme were £1,710 per tree</p>	

	<p><u>Funding</u> Members were asked to note that if the tree survey being discussed under item 15a is approved, the tree EMR, which currently stands at £46,000 could be significantly depleted by any necessary remedial works.</p> <p><b>It was resolved unanimously not to take part in this scheme.</b></p>	
<p><b>C/24/43</b></p>	<p><b>To consider a request from the Lightwater Committee to fund the perimeter fencing for the Lightwater Cemetery and topographical survey</b></p> <p>In light of the Full Council resolution minute ref: C/23/191, where it was resolved that each village committee would develop a tailored cemetery improvement plan to address capacity constraints and enhance aesthetic appeal, the Lightwater Committee resolved to conduct a topographical survey with the aim of extending the cemetery. Additionally, the committee agreed to obtain quotes to install chestnut pale fencing around the perimeter of the cemetery.</p> <p>At the Lightwater Committee meeting held on 2nd July 2024, Members resolved to propose a motion to Full Council requesting that the cemetery fencing, and topographical survey be classified as top-level expenses.</p> <p>Quotes have been sought, and the indicative pricing is as follows:</p> <ul style="list-style-type: none"> <li>• Topographical Survey: up to £10,000</li> <li>• Fencing: up to £18,300 + VAT</li> </ul> <p><u>Action</u></p> <p>Members were asked to review the above request and financial information provided and decide:</p> <ol style="list-style-type: none"> <li>1. Whether, in line with the Committee Terms of Reference, they approve the spend of over £15k on this project</li> </ol> <p>And if the spend is approved</p> <ol style="list-style-type: none"> <li>2. Whether the Full Council will agree to fund this project from the General Reserve</li> </ol> <p><b>It was resolved to approve a spend of over £15k if the Lightwater Committee funded the works from the Lightwater Village budget lines/EMR's. It was also agreed that the Lightwater Village Committee could make a further request to Full Council for funding once a detailed scope of works was available for the topographical survey.</b></p>	<p><b>LW Committee</b></p>
<p><b>C/24/44</b></p>	<p><b>Outside Organisations</b> - To receive any reports from representatives on outside organisations</p> <p>Cllr White reported that the James Butler Almshouses held an afternoon tea at the end of June, during which they planted two trees in memory of the late June Green and Jill Ward, who were trustees at the almshouses.</p>	

	<p>Cllr Gordon – Informed Members that the Bagshot Doctors surgery is carrying out a patient participation survey.</p> <p>Cllr Turner – Informed members that the Lightwater Society were currently liaising with local voluntary groups to ensure a more unified approach within the village.</p> <p>Cllr Lewis reported that the Windlesham Society politely declined the officer to have a representative from the Council on the committee.</p>	
<p><b>C/24/45</b></p>	<p><b>Clerks Update</b></p> <p><b>Christmas Trees and Festive Lighting</b></p> <p>Officers are awaiting the final quotes for the supply and installation of the Christmas trees. In line with minute ref: C/24/21B, the Clerk will engage a supplier based on best value, up to a maximum of £2,500 per village.</p> <p>Permissions have been requested for the festive lights to be sited on the lamp columns. The tree pit electrics in Bagshot have been assessed and will require remedial work, which is scheduled to be completed over the summer. Following discussions with the tree provider, they are hopeful that the work carried out last year at the Lightwater and Windlesham tree pits is sufficient. Electrical safety tests will be conducted in September.</p> <p><b>Bank Mandates</b></p> <p>The application for Unity Bank has been submitted, and all necessary forms have been completed. We are now waiting for the bank to contact the signatories.</p> <p><b>Parish Council Newsletter</b></p> <p>At the last Communications Committee meeting it was resolved to proceed with the production of a quarterly newsletter, which will be available in the Autumn.</p> <p><b>Cemetery Review Update</b></p> <p>Following a resolution at the February Full Council meeting, each village committee will formulate a tailored cemetery improvement plan aimed at addressing capacity constraints and enhancing aesthetic appeal. The village updates are as follows:</p> <p>Bagshot: The committee agreed that the Bagshot Councillors will conduct a walkaround and discuss the outcomes at the next Committee meeting.</p> <p>Lightwater: The committee has agreed to conduct a topographical survey of the cemetery and the land immediately behind it to inform decisions on future expansion. Additionally, the boundary fence will be replaced in preparation.</p>	



Windlesham: The committee has agreed to investigate the drainage in the old section of the cemetery. Alongside this, they are considering options to incorporate additional burial space.

### **Windmill Field Playground**

At the March Full Council meeting, and in line with the Committee Terms of Reference, Members were asked to approve spending up to £65,000 to replace Windmill Field playground. It was unanimously resolved to approve the expenditure, provided that at least 50% or more of the funds are sourced externally, with the majority of the funding coming from the landowner (SHBC).

Officers are currently investigating several funding opportunities, including the Veolia Environmental Trust, the National Lottery Awards for All England, and the Postcode Society Lottery.

Additionally, the initial application to Surrey County Council (SCC) for the Larger Community Projects fund has been submitted. An application will also be submitted to the Surrey Heath Borough Council (SHBC) Community Grant Scheme as soon as it opens.

A full update will be provided at the September Full Council meeting for review and a decision on whether Full Council will approve the £65K spend (including the use of the £15k playground EMR).

Cllr Lewis raised safety concerns regarding the condition of the playground and the Clerk informed Members that monthly inspections were carried out by qualified play inspectors. All risks noted by Cllr Lewis had either been rectified or were reported as low risk and would be monitored. The Clerk also informed Members that in light of the concerns raised, a qualified Member of the Greenspace Team would be further assessing the playground the following day (24<sup>th</sup> July). Cllr Lewis requested that she be present at the site inspection. The Clerk noted Cllr Lewis's request and said she would contact Greenspace and ascertain when they were scheduled to visit.

### **War Memorials**

Officers are liaising with conservators regarding structural and condition surveys for all war memorials within the Parish. Additionally, indicative quotes have been sought to refurbish the lettering on the Lightwater and Windlesham memorials. Early indications suggest that the Windlesham Village Committee will need to approve funding for re-lettering at their next Committee meeting, whereas Lightwater has sufficient funds within this year's budget and the work can be authorised under delegated authority. Please note that all three war memorials are Grade II listed, and all works will be approved by SHBC planning.

### **Surrey Heath Borough Council Pre-Submission Surrey Heath Local Plan (2019-2038): (Regulation 19)**

Members were informed that the Council has been invited to participate in the Pre-Submission Surrey Heath Local Plan (2019-2038): (Regulation 19)

	<p>The Publication period is open for the submission of representations from 7 Aug 2024 at 12:00 to 20 Sep 2024 at 12:00.</p> <p><b>Members agreed that the Planning Committee would consider a response to this consultation.</b></p>	
<p><b>C/24/46</b></p>	<p><b>Correspondence</b></p> <p><b>None</b></p>	
<p><b>C/24/47</b></p>	<p><b>To consider the greenspace procurement market engagement report</b></p> <p>Members were reminded that at the March Full Council meeting (minute ref: C/23/217) it was unanimously resolved to proceed with market engagement for the greenspace procurement tender.</p> <p>The market engagement has been completed, and Members were presented with the outcomes and asked to note the key response summary and recommendations.</p> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>1. Decision on Tender Approach: <ul style="list-style-type: none"> <li>○ Members are asked to decide between proceeding with a multi-lot or a single-lot approach for the tender.</li> </ul> <p style="margin-left: 40px;">If Proceeding with Multi-Lot Approach:</p> <p style="margin-left: 80px;">Specification of Lots:</p> <ul style="list-style-type: none"> <li>○ Determine the number of lots to be included in the tender.</li> <li>○ Define the scope and content of each lot.</li> </ul> </li> <li>3. Contract Term in Context of Potential Community Governance Review: <ul style="list-style-type: none"> <li>○ Approve an initial contract term of 3 years, with provisions for optional extensions.</li> <li>○ Ensure that the contract includes provisions for termination to accommodate changes arising from a Community Governance Review.</li> </ul> </li> <li>4. Delegation of Authority: <ul style="list-style-type: none"> <li>○ Decide whether to delegate authority to the Clerk, in conjunction with 2 Councillors from each village, to finalise the finer details of the tender specifications and proceed with the tender process</li> </ul> </li> </ol> <p><b>Members discussed the report presented and its recommendations.</b></p> <p><b>The remainder of the discussion was moved to the confidential part of the meeting due to references to existing contract terms.</b></p>	

<b>C/24/48</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/24/49 Greenspace Procurement  C/24/50 To approve previous confidential resolutions  C/24/51 Allotments Update  C/24/52 Potential Sale of Hook Mill Lane Update</p>	
<b>C/24/49</b>	<p><b>To consider the greenspace procurement market engagement report - continued</b></p> <p><b>Cllr Gordon proposed, Cllr Hardless seconded, and it was resolved unanimously to defer a decision until October/November 2024.</b></p> <p><b>Members noted that the WPC could continue with the existing contract until November 25. However, the Clerk reminded Members that a tender process could take some time, and the Council could be at risk if a decision were deferred too long.</b></p>	
<b>C/24/50</b>	<p><b>To approve previous confidential resolutions</b></p> <p><b>It was resolved to approve the confidential resolutions from the May 2024 Full Council meeting.</b></p>	
<b>C/24/51</b>	<p><b>Allotment Lease Update</b></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><b>It was resolved to carry out the actions as detailed in the confidential report.</b></p> <p><i>21:32 Cllr Gordon left the meeting</i>  <i>21:34 Cllr Gordon rejoined the meeting.</i></p>	
<b>C/24/52</b>	<p><b>Potential sale of Hook Mill Lane Update</b></p> <p><b>Members were asked to read the business case and supporting documentation presented and a vote was taken.</b></p> <p><b>Members unanimously voted in favour of proceeding with the sale of the Hook Mill Lane depot site and delegated authority to the Clerk, Cllr Turner, Cllr White and Cllr Hardless to obtain firm quotes from land agents and appoint based on best value.</b></p>	<b>Clerk, Cllrs Turner, White &amp; Hardless</b>

	<b>There being no further business the meeting closed at 21:41</b>	

**Bagshot PL for Month No 3**

**Order by Invoices Entered**

**Nominal Ledger Analysis**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
20/06/2024	825577	96	WICKSTEED	WICKS	26,500.00	5,300.00	31,800.00	4220	310	13,500.00	Freemantle Rd playground equip
								380		-13,500.00	Freemantle Rd playground equip
								6000	310	13,500.00	Freemantle Rd playground equip
								4220	310	13,000.00	Freemantle Rd playground equip
<b>TOTAL INVOICES</b>					<u>26,500.00</u>	<u>5,300.00</u>	<u>31,800.00</u>			<u>26,500.00</u>	
VAT ANALYSIS CODE S @ 20.00%					26,500.00	5,300.00	31,800.00				
<b>TOTALS</b>					<u>26,500.00</u>	<u>5,300.00</u>	<u>31,800.00</u>				

## Bagshot PL for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/05/2024	146-24	97	ANGEL FACES	ANGELF	150.00	0.00	150.00	4220	310	150.00	Face painting 6 Ju;ly 24 SLF
								345		-150.00	Face painting 6 Ju;ly 24 SLF
								6000	310	150.00	Face painting 6 Ju;ly 24 SLF
<b>TOTAL INVOICES</b>					<u>150.00</u>	<u>0.00</u>	<u>150.00</u>			<u>150.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					150.00	0.00	150.00				
<b>TOTALS</b>					<u>150.00</u>	<u>0.00</u>	<u>150.00</u>				

**Bagshot PL for Month No 4**

**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
19/05/2024	2950	98	GREENLANDS	GREE	180.00	36.00	216.00	4220	310	180.00	BPF - remove dog bin & replace
<b>TOTAL INVOICES</b>					<u>180.00</u>	<u>36.00</u>	<u>216.00</u>			<u>180.00</u>	
VAT ANALYSISCODE S @ 20.00%					180.00	36.00	216.00				
<b>TOTALS</b>					<u>180.00</u>	<u>36.00</u>	<u>216.00</u>				

**Lightwater PL for Month No 3**

**Order by Invoices Entered**

**Nominal Ledger Analysis**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
21/06/2024	4199	55	NEIL CURTIS	NEIL	150.00	0.00	150.00	4060	400	150.00	Test dig - 159c, 57b,50b
<b>TOTAL INVOICES</b>					<u>150.00</u>	<u>0.00</u>	<u>150.00</u>			<u>150.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					150.00	0.00	150.00				
<b>TOTALS</b>					<u>150.00</u>	<u>0.00</u>	<u>150.00</u>				



**Top Level for Month No 3**

**Order by Invoices Entered**

**Nominal Ledger Analysis**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
22/06/2024	0167	649	ASTORIA ELECTRICAL	ASTORIA	300.00	60.00	360.00	4550	235	300.00	replace 2x5ft lights to LED eq
20/01/2024	1396	650	LIGHT ANGELS	LIGHTA	1,390.70	278.14	1,668.84	4195	350	463.57	Electrics - Xmas tree power
								4195	450	463.57	Electrics - Xmas tree power
								4195	550	463.56	Electrics - Xmas tree power
<b>TOTAL INVOICES</b>					<u>1,690.70</u>	<u>338.14</u>	<u>2,028.84</u>			<u>1,690.70</u>	
VAT ANALYSISCODE S @ 20.00%					1,690.70	338.14	2,028.84				
<b>TOTALS</b>					<u>1,690.70</u>	<u>338.14</u>	<u>2,028.84</u>				

## Top Level for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/06/2024	4211	651	NEIL CURTIS	NEIL	380.00	0.00	380.00	4005	400	190.00	Internment - Walters (L'water)
								4005	500	190.00	Internment - Perrett (Wind)
27/06/2024	113952	654	GOODWATER LTD	GOODWATER	35.00	7.00	42.00	4435	225	35.00	Legionella sample (office)
<b>TOTAL INVOICES</b>					<u>415.00</u>	<u>7.00</u>	<u>422.00</u>			<u>415.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					380.00	0.00	380.00				
VAT ANALYSISCODE S @ 20.00%					35.00	7.00	42.00				
<b>TOTALS</b>					<u>415.00</u>	<u>7.00</u>	<u>422.00</u>				

**Top Level for Month No 4**

**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
01/07/2024	2039383	652	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,385.97	Greenspace - July 24
								4165	410	2,598.53	Greenspace - July 24
								4165	510	1,889.84	Greenspace - July 24
01/07/2024	2039384	653	SURREY HEATH	SHBC01	130.78	26.16	156.94	4220	310	65.39	Gym Insp - LW Rec/School Lane
								4220	410	65.39	Gym Insp - LW Rec/School Lane
<b>TOTAL INVOICES</b>					<u>8,005.12</u>	<u>1,601.03</u>	<u>9,606.15</u>			<u>8,005.12</u>	
VAT ANALYSISCODE S @ 20.00%					8,005.12	1,601.03	9,606.15				
<b>TOTALS</b>					<u>8,005.12</u>	<u>1,601.03</u>	<u>9,606.15</u>				

**Top Level for Month No 3**

**Order by Invoices Entered**

**Nominal Ledger Analysis**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/06/2024	1789	655	ZENTECH IT	FRE01	643.31	128.66	771.97	4430	225	259.70	Microsoft 365 monthly licence
								4435	225	323.61	Printer inks etc
								4425	225	60.00	Support - password reset, emai
<b>TOTAL INVOICES</b>					<u>643.31</u>	<u>128.66</u>	<u>771.97</u>			<u>643.31</u>	
VAT ANALYSISCODE S @ 20.00%					643.31	128.66	771.97				
<b>TOTALS</b>					<u>643.31</u>	<u>128.66</u>	<u>771.97</u>				

**Windlesham PL for Month No 3**

**Order by Invoices Entered**

**Nominal Ledger Analysis**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
21/06/2024	4197	133	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Internment - Sleet (21 June 24
<b>TOTAL INVOICES</b>					<u>190.00</u>	<u>0.00</u>	<u>190.00</u>			<u>190.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
<b>TOTALS</b>					<u>190.00</u>	<u>0.00</u>	<u>190.00</u>				

## Windlesham PL for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/06/2024	1872	134	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Cemetery Maint - June 24 work
<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>				