



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 24th September 2024, at 7.15pm held at St Anne’s Church Centre, 43 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council

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

Cllr Turner was in the Chair

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		Action
C/24/53	Apologies for absence Apologies for absence were received and accepted from Cllrs Willgoss and Hartshorn	
C/24/54	Declarations of interest Cllr R Jennings-Evans declared a non-pecuniary interest in items 17 and 24 due to her position as a SCC Councillor Cllr Malcaus Cooper declared a non-pecuniary interest in item 22 stating that she is a director of SALC. Cllr Gordon declared a non-pecuniary interest in item 15 noting that he is working alongside Harpey Asprey to deliver an event at his place of work.	
C/24/55	Public question time Cllr Turner read aloud the following representation from a Windlesham resident. Would Members agree to the proposition - that the first principle of Democracy – by definition - is participation of citizens and – that freedom of expression and debate are the cornerstone of a healthy functioning Democracy. Would they also agree - that the only opportunity for debate - in our existing arrangements - is the Annual Parish Meeting of Electors -	

	<p>and - that the Law governing APM's - does allow for Debate to be a framework of the event - including arrangements for a Vote to be conducted – if necessary - the outcome of which to be considered - as advisory to the council.</p> <p>Debate - is defined as a process that involves formal discourse - discussion - and oral address on a particular topic or topics - often with a moderator /chairperson and an audience – during which arguments can be put forward -for opposing viewpoints - usually ending in a vote.</p> <p>As an enthusiast for APM's in principle - I would like to recommend this kind of format -for consideration - as in the best interest of the council - in promoting engagement with the electors and – therefore - in the best interest of democracy.</p> <p><i>19:20 Cllr Gordon joined the meeting.</i></p> <p>The council agreed to discuss this as an agenda item in the future.</p>	
C/24/56	<p>Exclusion of the press and public.</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/24/79 To approve confidential resolution reports C/24/80 Allotment Lease Update – to consider the future provision C/24/81 Community Governance Review</p> <p>Members agreed that the above items be discussed in the confidential part of the meeting.</p> <p>It was also resolved that due to the possibility of breaching GDPR part of the discussion under item 10 would be moved to the confidential part of the meeting.</p>	
C/24/57	<p>Full Council Minutes</p> <ul style="list-style-type: none"> • The minutes of the Full Council meeting held on 23rd July 2024 were approved and signed by Cllr Turner 	Cllr Turner
C/24/58	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> • The minutes of the Planning Committee meetings held on the 23rd July 2024, 14th August 2024 and 4th September 2024 were approved and signed by Cllr Stevens. <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 30th July 2024. • The minutes of the Windlesham Committee meeting held on the 11th September 2024, including following recommendations: 	Cllr Stevens

	<ul style="list-style-type: none"> ○ Heathpark Woods Community Building- Recommendation to Full Council to not adopt the Heathpark Woods Community Building- see item 19. ○ Windmill Field Playground replacement- To approve a £65K spend for Windmill Field Playground (including the use of the £15K playground EMR)- see item 17. 																
C/24/59	<p>Council to receive the external audit conclusion for 2023-24</p> <p>The Clerk informed Members that the Conclusion of Audit has now been received from PKF Littlejohn and Council were presented with the relevant papers.</p> <p>The annual return has been passed with no issues and a copy presented to Members.</p> <p>It was resolved unanimously to note the contents of the report, to accept the audit opinion and to approve the annual return and certificate.</p> <p>Cllr Rebecca Jennings-Evans thanked the Officers for their hard work in ensuring a clean audit.</p>																
C/24/60	<p>Appointment of internal auditor for 2023-24</p> <p>Discussions were held at the Full Council meeting held in January 2024 (minute ref: C/23/160b) where Cllr R Jennings Evans proposed, Cllr D Jennings-Evans seconded, and it was resolved to appoint Company Mark Mulberry and Co Ltd for 2024-25 and 2025-26 as per the recommendation of the RFO.</p> <p>It was unanimously resolved to:</p> <p style="padding-left: 40px;">1. Note the appointment of Mark Mulberry as the Council's internal auditor for 2024-26</p>																
C/24/61	<p>Council Insurance Renewal</p> <p>The Council's insurance is due for renewal on 1st October 2024. Members were informed that quotes had been sources from the current provider and via a broker, who provided their best quotation available. The providers were asked to quote for a one year and three year contract. The quotes are shown below:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Provider 1 *</th> <th>Provider 2</th> </tr> </thead> <tbody> <tr> <td>Annual Premium</td> <td>£5,244.48</td> <td>£8,215.78</td> </tr> <tr> <td>Contract term</td> <td>1 year</td> <td>1 year</td> </tr> <tr> <td>Annual Premium</td> <td>£5,244.48</td> <td>£8,215.78</td> </tr> <tr> <td>Contract term</td> <td>3 years</td> <td>3 years</td> </tr> </tbody> </table> <p>Members were asked to <i>note that the contract terms require that life rings are available on site at School Lane Field pond though they are not covered by insurance. Indicative costs suggest that these would cost in the region of £50 each to replace.</i></p> <p>RFO's Recommendation</p>		Provider 1 *	Provider 2	Annual Premium	£5,244.48	£8,215.78	Contract term	1 year	1 year	Annual Premium	£5,244.48	£8,215.78	Contract term	3 years	3 years	
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Contract term	3 years	3 years															

	<p>Both quotations gave the same cost for both a one year and three-year contract, the latter effectively shielding the Council from any price increases over the period. Given the quotations received and the information available I would recommend that the Council enters a three-year contract with Provider 1 with effect from 1 October 24.</p> <p>It was resolved unanimously to enter into a 3 year contract with Provider 1 for the period from 1st October 2024 – 30th September 2027</p>	
C/24/62	<p>Community Governance Review – Working Party Update</p> <p>Cllr Turner gave a verbal update informing Members that the working party had reviewed the recent online survey and was pleased to see that SHBC had conducted a survey to obtain residents opinions before proceeding. However, concern was raised that the survey did not limit the number of responses from individual respondents.</p> <p>It was noted that the survey had now closed and SHBC are in the process of analysing the results.</p> <p>Cllr Turner gave a brief outline of expected timescales, informing Members that the Principal council (SHBC) is required to complete the review, including consequential recommendations to the LGBCE for related alterations to the boundaries of principal area wards and/or divisions, within 12 months of the start of the community governance review. The review begins when the council publishes the terms of reference of the review and concludes when the council publishes the recommendations made in the review. SHBC are in the process of analysing the results from the survey which will be presented to a Council meeting for consideration. If SHBC decides to proceed with a Community Governance Review terms of reference will be drawn up. Based on this information it is reasonable to assume that the earliest a CGR could be concluded is Jan/Feb 2026.</p>	
C/24/63	<p>Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £18,019.79 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £18,019.79 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/24/64	<p>Bank Reconciliations</p> <p>Members were asked to review the bank reconciliations for July, as presented.</p> <p>Overall Cash Position</p> <p>Members were informed that the net assets held by the Council as at 31 July 24 is £1,369,789. Of this, £736,568 is held in earmarked reserves. Members were asked to note that the ear-marked balance has decreased by £35,141 since 1 April 24 (£771,709).</p> <p>Members noted the reconciliations presented and resolved that Cllr Malcaus Cooper or Cllr Jennings-Evans in the absence of Cllr Malcaus Cooper would continue to sign off the above reconciliations.</p>	KMC & RJE

<p>C/24/65</p>	<p>Finance – Budget Monitoring Report</p> <p>Members were presented with an actual vs budget report detailing any overspends, transfers or virements for approval.</p> <p>Councillors were asked to:</p> <p>Note levels of expenditure shown and the associated balance sheet approving the overspends shown;</p> <p>In order to ensure security of data the Council were asked to approve entering a standalone contract with our IT services provider, to backup the data held on Mircosoft 365. This would include e-mail, OneDrive, SharePoint and Teams data at a cost of £150 per annum</p> <p>Councillors noted the contents of the report including levels of expenditure and approved the overspends shown. It was also resolved unanimously to enter a standalone contract with our IT services provider, to back up the data held on Mircosoft 365 at a cost of £150 per annum.</p>	<p>RFO</p>
<p>C/24/66</p>	<p>Skipton Building Society – to review account and bank signatories</p> <p>Members were informed that the Council has an account with the Skipton Building Society that as of the 31st of July had a balance of £67,628.11.</p> <p>Due to the complex signing rights, two signatories are required to authorise any transactions on this account. The current signatories are:</p> <ul style="list-style-type: none"> • Cllr White • Keith Hand – Ex Councillor left the Council in May 2015– deceased 17th April 2017 • Karen Holland – Ex Clerk left the Council in April 2015 • John Winterton – Ex Councillor left the Council in May 2015 <p>As per minute ref: C23/20 the nominated signatories are the Clerk, RFO, Cllr White, Cllr Malcaus Cooper and Cllr Jennings-Evans</p> <p>The Council has now been informed that in order to change the signatories, the Council must pass a resolution noting the dates that the above Councillors/Clerk left the Council.</p> <p>It was resolved unanimously to formally note that Keith Hand, Karen Holland and John Winterton are no longer associated with the Council for the following reasons:</p> <ul style="list-style-type: none"> • Keith Hand – Ex Councillor left the Council in May 2015– deceased 17th April 2017 • Karen Holland – Ex Clerk left the Council in April 2015 • John Winterton – Ex Councillor left the Council in May 2015 	
<p>C/24/67</p>	<p>Grants for consideration</p> <p>Members were asked to consider the following grant application from:</p>	

	<p>Surrey Heath Neighbourhood Watch had requested £450 towards the printing costs of their quarterly newsletter.</p> <p>Cllr Malcaus Cooper proposed, Cllrs Du Cann and Marr seconded and it was unanimously resolved to fund £450 towards the printing costs of the quarterly newsletter. It was resolved that each village will fund £150 of the grant. Councillors also requested sight of the next quarterly newsletter.</p> <p>Harper Asprey and the Air Ambulance Charity Kent, Surrey, Sussex submitted grant applications to the Windlesham Committee, which was considered at their 11th September meeting. The Committee felt the whole Parish would benefit from the services provided by both organisations and therefore requested Full Council review the application as a Parish wide grant.</p> <p>Harper Asprey has requested £6,550 towards the running costs of their veterinary surgery.</p> <p>Members discussed this application and raised concerns about funding running costs. It was resolved that the Clerk would respond to Harper Asprey to explain that while Council will not fund operating costs, they would consider applications for capital expenditure.</p> <p>Air Ambulance Charity Kent, Surrey, Sussex has requested £500 to help towards the operating costs for medical emergency response.</p> <p>Members discussed this application and raised concerns about funding running costs. It was resolved that the Clerk would respond to Air Ambulance to explain that while Council will not fund operating costs, they would consider applications for capital expenditure.</p>	The Clerk
C/24/68	<p>Electricity Supply Contract Renewal</p> <p>Members were presented with 4 quotations and noted the following recommendation.</p> <p>Recommendation The following recommendations arise from the quotations: - That the Council should resolve to enter a three-year contract with the chosen provider; - the main account Supplier 1 is the preferred option</p> <p>It was resolved unanimously to enter into a 3 year contract with supplier 1.</p>	RFO
C/24/69	<p>To re-consider a motion from the Windlesham Committee to approve the spend of up to £65k on the replacement of Windmill Field Playground and to release £15k of the Playground Repairs and Renewals earmarked reserves for this project.</p> <p>At the March Full Council meeting (Minute Ref: C/23/206) Cllr Malcaus Cooper proposed, Cllr Hardless seconded and it was resolved unanimously to approve a spend up to 65k provided that at least 50% or more of the funds are sourced externally, with the majority of the funding coming from the landowner (SHBC). No decision was made on the use of the £15k Playground Repairs and Renewals EMR.</p>	

	<p>Update</p> <p>SHBC has been approached for the following funding:</p> <ul style="list-style-type: none"> • Local Community Improvement Fund – You will note from SHBC guidance that this fund is for non-parished areas and WPC is not eligible. Local Community Improvement Fund guidance notes Surrey Heath Borough Council • Capital Bid – WPC is not eligible due to the management agreement in place. • Surrey Heath Lottery grant fund – You will note from the SHBC information this grant is not currently accepting applications Surrey Heath Lottery grant fund Surrey Heath Borough Council • Ward Councillor Community Fund Grant up to £500 – checking with RFO. • Community Fund 50% of projects over £2k to a maximum of £15k – As a statutory authority WPC is not eligible for this fund, see SHBC website About the fund Surrey Heath Borough Council <p>SCC Your Fund Surrey has confirmed that the project will be considered by the smaller fund if disaggregated. Cllr Tear has been contacted requesting his support of the project.</p> <p>In line with the Committee Terms of Reference any resolution to spend over £15k must be ratified by Full Council. As things stand, WPC has been unable to secure funds from the land owner (SHBC) therefore, the Council was asked to read the information provided and consider if they wished to:</p> <ol style="list-style-type: none"> a) Approve the spend of up to £65k to replace the playground, without grant funding from SHBC. b) Approve the request for the £15k held in the Playground Repairs & Renewals EMR to be ringfenced for this project. <p>Cllrs reviewed the options presented and it was confirmed that WVC had sufficient village-specific funds to cover the cost of the playground should their funding bids be unsuccessful.</p> <table border="0" data-bbox="309 1570 746 1709"> <tr> <td>24-25 budget</td> <td>£3,182</td> </tr> <tr> <td>Windmill Field EMR</td> <td>£3,154</td> </tr> <tr> <td>CIL</td> <td>£50,000</td> </tr> <tr> <td>Village reserve</td> <td>£10,000</td> </tr> </table> <p>Cllr Malcaus Cooper proposed, Cllr R Jennings-Evans seconded, and it was resolved unanimously to approve a spend of up to £65k to be funded from either grant funding or Windlesham budgets/EMR.</p>	24-25 budget	£3,182	Windmill Field EMR	£3,154	CIL	£50,000	Village reserve	£10,000	
24-25 budget	£3,182									
Windmill Field EMR	£3,154									
CIL	£50,000									
Village reserve	£10,000									
<p>C/24/70</p>	<p>Remembrance Day – to discuss arrangements</p> <p>Members were reminded that each year the Council sends a representative to the Remembrance Services held in each village and wreaths are provided for Councillors to lay at the war memorials.</p>									

	<p>Members are asked to:</p> <ol style="list-style-type: none"> 1. Decide how many wreaths each committee will lay 2. How much each Committee wishes to donate to cover the cost of the wreaths 3. Which Councillors will represent each committee at the laying of the wreaths <p>It was resolved that:</p> <p>Windlesham Committee will lay 2 wreaths with Cllr Richardson and Cllr Lewis as their representatives.</p> <p>Lightwater Committee will lay 1 wreath with Cllr Turner as their representative.</p> <p>Bagshot Committee will lay 1 wreath with Cllr Willgoss as their representative.</p> <p>Additionally, it was resolved that all 3 Committees will make a donation of £50 per wreath.</p> <p><i>20:30 Cllr D Jennings-Evans left the meeting</i></p>	
<p>C/24/71</p>	<p>To consider adopting the new Community Building which is being built as part of the Heathpark Woods development in Windlesham</p> <p><i>20:33 Cllr D Jennings-Evans rejoined the meeting</i></p> <p><i>20:36 Cllr Gordon left the meeting</i></p> <p><i>20:38 Cllr Gordon rejoined the meeting</i></p> <p><i>20:47 Cllr Harris left the meeting</i></p> <p><i>20:50 Cllr Harris rejoined the meeting</i></p> <p>Members were informed that the Council had received a proposal from Persimmon Homes regarding the adoption of a new community building within the Heathpark Woods development in Surrey Heath.</p> <p>Members were presented with a business case and asked to decide if they would like to proceed with the adoption of the new community building.</p> <p>Option 1 – Council to adopt and manage the building summary With careful planning and management, the hall could become a thriving hub of activity, benefiting all residents in the immediate vicinity and surrounding area. However, while adopting the community hall presents an opportunity for the parish council to enhance community engagement and generate revenue it carries significant financial risk which should not be ignored.</p> <p>Option 2: Council to adopt the building, for management by a charitable trust - summary In conclusion, entrusting the management of a parish council-owned community building to a charitable trust could offer significant financial,</p>	

	<p>operational, and community-centred benefits, transforming the building into a valuable asset for local residents. However, it is crucial for the Parish Council to carefully balance these advantages against potential risks and local factors that could influence the trust's success. Establishing the trust with robust governance, sound financial planning, and effective risk management strategies will be key to ensuring the building's long-term viability and positive impact on the community.</p> <p>Windlesham Committee considered the adoption of this building at their September meeting and Cllr Hardless proposed, and it was unanimously resolved to recommend to the Full Council that WPC do not adopt the Heathpark Woods Community Building.</p> <p>Cllr White proposed, Cllr Gordon seconded, and it was resolved with 11 in favour, 5 against and 0 abstentions to defer a decision until the Clerk has investigated what would happen if no one takes on the community building.</p>	The Clerk
C/24/72	<p>To consider a motion from Cllrs Malcaus Cooper and Turner requesting that the Village Committee's terms of reference are amended to transfer responsibility for Hook Mill Lane Depot, which is located in Lightwater, from the Council's top-level asset management to the Lightwater Village Committee</p> <p>Members were asked to consider amending the Village Committee's terms of reference to transfer responsibility for Hook Mill Lane Depot, which is located in Lightwater, from the Council's top-level asset management to the Lightwater Village Committee. This will involve transferring all associated budgets and management responsibilities (subject to Financial Regulations) to the Lightwater Committee.</p> <p>It was also proposed that the current terms of reference were amended to reflect that any income derived from Hook Mill Lane Depot, including any sale proceeds, will be retained by the Village Committee for the benefit of Lightwater residents.</p> <p>The purpose of this motion was to ensure that, in the absence of Lightwater's ability to generate any Community Infrastructure Levy (CIL) funds, the proceeds from the sale will go some way to address the imbalance in CIL funds across the Parish. Giving the Lightwater Committee the ability to mitigate the inevitable impact on Lightwater Village from surrounding developments, such as the upcoming Heathpark Wood development in Windlesham.</p> <p>Cllr Malcaus Cooper proposed, Cllr Turner seconded and a recorded vote was taken, as requested by Cllr Richardson.</p> <p>The motion being voted on: The Village Committee's terms of reference are amended to transfer responsibility for Hook Mill Lane Depot from the Council's top-level asset management to the Lightwater Village Committee. This will involve transferring all associated budgets and management responsibilities (subject to Financial Regulations) to the Lightwater Committee and in the event of the sale of this asset, the proceeds will be allocated to the Lightwater Village Committee.</p>	The Clerk/RFO

	In Favour	Against	Abstention	
	Cllr McGrath Cllr R Jennings-Evans Cllr D Jennings-Evans Cllr Malcaus Cooper Cllr Harris Cllr Hills Cllr Du Cann Cllr Bakar Cllr White Cllr Stevens Cllr Turner Cllr Gordon	Cllr Marr Cllr Hardless Cllr Richardson Cllr Lewis		
	<p>The motion was carried with 12 in favour, 4 against and 0 abstentions.</p>			
C/24/73	<p>Sale of Hook Mill Lane Depot Update</p> <p>Members were reminded that at the July Full Council meeting, it was resolved to delegate authority to the Clerk, Cllr Turner, Cllr White, and Cllr Hardless to obtain firm quotes from land agents to market the land and appoint based on best value.</p> <p>Three quotes have been obtained and delegated Members/Officer have met with the agents concerned to discuss the quotes provided and to explore the best possible approach to maximising the value of this asset for the parish.</p> <p>All agents proposed a different approach, therefore Members were asked to consider the information and options provided in the papers and decide the most suitable course of action to ensure the best outcome for the community.</p> <p>It was resolved to dissolve the current working party and defer this item to the Lightwater Committee for review.</p>			<p>Lightwater Committee</p>
C/24/74	<p>To consider a request from SALC for Clerk and Chair of Council to present on the APM format at the January Clerks and Councillors Forums</p> <p>Members were informed that the Clerk had received a request from the Surrey Association of Local Councils (SALC) to speak about the format of the Windlesham Parish Council Annual Parish Meeting at the January Clerks Forum.</p> <p>In addition, the Chair of the Council had also been invited to deliver a similar presentation at the Councillors Forum.</p> <p>Members were asked to consider the above request and decide if they would like both the Clerk and the Chair of Council to speak at these forums.</p> <p>Members discussed the request and noted that the change in format for the 23-24 APM had been recognised as good practice.</p>			

	<p>It was resolved that both the Clerk and the Chair of Council will attend and speak at the above forums.</p>	<p>The Clerk & Chair of Council</p>
<p>C/24/75</p>	<p>SHBC review of polling districts and polling places – To consider making representation</p> <p>Surrey Heath Borough Council is required to carry out a review of its polling districts and polling places before January 2025 and Windlesham Parish Council has been invited to send a formal response to the consultation.</p> <p>Members were asked to read the attached document and decide if they wished to make a formal representation.</p> <p>Members resolved not to make a formal representation.</p>	
<p>C/24/76</p>	<p>Clerks update</p> <p>The Clerk reported the following:</p> <p>Christmas Trees and Festive Lighting</p> <p>Members are informed that the Christmas trees will be in situ and ready for the light switch on from the 29th of November.</p> <p>Members also noted that the lighting on the lamp columns will be switched on across all three villages on the 29th of November at 4 pm.</p> <p>IMPORTANT</p> <p>Councillors were reminded that, if any additional arrangements for decorating the tree are made, the group responsible for facilitating these decorations must provide the necessary insurance documentation and risk assessments to the Council office prior to the commencement of any activity.</p> <p>Furthermore, any actions taken by Councillors without the knowledge or authorisation of the Council and Officers, and without the completion of appropriate risk assessments, will be deemed to be undertaken in an individual capacity. The Council's insurance policy will not cover such actions. Should councillors wish to decorate the trees, they must contact the office to ensure compliance with all safety and procedural requirements.</p> <p>Bank Mandates</p> <p>The Council application to open a Unity Bank account has been submitted, and all necessary forms have been completed.</p> <p>Parish Council Newsletter</p> <p>At the last Communications Committee meeting it was resolved to proceed with the production of a quarterly newsletter. Planned dates for publication are as follows:</p> <p>October 2024 December 2024</p>	

	<p>Closure of Swift Lane CRC Members are aware that SCC are currently consulting on the potential closure of Swift Lane CRC, noting that any closure was of great concern to the local communities.</p> <p>Members agreed that the Clerk would write to the leader of SCC objecting to the closure.</p> <p>VE Day – 80 Years The Clerk informed Members that the Communications and Engagement Officer will drafting proposals to mark this occasion.</p> <p>Cllr Turner raised concerns about potential parking charges at Lightwater Country Park. It was agreed that this will be added to the Lightwater Committee agenda.</p>	
C/24/77	<p>Correspondence</p> <p>Cllr Turner informed Members that he has been invited to attend the opening of the Camberley Men’s Shed</p> <p>The Clerk informed Members a number of requests had been received for documents held by the Council.</p>	
C/24/78	<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/24/75 To approve confidential resolution reports. C/24/76 Allotment Lease Update – to consider the future position</p>	
C/24/79	<p>To approve as a correct record the confidential resolution reports</p> <p>It was resolved that the above report presented was an accurate reflection of the discussion and decision on the night.</p>	
C/24/80	<p>Allotment Lease Update – to consider the future position</p> <p>Members are aware that where an allotment authority believes that 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>Currently, the allotment site is leasehold, with the lease expiring in August 2037 and a break clause allowing the landlord to resume possession in 2027.</p> <p>Members have reviewed a business case and funding options.</p>	

	<p>Cllr Malcaus Cooper proposed, Cllr D Jennings-Evans seconded, and it was resolved unanimously that the Council will purchase the allotments which will be funded equally between the 3 village committees. This resolution is subject to the Bagshot Committee confirming by resolution that the Committee agree to use Bagshot CIL for this purpose.</p> <p>The purchase will also be subject to Lightwater and Windlesham Committees passing a resolution confirming that within the lifetime of this Council term, a sum as agreed in the confidential report will be transferred from their village committee funds to an earmarked reserve ringfenced for Bagshot Village projects.</p>	
C/24/81	<p>Community Governance Review continued</p> <p>Cllr Turner raised concerns about adherence to the Code of Conduct, reminding all Members of their responsibility to act in accordance with the Code and follow Council policy and procedure.</p> <p>Additionally, Members discussed concerns about social media posts aimed at bringing the Council into disrepute. The council resolved to carry out the actions as detailed in the confidential report.</p>	
	There being no further business the meeting closed at 22:11	

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
19/07/2024	19 JUL 24	99	MR PRINCE	PRINCE	1,380.00	0.00	1,380.00	4060	300	1,380.00	5 x mem repairs - Bagshot
								335		-1,380.00	5 x mem repairs - Bagshot
								6000	300	1,380.00	5 x mem repairs - Bagshot
28/07/2024	2969	100	GREENLANDS	GREE	130.00	26.00	156.00	4160	310	130.00	Rep & rehang gate - Bagshot PF
TOTAL INVOICES					<u>1,510.00</u>	<u>26.00</u>	<u>1,536.00</u>			<u>1,510.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					1,380.00	0.00	1,380.00				
VAT ANALYSISCODE S @ 20.00%					130.00	26.00	156.00				
TOTALS					<u>1,510.00</u>	<u>26.00</u>	<u>1,536.00</u>				

Bagshot PL for Month No 5

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
05/07/2024	5 JULY 24	102	COSTCO	COSTCO	40.93	8.18	49.11	4220	310	40.93	Sweets for Fremantle Rd openin
								345		-40.93	Sweets for Fremantle Rd openin
								6000	310	40.93	Sweets for Fremantle Rd openin
TOTAL INVOICES					<u>40.93</u>	<u>8.18</u>	<u>49.11</u>			<u>40.93</u>	
			VAT ANALYSISCODE	S @ 20.00%	40.93	8.18	49.11				
TOTALS					<u>40.93</u>	<u>8.18</u>	<u>49.11</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
15/07/2024	3618	658	NP TREE MANAGEMENT	NPTREE	720.00	144.00	864.00	4195	210	720.00	Water maint package x 5 trees
								395		-720.00	Water maint package x 5 trees
								6000	210	720.00	Water maint package x 5 trees
31/07/2024	202416	659	ST ANNES PCC	ANNE	200.00	0.00	200.00	4950	425	50.00	LVC - 2 July 24
								4950	325	37.00	Cos/Per - 23 July; FC - 30 Jul
								4950	425	37.00	Cos/Per - 23 July; FC - 30 Jul
								4950	525	26.00	Cos/Per - 23 July; FC - 30 Jul
								4950	325	50.00	BVC - 30 July 24
30/07/2024	2407001	660	POLARIS CONSULT	POLARIS	2,250.00	450.00	2,700.00	4165	310	967.50	Greenspace contract procuremen
								4165	410	742.50	Greenspace contract procuremen
								4165	510	540.00	Greenspace contract procuremen
TOTAL INVOICES					<u>3,170.00</u>	<u>594.00</u>	<u>3,764.00</u>			<u>3,170.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					200.00	0.00	200.00				
VAT ANALYSISCODE S @ 20.00%					2,970.00	594.00	3,564.00				
TOTALS					<u>3,170.00</u>	<u>594.00</u>	<u>3,764.00</u>				

Top Level for Month No 5

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
01/08/2024	2039511	661	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,385.97	Greenspace contract - Aug 24
								4165	410	2,598.53	Greenspace contract - Aug 24
								4165	510	1,889.84	Greenspace contract - Aug 24
01/08/2024	2039512	662	SURREY HEATH	SHBC01	130.78	26.16	156.94	4220	310	65.39	Play insp - Aug 24 School Lane
								4220	410	65.39	Play insp - Aug 24 LW Rec
02/08/2024	20240377	663	PKF LITTLEJOHN	PKFL	1,365.00	273.00	1,638.00	4445	225	1,365.00	Ext Audit fees - 2023-24
02/08/2024	4357	664	NEIL CURTIS	NEIL	380.00	0.00	380.00	4005	400	190.00	Internment - Perry (L)
								4005	500	190.00	Internment - Lewis (W)
31/07/2024	1829	665	ZENTECH IT	FRE01	300.78	60.16	360.94	4440	225	260.78	M365 July licences + support
								4425	225	40.00	M365 July licences + support
TOTAL INVOICES					<u>10,050.90</u>	<u>1,934.19</u>	<u>11,985.09</u>			<u>10,050.90</u>	
VAT ANALYSISCODE OTS @ 0.00%					380.00	0.00	380.00				
VAT ANALYSISCODE S @ 20.00%					9,670.90	1,934.19	11,605.09				
TOTALS					<u>10,050.90</u>	<u>1,934.19</u>	<u>11,985.09</u>				

Top Level for Month No 5

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/08/2024	3632	666	NP TREE MANAGEMENT	NPTREE	290.00	58.00	348.00	4195	210	290.00	Mill Pond, Wind. - oak tree wo
								395		-290.00	Mill Pond, Wind. - oak tree wo
								6000	210	290.00	Mill Pond, Wind. - oak tree wo
TOTAL INVOICES					<u>290.00</u>	<u>58.00</u>	<u>348.00</u>			<u>290.00</u>	
VAT ANALYSISCODE S @ 20.00%					290.00	58.00	348.00				
TOTALS					<u>290.00</u>	<u>58.00</u>	<u>348.00</u>				

Top Level for Month No 5

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
08/08/2024	668	667	SUZIE KIERNAN	SK - EXP	39.96	0.00	39.96	4435	225	39.96	SK expenses - to 8 Aug 24
TOTAL INVOICES					<u>39.96</u>	<u>0.00</u>	<u>39.96</u>			<u>39.96</u>	
			VAT ANALYSISCODE	OTS @ 0.00%	39.96	0.00	39.96				
TOTALS					<u>39.96</u>	<u>0.00</u>	<u>39.96</u>				

Top Level for Month No 5

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
23/08/2024	4435	668	NEIL CURTIS	NEIL	380.00	0.00	380.00	4005	300	190.00	Intern - Majewski (W)
								4005	500	190.00	Intern - Keir (B)
TOTAL INVOICES					<u>380.00</u>	<u>0.00</u>	<u>380.00</u>			<u>380.00</u>	
VAT ANALYSIS CODE					OTS	@ 0.00%	380.00			0.00	380.00
TOTALS					<u>380.00</u>	<u>0.00</u>	<u>380.00</u>				

Windlesham 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
31/07/2024	1893	136	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Grounds maint - July 24
TOTAL INVOICES					<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				
TOTALS					<u>2,130.00</u>	<u>426.00</u>	<u>2,556.00</u>				

Windlesham PL for Month No 5

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
13/08/2024	2039568	137	SURREY HEATH	SHBC01	218.00	43.60	261.60	4220	500	218.00	Replace 2 x flat seat swings
TOTAL INVOICES					<u>218.00</u>	<u>43.60</u>	<u>261.60</u>			<u>218.00</u>	
VAT ANALYSISCODE S @ 20.00%					218.00	43.60	261.60				
TOTALS					<u>218.00</u>	<u>43.60</u>	<u>261.60</u>				

Windlesham PL for Month No 5

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/08/2024	W138	138	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Internment - 16 Aug (Edwards)
TOTAL INVOICES					<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				
TOTALS					<u>190.00</u>	<u>0.00</u>	<u>190.00</u>				