



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 25th February 2025, 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	A
Gordon	P	R Jennings-Evans	P	Marr	P
Wilson	P	Malcaus Cooper	P	Richardson	P
Willgoss	P	Turner	P		
White	P	Stevens	P		
		D Jennings-Evans	P		

In attendance: Jo Whitfield –Clerk to the Council
Sarah Wakefield – Assistant Clerk
Cllr Victoria Wheeler – Surrey Heath Borough Councillor
Mr Murphy – Windlesham Resident
Matt Hodges Long – Lightwater Resident

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

Cllr Turner was in the Chair

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		Action
C/24/168	Apologies for absence Apologies for absence were received and accepted from Cllrs Lewis, and Hartshorn Cllr Hardless explained that his recent absence was due to a serious illness and noted that if the meeting extended beyond 10pm, he would need to leave.	
C/24/169	Declarations of interest Cllrs White, Gordon and Wilson declared an interest in all agenda items relating to SHBC, due to their positions as Borough Councillors.	
C/24/170	Public Questions Q:1 A resident addressed the Council regarding the SHBC decision to defer the CGR request, stressing the need for openness and resolution of underlying issues. Concerns were raised about restrictions placed on Windlesham representatives, their impact on democratic representation,	

	<p>and potential reputational damage to the Council. The resident urged the Council to address these matters transparently and promptly as Unitary Authority changes progress.</p> <p>Q2: Members were asked to consider the unintended consequences of limiting public participation to residents and local stakeholders, which would exclude individuals from outside the Parish.</p>	
C/24/171	<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/24/187 Chairman's Community Reception – discuss award nominations.</p> <p>C/24/188 Lightwater Recreation Ground Trust Legal Agreement</p> <p>C/24/161 To discuss contractual terms regarding the purchase of the Allotment site</p> <p>C/24/162 Burial Matters</p> <p>The Clerk made Members aware that correspondence had been received that required discussion in the Confidential part of the meeting.</p> <p>Members agreed that the above items be discussed in the confidential part of the meeting.</p>	
C/24/172	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The minutes of the Full Council meeting held on 21st January 2025 and the minutes of the EGM held on the 17th February 2025 were approved and signed by Cllr Turner <p><i>19:31 Cllr Harris left the meeting</i></p>	Cllr Turner
C/24/173	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 21st January 2025 and 12th February 2025 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 Lightwater Committee meeting held on the 14th January 2025. NOTED The minutes of the Bagshot Committee meeting held on the 4th February 2025. NOTED <p><i>19:35 Cllr Harris re-joined the meeting.</i></p>	Cllr Stevens
C/24/174	Accounts for payment	

	<p>The Clerk presented a list of expenditure transactions for approval, in the sum of £12,142.09 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £12,142.09 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/24/175	<p>Budget Monitoring Reports</p> <p>Members were presented with an actual vs budget report detailing any overspends, transfers or virements for approval. Additionally, Members were presented with the EMR status and year end forecast.</p> <p>Councillors were asked to:</p> <ul style="list-style-type: none"> • note levels of expenditure shown and the associated balance sheet approving any overspends shown; • note the schedule showing the Forecast expenditure to 31 March 25 which detailed the anticipated year end position and anticipated funds that will be transferred to the General Reserve or EMRs. This showed a number of potential transfers to EMRs where specific budgeted items have not been spent and a balance that will be transferred to the general reserve. <p>Cllr R Jennings-Evans noted her thanks to the RFO for the report. However, Members noted that the report's format should be reviewed to ensure clarity and accessibility.</p> <p>Councillors noted and approved all information presented including overspends and virements outlined in the Actual vs Budget report as of 13th February 2025 along with the corresponding Income and Expenditure reports.</p>	
C/24/176	<p>To Review the Council's Investments and Strategy for 2025-26</p> <p>Members were presented with an investment strategy for approval and an analysis of the Council cash and investment balances at 31st January 2025</p> <p>Actions required</p> <ol style="list-style-type: none"> 1. Council to decide the approach to the balance held with Hampshire Trust at the expiry date of 28 February 2025. <ul style="list-style-type: none"> • Re-invest in a Fixed Rate saver account currently at 4.36% gross; • Re-invest in an easy access account at 3.9% but which tracks the Bank of England rate; • Withdraw the funds and invest elsewhere; • Allow funds to be transferred to an easy access account. <p>There was some discussion regarding the use of money markets to achieve higher interest rates whilst maintaining accessibility and managing risk.</p> <p>Cllr Malcaus Cooper requested a recorded vote.</p>	

Cllr Malcaus Cooper proposed, Cllr Gordon seconded, and it was resolved unanimously to delegate authority to Clerk and RFO to identify and implement the most advantageous investment options, ensuring the highest return and flexibility, including the possible use of money market funds. Additionally, the RFO will revise the investment policy and present it with recommendations for approval.

RFO

It was also resolved that all funds in the Hampshire Trust Savings account to be transferred to an easy access account as an interim measure.

RFO

Result of recorded vote:

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	F	Harris	F	Hardless	F
Du Cann	F	R Jennings-Evans	F	Marr	F
Gordon	F	Malcaus Cooper	F	Richardson	F
Wilson	F	Turner	F		
Willgoss	F	Stevens	F		
White	F	D Jennings-Evans	F		

F = In Favour, A = Against and AB = Abstention

2. Council were asked to consider whether, in relation to the existing Barclays current account:
 - To ensure that incoming funds are transferred into the Unity Bank current account;
 - To deposit a sum of £100,000 in the Unity Bank instant access account;
 - To maintain the use of the Barclays account for a transition period until moving over permanently to the Unity Bank current account. At this point all funds should be transferred and the Barclays account closed.

Cllr Malcaus Cooper proposed, Cllr Gordon seconded, and it was resolved unanimously to ensure that all incoming funds are transferred into the Unity Bank current account. Furthermore, the RFO will investigate and, where necessary, arrange for the transfer of standing payments to ensure the Unity Bank account is fully operational for day-to-day banking.

RFO

3. The Council should consider transferring the funds from RBS and Santander into a Unity Bank deposit account to increase the interest potential.
 - The Council should additionally decide which account from the list above to use.

	<p>Cllr Malcaus Cooper proposed, Cllr Gordon seconded, and it was resolved unanimously to defer this decision until March pending the RFO's presentation of recommendations.</p> <p>4. Council to make a decision on the future of the medium-term balances as noted above.</p> <p>Cllr Malcaus Cooper proposed, Cllr Gordon seconded, and it was resolved unanimously to defer this decision until March pending the RFO's presentation of recommendations.</p>	
C/24/177	<p>To Review and Approve the Council Risk Assessment</p> <p>Councillors were presented with an updated risk assessment for the Council and asked to either approve the document or identify any amendments or improvements.</p> <p>Cllrs discussed the merits of drafting a risk appetite document and noted that the local council associations may be able to advise on an acceptable level of risk.</p> <p>20:16 Cllr D Jennings-Evans left the meeting 20:17 Cllr R Jennings-Evans left the meeting</p> <p>20:18 the meeting was adjourned to check on Cllr D Jennings-Evans well-being.</p> <p>20:20 the meeting was re-convened.</p> <p>The Clerk advised Members that failure to approve a risk assessment by the end of March could result in the Council receiving a qualified audit.</p> <p>Members resolved with 14 in favour, 0 against and 0 abstentions to request the RFO to explore the merits of a risk appetite statement and to defer the approval of the risk assessment until the March meeting, allowing for Councillor input.</p> <p>20:22 Cllr D Jennings-Evans rejoined the meeting</p>	RFO
C/24/178	<p>To Consider Committee Membership</p> <p>Members were asked to note that Councillor Richardson has stepped down from the Planning Committee, creating a vacancy.</p> <p>Currently, the Windlesham Village Committee has only one councillor serving on the Planning Committee. To ensure balanced representation and that Windlesham's interests are effectively considered in planning matters, it was recommended that a Windlesham ward councillor or any other Councillor who is resident in a Windlesham ward, be appointed to this vacancy.</p>	

	<p>Members were also asked to consider a request from Cllr Wilson to be appointed to the Personnel Committee with immediate effect.</p> <p>a) Members were asked to formally acknowledge the resignation of Cllr Richarson from the planning committee.</p> <p>Members formally thanked Cllr Richardson for all her hard work on the Planning the Committee</p> <p>b) To consider appointing a Windlesham ward councillor or any other Councillor who is resident in a Windlesham ward, to the planning committee to ensure adequate representation for Windlesham Village.</p> <p>Cllr Gordon proposed, Cllr R Jennings-Evans seconded, and it was resolved unanimously that, in the absence of any Councillor wishing to fill the current Planning Committee vacancy, appointment to the Planning Committee would be deferred until May, by which time the Windlesham North vacancy will be filled.</p> <p>c) To consider Councillor Wilson's request to be appointed to the Personnel Committee with immediate effect.</p> <p>Cllr R Jennings-Evans raised concerns that this item may involve discussions touching on personal information covered by GDPR.</p> <p>Cllr R Jennings-Evans proposed, Cllr Harris seconded, and it was resolved with 10 in favour, 1 against and 4 abstentions to move this item into confidential.</p>	
C/24/179	<p>Christmas Trees and Festive Lights Tender</p> <p>Members were informed that Officers were preparing to a tender process for the provision, installation, and maintenance of Christmas trees and festive lighting across the parish. Council was presented with a report summarising the key aspects of the tender process for review by Members.</p> <p>Council was asked to consider the information presented in the report and to resolve whether to proceed with the tender process for the provision, installation, and maintenance of Christmas trees and festive lighting for the years 2025, 2026, and 2027.</p> <p>Cllr Malcaus Cooper proposed, Cllr D Jennings-Evans seconded, and it was resolved with 13 in favour, 2 against, and 0 abstentions that each committee will conduct an informal review of their preferred options to establish a basis for the tender. Once finalised, the tender will be submitted, and Members will ensure that any known interested parties are made aware once the tender goes live.</p>	The Clerk

C/24/180	<p>Motion from Cllr Malcaus Cooper: Proposal to Initiate Discussions with SHBC on Community Asset and Service Transfer</p> <p>The Council was asked to resolve to:</p> <ul style="list-style-type: none"> • Request that Surrey Heath Borough Council (SHBC) considers adopting a formal Community Asset Transfer (CAT) policy to establish a structured and transparent framework for the transfer of appropriate assets to parish and town councils, charities, and community groups. • Delegate authority to the Clerk to initiate exploratory discussions with the Chief Executive of SHBC and relevant staff at SCC regarding: The potential adoption of a Community Asset Transfer (CAT) policy to provide clarity and fairness in future asset transfers. Opportunities for devolution of services or transfer of community assets where appropriate, ensuring local decision-making and long-term sustainability. • Ensure that any outcomes from these discussions are brought back to full Council for consideration before any formal commitments are made. <p>This motion does not authorise the transfer of any specific assets or services at this stage but allows the Parish Council to explore potential opportunities in a constructive and collaborative manner.</p> <p>Cllr Malcaus Cooper proposed, Cllr Harris seconded, and it was resolved with 13 in favour, 1 against and 1 abstention to</p> <ul style="list-style-type: none"> • Delegate authority to the Clerk to initiate exploratory discussions with the Chief Executive of SHBC and relevant staff at SCC regarding: The potential adoption of a Community Asset Transfer (CAT) policy to provide clarity and fairness in future asset transfers. Opportunities for devolution of services or transfer of community assets where appropriate, ensuring local decision-making and long-term sustainability. • Additionally, to delegate authority to the Chair and Vice Chair of Council to initiate dialogue with the Leader of the Council, Shaun MacDonald. 	The Clerk Cllr Turner Cllr White
C/24/181	<p>The Clerk informed Members that in accordance with Standing Order 27b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 10.</p> <p>As no proposer had supported their motion with a written request signed by six Councillors, the Council was required to decide whether to suspend Standing Orders under SO 27a to proceed or to defer the matter until the requirement was met.</p> <p>A vote was taken, and it was unanimously resolved to suspend</p>	

Standing Orders and proceed.

a) Motion from Cllr R Jennings Evans: To consider amending Standing Orders to clarify Committee Membership

Members were asked to consider amending Standing Orders to introduce a limit of a maximum of six (6) members per committee, with two (2) representatives from each village (Bagshot, Lightwater, and Windlesham), to ensure fair representation. Additionally, that all Councillors may act as substitutes when necessary to maintain effective committee functioning.

It was also suggested that the following clause be inserted after 4d(iv)

Each committee shall have a maximum of six members, with at least two members representing each village. In cases where a village cannot fulfil its representation, the remaining members shall be appointed by Full Council to ensure fair representation across the parish.

If agreed, the relevant Terms of Reference for each committee should be amended accordingly to reflect this change in committee composition.

Cllr R Jennings-Evans proposed, Cllr Malcaus Cooper seconded, and it was resolved with 13 in favour, 1 against and 1 abstention that as from May 2025 Standing Orders will include the following clause after clause 4d(iv).

Each committee shall have a maximum of six members, with at least two members representing each village. If a village is unable to fulfil its representation, it may either waive its right to representation or appoint another member of the Council to fill the position.

b) Motion from Cllr Malcaus Cooper: Review and Clarification of Public Participation in Meetings within Standing Orders

Windlesham Parish Council was asked to resolve that:

1. The term “public” in the context of Public Question Time shall be defined as:

- Residents of Windlesham Parish; or
- Representatives of businesses operating within Windlesham Parish.

2. In line with Surrey Heath Borough Council’s approach to public questions, written questions submitted in advance of a meeting shall be limited to a maximum of 125 words.

During discussion Members were informed that SHBC were increasing the word limit imposed on their questions to 150 words.

Cllr Malcaus Cooper proposed, Cllr Willgoss seconded the original motion.

Cllr Harris proposed, and Cllr D Jennings-Evans seconded that the original motion be amended as follows:

- **Definition of "Public"**

For the purposes of Public Question Time, the term “public” shall be defined as:

- Residents of Windlesham Parish; or
- Representatives of businesses operating within Windlesham Parish.

- **Written Questions**

- In line with Surrey Heath Borough Council’s approach, written questions submitted in advance of a meeting shall be limited to a maximum of 150 words.

- **Elected Representatives**

- Elected representatives whose electoral ward encompasses any part of the Parish boundaries shall be included in Public Question Time.

Cllr Malcaus Cooper and Cllr Willgoss accepted the amendment.

This item was split and a vote taken on the definition of public and the inclusion of elected representatives. The vote was carried with 10 in favour, 5 against, and 0 abstentions.

A vote was then taken on the part of the motion to impose a 150 word limit on written submissions. The motion was carried with 13 in favour, 2 against and 0 abstentions.

21:30 – A vote was taken, and it was resolved with 13 in favour, 1 against and 1 abstention to suspend Standing Orders until 22:30

c) Motion from Cllr Wilson: Standing Order Amendment for Regular Borough, County, and Unitary Council Updates

The Council believes that cooperation and collaboration with Borough, County and Unitary Councils is essential to promote and defend the public interest in the Parish. To facilitate this, a new section will be added to Standing Order 25 as follows:

“c. Agenda items will be included in all ordinary full Council and Village Committee meetings entitled ‘Borough Council Update’, ‘County Council Update’ and ‘Unitary Council Update’ for any of these councils in existence at the time. All of the councillors on these councils with wards including areas of the parish or villages respectively will be invited to submit a written and/or oral report. Council or Committee members may ask any Borough, County or Unitary councillors present any questions that they are willing to answer during these agenda items.”

Cllr Harris proposed, and Cllr R Jennings-Evans seconded that the motion be amended to:

“Agenda items will be included in all ordinary full Council and Village Committee meetings entitled ‘Borough Council Update’, ‘County Council Update’ and ‘Unitary Council Update’ for Officer reports from any of these

	<p>councils in existence at the time. All of the councillors on these councils with wards including areas of the parish or villages respectively will be invited to attend Council or Committee meetings to answer questions on the submitted reports.”</p> <p>Cllr Wilson did not accept the amendment.</p> <p>The original motion was voted on whereby Cllr Wilson proposed and Cllr Hardless seconded and the motion to amend Standing Orders to include the following clause was defeated, with 4 in favour, 9 against and 2 abstentions.</p> <p>“c. Agenda items will be included in all ordinary full Council and Village Committee meetings entitled ‘Borough Council Update’, ‘County Council Update’ and ‘Unitary Council Update’ for any of these councils in existence at the time. All of the councillors on these councils with wards including areas of the parish or villages respectively will be invited to submit a written and/or oral report. Council or Committee members may ask any Borough, County or Unitary councillors present any questions that they are willing to answer during these agenda items.”</p>	
C/24/182	<p>Motion from Cllr Malcaus Cooper: Request that Council consider making a commitment to achieve Quality Council Status.</p> <p>This Council was asked to consider working towards achieving the Quality Award under the Local Council Award Scheme (LCAS) as formal recognition of its commitment to best practices in governance, financial management, and community representation.</p> <p>The Council was further asked to consider delegating authority to the Clerk to enter the Council into the Local Council Award Scheme at the Quality Award level and to undertake all necessary steps to complete the application and accreditation process.</p> <p>Cllr Malcaus Cooper proposed, Cllr Gordon seconded, and it was resolved with 11 in favour, 4 against and 0 abstentions to delegate authority to the Clerk to review the requirements and submit an application.</p>	The Clerk
C/24/183	<p>Transport for the South East Draft Transport Strategy Consultation</p> <p>Members were asked to consider whether Council will respond to the Draft Transport Strategy for the South East by Transport for the South East (TfSE).</p> <p>Cllr Gordon proposed, Cllr Stevens seconded, and it was unanimously resolved not to submit a Council response, however Councillors should submit individual responses.</p>	Councillors
C/24/184	<p>Update on the Borough Council’s decision regarding whether to proceed with the Community Governance Review (CGR).</p> <p>The Clerk informed Members that at the SHBC meeting held on the 17th February 2025, it was resolved to defer a decision on the request to carry out</p>	

	<p>a CGR to remove Windlesham Village from the Windlesham Parish area, pending further updates on the Local Government Reorganisation. The request will be reconsidered either 3 months after the Community White Paper publication or Sept 2025 whichever is soonest.</p> <p>NOTED</p>	
C/24/185	<p>Correspondence</p> <p>Members were informed that the Council has received a further Freedom of Information request, which is currently being handled by the Clerk. Additionally correspondence has been received regarding traffic and infrastructure concerns in Windlesham, which will be referred to the Windlesham Village Committee for review and consideration.</p>	
C/24/186	<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/24/187 Chairman's Community Reception – discuss award nominations.</p> <p>C/24/188 Lightwater Recreation Ground Trust Legal Agreement</p> <p>C/24/161 To discuss contractual terms regarding the purchase of the Allotment site</p> <p>C/24/162 Burial Matters</p> <p>C/24/187 To consider Councillor Wilson's request to be appointed to the Personnel Committee with immediate effect. It was resolved under minute reference C/24/178 to move this discussion to confidential due to concerns that this item may involve discussions touching on personal information covered by GDPR.</p>	
C/24/187	<p>To consider Councillor Wilson's request to be appointed to the Personnel Committee with immediate effect.</p> <p><i>21:55 Officers left the meeting.</i></p> <p>Following a robust discussion as recorded in the confidential report a vote was taken, and the request was defeated with 2 in favour, 9 against and 2 abstentions.</p> <p><i>22:20 Cllr D Jennings-Evans re-joined the meeting</i></p> <p><i>22:20 Officers rejoined the meeting.</i></p>	
C/24/188	<p>Chairman's Community Reception – discuss award nominations.</p> <p>Councillors noted that the Chairman's community reception is booked for the 26th April 2025. All Saints Church in Lightwater between 3pm and 5pm.</p>	

	<p>Members also noted that the deadline to send attendee invitations is the 17th March 2025. No amendments will be accepted after that date.</p> <p>All award nominations were agreed.</p> <p>1. Catering</p> <p>Members were asked to consider how they wished to cater this event and if they would like to provide floral displays for decoration. It was noted that there is a budget £856 in the 2025-26 budget for this event and any underspend from 2024-25 will be accrued at year end, subject to Council agreement.</p> <p>Cllr Malcaus Cooper proposed, Cllr Stevens seconded, and it was unanimously resolved to approve the nominations. It was further agreed that Cllr White will oversee catering for the event, Cllr Malcaus Cooper will be responsible for floral arrangements, and Cllrs White, Malcaus Cooper, and Gordon will sponsor the liquid refreshments. Additionally, it was resolved that the unused Chair's allowance will be allocated to fund the event.</p>	
C/24/188	<p>Lightwater Recreation Ground Trust Legal Agreement</p> <p>A vote was taken, and this item was deferred until the March Full Council Meeting, with 12 in favour, 3 against and 0 abstentions.</p>	
C/24/189	<p>To discuss contractual terms regarding the purchase of the Allotment site</p> <p>Members resolved, with 14 in favour, 1 against, and 0 abstentions, to carry out the actions as detailed in the confidential report.</p>	
C/24/190	<p>Burial Matters</p> <p>Members noted the report presented.</p>	
	There being no further business the meeting closed at 22:33	

Top Level for Month No 10				Order by Invoices Entered							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/01/2025	10005203836	738	CASTLE WATER	CASTL	7.14	0.00	7.14	4055	455	7.14	Water - Dec 24 Lightwater Pav
TOTAL INVOICES					7.14	0.00	7.14			7.14	
VAT ANALYSISCODE OTS @ 0.00%					7.14	0.00	7.14				
TOTALS					7.14	0.00	7.14				

Top Level for Month No 10				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
20/01/2025	1752	739	PERFECTION PEST	PERFPEST	260.00	0.00	260.00	4435	225	260.00	2 x visits re: mice control
TOTAL INVOICES					260.00	0.00	260.00			260.00	
VAT ANALYSISCODE OTS @ 0.00%					260.00	0.00	260.00				
TOTALS					260.00	0.00	260.00				

Top Level for Month No 10

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/10/2024	2797	740	SURREY ALC	SALC	60.00	12.00	72.00	4350	220	60.00	2 x SALC Annual Conf
20/01/2025	75015	741	PLAY INSPECTION CO	PLAYI	269.25	53.85	323.10	4220	310	107.70	Freemantle/School Lane inspect
								4220	410	53.85	Lightwater Rec inspection
								4220	510	107.70	Kings Lane/Windmill insp
TOTAL INVOICES					329.25	65.85	395.10			329.25	
VAT ANALYSISCODE S @ 20.00%					329.25	65.85	395.10				
TOTALS					329.25	65.85	395.10				

Top Level for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/02/2025	13	742	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Planning Meeting - 8 Jan 25
								4950	425	5.55	Planning Meeting - 8 Jan 25
								4950	525	3.90	Planning Meeting - 8 Jan 25
03/02/2025	0851	743	MULBERRY CO	MULBE	90.00	18.00	108.00	4500	330	15.00	6 x Code of Conduct training
								4500	430	30.00	6 x Code of Conduct training
								4500	530	45.00	6 x Code of Conduct training
04/02/2025	2040463	744	SURREY HEATH	SHBC01	8,556.32	1,711.27	10,267.59	4165	310	3,622.98	Greenspace maint - Feb 25
								4165	410	2,780.43	Greenspace maint - Feb 25
								4165	510	2,022.13	Greenspace maint - Feb 25
								4220	410	65.39	Playground insp - LW Rec
								4220	310	65.39	Playground insp - SLF
31/01/2025	2086	745	ZENTECH IT	FRE01	287.57	57.51	345.08	4440	225	247.57	Licences - 31 Jan 25 + support
								4425	225	40.00	Licences - 31 Jan 25 + support
05/02/2025	202503	746	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	18.50	Full Council - 21 Jan 25
								4950	425	18.50	Full Council - 21 Jan 25
								4950	525	13.00	Full Council - 21 Jan 25
								4950	425	50.00	LVC - 14 Jan 25
TOTAL INVOICES					9,048.89	1,786.78	10,835.67			9,048.89	
VAT ANALYSISCODE OTS @ 0.00%					115.00	0.00	115.00				
VAT ANALYSISCODE S @ 20.00%					8,933.89	1,786.78	10,720.67				
TOTALS					9,048.89	1,786.78	10,835.67				

Top Level for Month No 11

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2025	11299	747	SURREY HILLS	SURREYH	2,074.00	400.00	2,474.00	4400	225	2,074.00	Reg of 3 x cemeteries (legal)
26/07/2024	388366	748	OCEAN FIRE	OCEAN	219.87	43.97	263.84	4435	225	219.87	Srvce of fire equip
07/02/2025	10005480609	749	CASTLE WATER	CASTL	7.14	0.00	7.14	4055	455	7.14	Water - Broadway Rd (1-31 Jan)
TOTAL INVOICES					2,301.01	443.97	2,744.98			2,301.01	
VAT ANALYSISCODE					OTS @ 0.00%	81.14	0.00	81.14			
VAT ANALYSISCODE					S @ 20.00%	2,219.87	443.97	2,663.84			
TOTALS					2,301.01	443.97	2,744.98				

Top Level for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
13/02/2025	1046191	750	UK SAFETY MANAGEMENT	UK SAFETY	59.00	11.80	70.80	4525	235	59.00	PAT test - Bagshot Chapel
24/05/2024	4063A	751	NEIL CURTIS	NEIL	20.00	0.00	20.00	4005	400	20.00	Correction to inv4063
TOTAL INVOICES					79.00	11.80	90.80			79.00	
VAT ANALYSISCODE OTS @ 0.00%					20.00	0.00	20.00				
VAT ANALYSISCODE S @ 20.00%					59.00	11.80	70.80				
TOTALS					79.00	11.80	90.80				

Top Level for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
13/02/2025	1046179	752	UK SAFETY MANAGEMENT	UK SAFETY	116.80	23.36	140.16	4435	225	116.80	PAT testing - office + chamber
TOTAL INVOICES					116.80	23.36	140.16			116.80	
VAT ANALYSISCODE S @ 20.00%					116.80	23.36	140.16				
TOTALS					116.80	23.36	140.16				