



Windlesham Parish Council

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The Council Offices
The Avenue
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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 20th May 2025, at 7.00pm held at St Anne's Church Centre, 45 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	P	Harris	A	Hardless	A
Du Cann	P	Hartshorn	P	Lewis	P
Gordon	PA	Jennings-Evans	P	Marr	P
Wilson	P	Malcaus Cooper	PA	Wheeler	A
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 outgoing Chair

Cllr White took the Chair

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		Action																
C/25/01	<p>To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office</p> <p>Two nominations were received as follows:</p> <p>Proposer: Cllr Willgoss Seconder: Cllr D Jennings Evans Nominated: Cllr White</p> <p>Proposer: Cllr Wilson Seconder: Cllr Richardson Nominated: Cllr Wilson</p> <p>Cllr Willgoss requested a recorded vote, following which Cllr White took the Chair with 11 votes to 4 votes for Cllr Wilson.</p> <table><tr><td></td><td><u>Voted For</u></td></tr><tr><td>Cllr Bakar</td><td>Cllr White</td></tr><tr><td>Cllr Du Cann</td><td>Cllr White</td></tr><tr><td>Cllr Gordon</td><td>Cllr White</td></tr><tr><td>Cllr Wilson</td><td>Cllr Wilson</td></tr><tr><td>Cllr Willgoss</td><td>Cllr White</td></tr><tr><td>Cllr White</td><td>Cllr White</td></tr><tr><td>Cllr Hartshorn</td><td>Cllr White</td></tr></table>		<u>Voted For</u>	Cllr Bakar	Cllr White	Cllr Du Cann	Cllr White	Cllr Gordon	Cllr White	Cllr Wilson	Cllr Wilson	Cllr Willgoss	Cllr White	Cllr White	Cllr White	Cllr Hartshorn	Cllr White	
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	<p> Cllr R Jennings-Evans Cllr Malcaus Cooper Cllr Turner Cllr D Jennings-Evans Cllr Stevens Cllr Lewis Cllr Marr Cllr Richardson </p> <p> Cllr White Cllr White Cllr White Cllr White Cllr White Cllr Wilson Cllr Wilson Cllr Wilson </p> <p> It was resolved to elect Cllr White as the Chairman of Windlesham Parish Council. Cllr White then duly signed the Declaration of Acceptance of Office. </p>	
C/25/02	<p>To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office</p> <p>Two nominations were received as follows:</p> <p> Proposer Cllr Stevens Seconders Cllr Malcaus Cooper Nominated Cllr R Jennings Evans </p> <p> Proposer Cllr Wilson Seconders Cllr Richardson Nominated Cllr Wilson </p> <p>A vote was taken, and Cllr R Jennings-Evans took the position of Vice-Chair with 11 votes to 4 votes for Cllr Wilson</p> <p>It was unanimously resolved to elect Cllr R Jennings-Evans as the Vice-Chairman of Windlesham Parish Council. Cllr R Jennings-Evans then duly signed the Declaration of Acceptance of Office.</p> <p><i>19:10 Cllr Malcaus Cooper left the meeting</i></p>	
C/25/03	<p>Apologies for absence</p> <p><i>19:11 Cllr Gordon left the meeting</i></p> <p>Apologies for absence were received and accepted from Cllrs Hardless, Harris and Cllr Wheeler.</p>	
C/25/04	<p>Declarations of interest</p> <p>Cllr Wilson and the entire Bagshot Village Committee declared a non-pecuniary interest in item 22, as they will attend the event.</p>	
C/25/05	<p>Public question time</p> <p>Q1. How is WPC ensuring that residents not using Facebook or the website are informed about the consultation?</p> <p>Answer: WPC has taken comprehensive steps to ensure inclusivity and accessibility in its public consultation efforts:</p> <ul style="list-style-type: none"> • Village Noticeboards: Posters have been created and displayed on noticeboards across all three villages. 	

- **Annual Parish Meeting (APM):** Posters for both consultations were presented at the APM on 13 May 2025. Display boards provided detailed information about the proposed Heathpark Wood community building. QR codes linked to the online survey were included, and paper copies of the survey were available for completion on-site or to take away.
- **Print Distribution:** Councillors collected hard copies of the consultation documents for distribution at community events, including the Bagshot "Meet the Councillor" event. Additional locations include Windlesham FoR and Lightwater Connected.
- **Online Communication:** The consultation has been shared as a news item and on the Consultations page of the WPC website. Posts have also been made via WPC's Facebook and Instagram accounts and sent to local community groups and Instagram pages for re-sharing.
- **Community Email Outreach:** Emails containing posters and consultation details were sent to local infant and junior schools, GP surgeries, Scouts, Girl Guides, and churches, requesting they share the materials in newsletters or on display boards.
- **Physical Posters in Local Venues:** Posters are on display at all WPC noticeboards and the Fieldhouse Café at Lightwater Leisure Centre.
- **Further Outreach in Progress:** The Communications Officer and supporting councillors are exploring additional avenues for promoting the consultation. Plans include potential engagement at the Windlesham Fete should the consultation be extended.

2. When did discussions about WPC possibly taking on responsibility for the community building begin?

Answer: Initial discussions occurred at the Full Council meetings in November 2020 and January 2021. Due to the developer prioritising reserved planning matters, contact did not resume until 27 June 2024, leading to its referral to the Windlesham Village Committee and subsequent Full Council meetings in September and October 2024. Public consultation was agreed as a prerequisite for final decisions, but delays including by-elections postponed progress until April 2025. The consultation was officially launched on 13 May 2025 at the Annual Parish Meeting.

3. Were the agenda items from November 2020 and January 2021 Full Council meetings related to the Heath Park Community Building?

Answer: Yes. The agenda items "To consider new community asset opportunity" from those meetings referred to the Heath Park Community Building.

4. Why is the public consultation period less than three weeks, and is this considered sufficient?

Answer: The timeline is constrained by the requirement to respond to the developer by July 2025. The Clerk's upcoming leave means the June Full Council agenda must be finalised by 5 June. If the Assistant Clerk takes over data analysis, the consultation may be extended to 14 June to capture feedback from the Windlesham Fete, but that would allow only three working days to analyse and include the results in council papers.

Cllr Richardson requested that it be formally noted that the Windlesham Village Committee considered the proposal regarding the adoption of the Heathpark Woods Community Building at its meeting held on 11th

	<p>September 2024. At that meeting, Cllr Hardless proposed, and it was unanimously resolved, that the Committee recommend to Full Council that Windlesham Parish Council does not adopt the Heathpark Woods Community Building. Cllr Turner expressed concern that some Members may not have appropriately declared a potential conflict of interest, particularly in cases where they serve as trustees of other community facilities that could be perceived as competing with the proposed Heathpark Woods Community Building. Cllr Lewis responded by clarifying that she was not campaigning, just giving observations to people. She also confirmed that as a committee Member of the Windlesham Field of Remembrance, she had a non-pecuniary interest.</p>	
C/25/06	<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/25/26 Allotment Contract Update C/25/27 To approve as a correct record the confidential resolution report for Full Council held on the 29th April 2025</p> <p>Members agreed that the above items should be discussed in the confidential part of the meeting.</p>	
C/25/07	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The minutes of the Full Council meetings held on the 29th April 2025 were approved and signed by Cllr White. <p>Cllr Richardson expressed her disappointment that the meeting with the Responsible Financial Officer (RFO), which she had informally requested at the previous Full Council meeting, was scheduled on a date she was unable to attend. She felt that this timing effectively excluded her from participating in the process.</p> <p>The Clerk explained that a poll of availability had been conducted, and the chosen date was the most suitable for the majority of Councillors. However, all Councillors are encouraged to submit their questions in writing to the RFO, who will respond. The meeting will be recorded, and Councillors who are unable to attend will have the opportunity to review the recording and follow up with the RFO if needed.</p>	Cllr White
C/25/08	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 29th April 2025 were approved and signed by Cllr Stevens. The minutes of the Personnel Committee meetings held on the 8th April 2025 were approved and signed by Cllr R Jennings-Evans. <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"> Bagshot Committee – 7th May 2025, including recommendations therein. Windlesham Committee EGM – 28th April 2025 including recommendations therein 	<p>Cllr Stevens</p> <p>Cllr R Jennings-Evans</p>

	Members also noted the minutes of the Annual Parish Meeting held on the 13 th May 2025.	
C/25/09	<p>Committees, Scheme of Delegation and Terms of Reference:</p> <p>a. To appoint members to committees set up under the new committee system</p> <p>Members were asked to consider which Committee(s) they wished to sit on for the year 25/265.</p> <p>Membership for village committees will consist of all Councillors representing that village and all other committees will consist of a maximum of 6 members, 2 from each village.</p> <p>Bagshot Committee Resolved: to appoint the following Councillors to the Bagshot Committee.</p> <p>Cllr Bakar Cllr Du Cann Cllr Gordon Cllr Wilson Cllr White Cllr Willgoss</p> <p>Lightwater Committee Resolved: to appoint the following Councillors to the Lightwater Committee.</p> <p>Cllr Harris Cllr Hartshorn Cllr Malcaus Cooper Cllr Jennings-Evans Cllr Turner Cllr D Jennings-Evans Cllr Stevens</p> <p>Windlesham Committee Resolved: to appoint the following Councillors to the Windlesham Committee.</p> <p>Cllr Hardless Cllr Lewis Cllr Marr Cllr Wheeler Cllr Richardson</p> <p><u>Personnel Committee</u></p> <p><u>Nominees for Lightwater</u> Cllr R Jennings-Evans Cllr Turner</p> <p><u>Nominees for Bagshot</u> Cllr White – Contested Cllr Wilson – Contested Cllr Du Cann – Contested</p>	

Nominees for Windlesham

Cllr Richardson

Cllr Wheeler

A vote was taken whereby each councillor voted for 2 Councillors for Bagshot to sit on the Personnel committee.

The results were as follows:

Cllr White 11 votes

Cllr Du Cann 11 votes

Cllr Wilson 3 votes

It was resolved to appoint the following members to the Personnel Committee.

Cllr White

Cllr Du Cann

Cllr Turner

Cllr R Jennings Evans

Cllr Richardson

Cllr Wheeler

Planning

Members Resolved: to appoint the following Councillors to the Committee.

Cllr Du Cann

Cllr Turner

Cllr Stevens

Cllr White

Cllr Marr

Communications

Members Resolved: to appoint the following Councillors to the Committee

Cllr Malcaus Cooper

Cllr Stevens

Cllr Willgoss

Cllr Wilson

Cllr Lewis

Lightwater Recreation Ground Trust

Members Resolved: to appoint the following Councillors to the Committee.

Cllr Turner

Cllr Malcaus Cooper

Cllr Harris

Cllr R Jennings-Evans

Cllr D Jennings-Evans

Cllr Hartshorn

Cllr Stevens

	<p>b. To consider appointment of any new Committees</p> <p>No new committees were agreed.</p> <p>c. Review of delegation arrangements, including the scheme of delegation and terms of reference for existing Committees and Sub Committees</p> <p>Terms of reference for the village committees, Planning, Communications and Personnel, were reviewed, along with the officer's scheme of delegation, and it was resolved unanimously to adopt the scheme of delegation as presented.</p> <p>Additionally, Cllr R Jennings-Evans proposed, Cllr D Jennings-Evans seconded, and it was resolved with 12 in favour, 1 against and 0 abstentions to amend the Terms of Reference for all cross-village committees to include the following wording:</p> <p><i>"To ensure that each village remains adequately represented in the event of a member's absence, any nominated substitute must be a member of the same village committee as the original appointed representative."</i></p>	
C/25/10	<p>To note the continuation of the agreed Committee working parties</p> <ul style="list-style-type: none"> • Windlesham Traffic & Infrastructure Working Party • Windlesham Neighbourhood Plan • Bagshot Traffic & Infrastructure Working Party • CGR Working Party – if SHBC accept the request <p>It was resolved to disband the Bagshot Traffic and Infrastructure working party as it has achieved its purpose. It was also agreed to note that the Lightwater Committee is in the process of setting up a Traffic and Infrastructure working party and to defer any changes to the CGR working party until SHBC indicates whether they will proceed with a community governance review.</p> <p>Additionally, it was resolved to approve the continuation of the Windlesham Neighbourhood Plan and Traffic & Infrastructure working parties.</p>	
C/25/11	<p>Setting the dates, times and place of ordinary meetings of the Full Council and committees for the year ahead</p> <p>Members were presented with a draft meeting schedule and resolved to adopt the dates and times as stated below:</p> <p>It was also resolved to review the number of meetings and where possible reduce them.</p> <p><u>Full Council meetings</u></p>	

To be held 10 times per year on the following dates.

20th May 2025 – Annual Council Meeting Election of Chairman etc

24th June 2025 – **Only if required.**

29th July 2025

23rd September 2025 – Sign off External Audit before the 30th Sept **(please note this clash with SHBC Audit and Standards Committee)**

28th October 2025 – Budget and Precept

25th November 2025 – Budget and Precept to be completed **(please note this clashes with SHBC Audit and Standards Committee.)**

20th January 2026 – Precept demand **(please note this clash with SHBC Executive)**

24th February 2026

24th March 2026 – Year end Accounts **(please note this clash with SHBC Audit and Standards Committee.**

28th April 2026

19th May 2026 – Next municipal year Annual Council Meeting Election of Chairman etc **(please note this clashes with SHBC Executive)**

Start time: 7.15pm

Planning Committee meetings

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

20th May 2025 - Start time: 6:30pm

10th June 2025 - Start time 11am

24th June 2025 - Start time 6:30pm

15th July 2025 - Start time: 11am

29th July 2025- Start time: 6:30pm

12th August 2025 - Start time: 11am

2nd September 2025 - Start time: 11am

23rd September 2025 - Start time: 6:30pm **(please note this clashes with SHBC Audit and Standards Committee.)**

14th October 2025 - Start time: 11am

28th October 2025 - Start time: 6:30pm

11th November 2025 - Start time: 11am

25th November 2025 - Start time: 6:30pm **(please note this clashes with SHBC Audit and Standards Committee.**

19th December 2025 - Start time: 11am

9th January 2026 - Start time: 11am

28th January 2026 - Start time: 11am

11th February 2026 - Start time: 11am

24th February 2026 - Start time: 6:30pm

11th March 2026 - Start time: 11am

24th March 2026 - Start time: 6:30pm **(please note this clashes with SHBC Audit and Standards Committee.**

15th April 2026 - Start time: 11am

28th April 2026 - Start time: 6:30pm

19th May 2026 - Start time: 6:30pm **(please note this clashes with SHBC Executive)**

Personnel Committee

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

8th July 2025
14th October 2025(**please note this clashes with SHBC Executive**)
13th January 2026 (**please note this clashes with SHBC External Partnership Select Committee**)
14th April 2026

Start time: 6.30pm

Communications Committee

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

8th July 2025
14th October 2025 (**please note this clashes with SHBC Executive**)
13th January 2026 (**please note this clashes with SHBC External Partnership Select Committee**)
14th April 2026

Start time: 7.30pm

Budget Setting Meetings

- W/C 15th September 2025 - Committees to meet informally to discuss village budget requirements.
- 30th September 2025 – Chair of Committees to meet to discuss overall Council budget for the 1st time.
- 15th October 2025 – Chair of Committees to meet to discuss overall Council budget for the 2nd time.
- Budget to be discussed at October Full Council meeting
- 12th November 2025 – Chair of Committees to meet to discuss overall Council budget for the final time.
- Budget to be agreed at the November Full Council meeting.

Annual Parish Meeting

17th March 2026 7pm

Community Reception

25th April 2026 3pm-5pm

Village Committee Meetings

Lightwater Committee:

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

1st July 2025
7th October 2025 (**please note this clashes with SHBC External Partnership Select Committee**)
15th January 2026
14th April 2026

	<p>Start time: 7.30pm</p> <p><u>Bagshot Committee:</u></p> <p>To be held 4 times per year on the following dates:</p> <p>22nd July 2025 11th November 2025 3rd February 2026 5th May 2026</p> <p>Start time: 7.00pm</p> <p><u>Windlesham Committee:</u></p> <p>To be held 4 times per year on the following dates:</p> <p>WVC requested that these meetings be moved to Wednesdays with the dates to be agreed.</p> <p>Start time: 7.00pm</p> <p>Cllr Hartshorn requested that the location of the meetings be reviewed due to parking and concerns for lack of lighting during the winter months.</p>							
C/25/12	<p>Review of representation on or work with outside organisations</p> <p>Members were presented with a list of organisations that historically the Parish Council have had Councillor representation.</p> <p>Members were asked to consider whether representation was still required for the organisations listed and if so to consider if they wish to act as the Parish Council representative.</p> <p>It was resolved to appoint the following Members and write to all organisations with a vacancy requesting clarification on:</p> <ul style="list-style-type: none">• The duties and responsibilities expected of the trustee representative; and• The frequency and format of Trust meetings. <p>Following receipt of this clarification, the Council will advertise the vacancies for representative(s) accordingly.</p> <p>ANNUAL APPOINTMENTS 25/26</p> <p><u>Bagshot</u></p> <table><tr><td>Bagshot Playing Fields Association</td><td>Cllr White</td></tr><tr><td>Bagshot Society</td><td>Cllr Willgoss</td></tr><tr><td>St Anne's Hall Management Committee</td><td>Cllr Du Cann</td></tr></table>	Bagshot Playing Fields Association	Cllr White	Bagshot Society	Cllr Willgoss	St Anne's Hall Management Committee	Cllr Du Cann	
Bagshot Playing Fields Association	Cllr White							
Bagshot Society	Cllr Willgoss							
St Anne's Hall Management Committee	Cllr Du Cann							

	<p><u>Lightwater</u></p> <p>Briars' Centre Management Committee Representatives are no longer required.</p> <p>Lightwater Connected Cllr Turner.</p> <p>Lightwater Society Cllr Malcaus Cooper</p> <p><u>Windlesham</u></p> <p>Windlesham Field of Remembrance Cllr Lewis</p> <p><u>General</u></p> <p>Chobham Common Liaison Group VACANCY</p> <p>Surrey County Association of Cllr Malcaus Cooper</p> <p>Parish & Town Councils</p> <p>LONGER TERM APPOINTMENTS WITH A 4 YEAR TERM</p> <p>Valley End Institute – VACANCY – A representative is required</p> <p>WC Lees Resthouses – VACANCY – A representative is required</p> <p>WC Lees Sick Poor Fund – VACANCY – A representative is required & Helen-Hansen-Hjul was appointed until 2027</p> <table><tr><td></td><td></td><td></td><td>Term Until</td></tr><tr><td>Windlesham United</td><td>Mrs J Ward</td><td>4 years</td><td>VACANT</td></tr><tr><td>Charities (5 appointees)</td><td>Mr Alan Stevens</td><td>4 years</td><td>May 2029</td></tr><tr><td></td><td>Mrs D Winterton</td><td>4 years</td><td>May 2029</td></tr><tr><td></td><td>Mr J Winterton</td><td>4 years</td><td>May 2029</td></tr><tr><td></td><td>Mrs V White</td><td>4 years</td><td>Nov 2027</td></tr></table>				Term Until	Windlesham United	Mrs J Ward	4 years	VACANT	Charities (5 appointees)	Mr Alan Stevens	4 years	May 2029		Mrs D Winterton	4 years	May 2029		Mr J Winterton	4 years	May 2029		Mrs V White	4 years	Nov 2027	
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C/25/13	<p>Review of Standing Orders</p> <p>Councillors last reviewed and approved Standing Orders at the Full Council meeting held on the 29th April 2025, and since when there have been no updates.</p> <p>Action required:</p> <p>Members were asked to approve Standing Orders as presented.</p> <p>It was resolved to adopt the Standing Orders as presented, with the following amendment:</p> <p><i>“To ensure that each village remains adequately represented in the event of a member’s absence, any nominated substitute must be a member of the same village committee as the original appointed representative.”</i></p> <p>It was also resolved to and review them within 12 months.</p>																									

C/25/14	<p>Review of Financial Regulations</p> <p>Councillors last reviewed and approved Financial Regulations at the Full Council meeting held on the 29th April 2025, and since then, there have been no updates.</p> <p>Action required: Members were asked to approve the Financial Regulations as presented.</p> <p>It was resolved to adopt the Financial Regulations as presented and review them within 12 months.</p>	
C/25/15a	<p>Review of inventory of land and assets including buildings and office equipment</p> <p>Members were presented with the fixed asset register and informed that the balance of assets held was £407,098.42 and that the register had been reviewed as part of the year-end accounts process.</p> <p>Members were asked to note the fixed asset register provided.</p> <p>Noted</p>	
C/25/15	<p>Update on SHBC Asset Transfers and Consultation on Public Opinion</p> <p>In support of this early-stage engagement, the Council was asked to consider, in principle, whether it would be open to the idea of accepting responsibility for assets and services such as open spaces, play areas and public toilets, subject to future detailed negotiations, due diligence, and full financial appraisal.</p> <p>Action:</p> <p>Members are asked to:</p> <ol style="list-style-type: none"> 1. Note the update on preliminary discussions with SHBC. 2. Note that a public consultation is currently underway to inform the Council's future decision-making. 3. Indicate, in principle, whether the Council is open to considering the transfer of services such as open spaces, play areas, and public toilets, pending further detail and full evaluation. <p>Members noted the update and acknowledged the current consultation taking place. Cllr Richardson raised concerns that in her opinion this item was premature and that she was not happy to make a firm commitment. It was explained that Members were only being asked to indicate, in principle, where they were open to further explore the transfer of assets</p>	

	<p>such as open spaces, play areas, and public toilets, pending further detail and full evaluation.</p> <p>Members indicated their support to continue exploring the above options; however, no firm commitments to take on additional assets were made.</p>	
C/25/16	<p>Review and confirmation of arrangements for insurance cover in respect of all insured risks.</p> <p>Councillors were asked to note that the Council's insurance was renewed in September 2024. At which point it was agreed that the Council would enter into a 3-year long-term agreement ending on 30th September 2027 (minute ref: C/24/61).</p> <p>Noted</p>	
C/25/17	<p>Review of Council Policies</p> <p>Councillors were asked to note that Council Policies were reviewed at Full Council meetings held in November 2023, where all policies were adopted.</p> <p>It was resolved to note that the Council Policies had been adopted at the July 2024 and October 2024 Full Council meetings.</p> <p>Members also resolved to appoint a working party consisting of the following Councillors:</p> <p>Cllr Turner Cllr R Jennings-Evans Cllr Richardson</p>	
C/25/18	<p>GDPR – Re-appointment of Data Protection Officer</p> <p>Members were reminded that the Council appointed GDPR-info as their Data Protection Officer and the contract will be up for renewal in June this year.</p> <p>Members were asked to consider re-appointing the current provider as the Council's Data Protection Officer for the next 12 months.</p> <p>It was resolved to re-appoint the current provider, subject to the renewal cost not exceeding £400.</p>	
C/25/19	<p>Telecoms</p> <p>Members were informed that the current office phone system is now outdated and increasingly unreliable. To future-proof our communications and align with the national move away from traditional landlines ahead of the digital switchover, it is proposed that the Council consider upgrading its systems.</p>	

	<p>Suppliers had been contacted to provide quotes for replacing the existing Horizon system with a modern setup that includes laptop-based calling capabilities and headsets.</p> <p>Members are invited to consider whether they wish to proceed with an upgrade, and if so, to select a preferred supplier from the options provided.</p> <p>Cllr R Jennings-Evans proposed, Cllr Hartshorn seconded and it was resolved unanimously to appoint supplier 1. The Clerk was granted delegated authority to determine the appropriate internet speed and hardware specification, provided the final selection remains within the approved budget.</p>	The Clerk
C/25/20	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £10,402.02 and explained the individual items.</p> <p>It was resolved that the payments (Appendix A) in the total sum of £10,402.02 be authorised, and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/25/21	<p>Budget Monitoring Report</p> <p>Members were presented with the budget monitoring report up to the 12th May 2025, detailing any overspends, transfers or virements for approval.</p> <p>Actions required</p> <p>(i) Councillors were asked to note levels of expenditure shown and the associated balance sheet.</p> <p>Councillors noted the Actual vs Budget report as of 12th May 2025, along with the corresponding Balance Sheet and Income and Expenditure reports.</p>	
C/25/22	<p>Grants</p> <p>Windlesham Parish Council has received a grant application from the Bagshot Society requesting financial support for two initiatives. The application has been escalated directly to Full Council due to the time-sensitive nature of the planting schedule.</p> <p>Details of Grant Request: The Bagshot Society seeks funding to support the following:</p> <p>1. £120 for <i>“Meet the Councillors” Events</i> – Late 2025 & January 2026 Members were reminded that historically, Councillors have either obtained venues for Councillor surgeries for free, publicised their attendance at a coffee shop for drop-in sessions or funded from their allowance.</p> <p>2. £160 for <i>Village Planters – Summer and Winter Planting</i></p> <p>Total Grant Requested: £280.00</p>	

	Cllr Willgoss proposed, Cllr Du Cann seconded, and it was unanimously resolved to grant £280.	
C/25/23	To consider a request for the Chair of the Parish Council to attend the opening of the Lightwater Fete. Agreed.	
C/25/24	Correspondence There was no correspondence	
C/25/25	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: C/25/26 Allotment Contract Update C/25/27 To approve as a correct record the confidential resolution reports for the Full Council held on the 29th April 2025.	
C/25/26	Allotment Contract Update There were no further updates for discussion.	
C/25/27	To approve as a correct record the confidential resolution reports for the Full Council held on the 29th April 2025. Approved.	
	There being no further business, the meeting closed at 20.33	

Top Level for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/04/2025	221253-1	788	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	Tfr of Assets - JW (8/7)
28/04/2025	221254--1	789	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	Strategic Vision - JW (27/5)
28/04/2025	221255-1	790	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	Powerful Conf crse - JW (3/7)
28/04/2025	221256-1	791	SLCC ENTERPRISES LTD	SLCC	180.00	36.00	216.00	4350	220	180.00	Leadership Skills (4 part) JW
26/04/2025	COSTCO	792	WHITE	WHITE	259.85	0.99	260.84	4600	225	259.85	Supplies for APM
27/04/2025	221252-1	793	SLCC ENTERPRISES LTD	SLCC	792.00	79.20	871.20	4350	220	792.00	National Conf 2025 - JW
TOTAL INVOICES					<u>1,321.85</u>	<u>134.19</u>	<u>1,456.04</u>			<u>1,321.85</u>	
VAT ANALYSISCODE OTS @ 0.00%					650.86	0.00	650.86				
VAT ANALYSISCODE S @ 20.00%					670.99	134.19	805.18				
TOTALS					<u>1,321.85</u>	<u>134.19</u>	<u>1,456.04</u>				

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PURCHASE DAYBOOK

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Top Level for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2025	202512	794	ST ANNES PCC	ANNE	150.00	0.00	150.00	4950	225	150.00	8,15,29 April meetings
TOTAL INVOICES					150.00	0.00	150.00			150.00	
VAT ANALYSISCODE OTS @ 0.00%					150.00	0.00	150.00				
TOTALS					150.00	0.00	150.00				

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PURCHASE DAYBOOK

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Top Level for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/05/2025	2040885	795	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Greenspace - May 25
								4165	410	2,780.43	Greenspace - May 25
								4165	510	2,022.13	Greenspace - May 25
								4220	310	69.96	Playground insp - School Lane
								4220	410	69.96	Playground insp - LW Rec
01/05/2025	60	796	ALL SAINTS CHURCH	ALLS	75.00	0.00	75.00	4950	225	75.00	Planning & FC meet - 9th, 26th
30/04/2025	2221	797	ZENTECH IT	FRE01	289.71	57.94	347.65	4440	225	289.71	365 subs and support - May 25
TOTAL INVOICES					8,930.17	1,771.03	10,701.20			8,930.17	
VAT ANALYSISCODE					OTS @ 0.00%	75.00	0.00	75.00			
VAT ANALYSISCODE					S @ 20.00%	8,855.17	1,771.03	10,626.20			
TOTALS					8,930.17	1,771.03	10,701.20				