



### Windlesham Parish Council

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## MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 28<sup>th</sup> October 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	P	Lewis	P
Gordon	A	R Jennings-Evans	P	Marr	P
Wilson	A	Malcaus Cooper	P	Richardson	A
Willgoss	A	Turner	P	Wheeler	P
White	P	Stevens	P		
		D Jennings-Evans	P		

**In attendance:** Jo Whitfield –Clerk to the Council  
Mr Murphy – Windlesham Resident  
Mr & Mrs Burlinson – Windlesham Residents

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

Cllr White was in the Chair

		Action
<b>C/25/115</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllr Richardson, Gordon, and Willgoss.  Cllr Wilson also sent apologies; however, no reason was given, therefore these apologies have not been accepted, in line with Standing Orders and LGA 1972.	
<b>C/25/116</b>	<b>Declarations of interest</b>  Cllr Malcaus Cooper declared a non-pecuniary interest in Item 7 on the agenda, noting that she is a Trustee and Chair of the Briars Centre. She also informed members that, in relation to any items concerning SALC, she holds the positions of Director and Vice Chair.  Cllr Harris also declared a non-pecuniary interest as a Trustee of the Briars Centre.  Cllr White and Cllr Wheeler declared non-pecuniary interests in Items 12 and 7, noting that they are also Borough Councillors.	
<b>C/25/117</b>	<b>Public Questions</b>	

	<p>Mr Murphy expressed appreciation for the improved meeting layout, noting its compliance with legislation supporting accessibility. He raised concerns regarding Item 15 (Annual Parish Meeting), highlighting a lack of public engagement and democratic participation in local governance. Drawing on a recent SHBC meeting, he emphasised the importance of meaningful engagement, criticised the current structure for failing to support it, and urged the Council to take steps to improve attendance and involvement at Annual Parish Meetings.</p> <p>The Chair read aloud questions submitted by a Bagshot resident.</p> <p>Q: The introduction of the 30mph speed limit on the A30 at Bagshot has been a huge success. However, we still do not have any “repeater” signs, and a significant proportion of drivers break the speed limit. Could the council use its influence to remind the appropriate authority of the need to put up repeater signs?</p> <p>A: Cllr White responded that the Parish Council had approached County Highways on multiple occasions regarding repeater signs but had been informed each time that it was not possible due to policy restrictions. Following the meeting, SCC Cllr Tear confirmed that repeater signs had now been ordered.</p> <p>Q: The number of businesses closing on Bagshot High Street is worrying. If it continues, we could easily reach a tipping point where more and more businesses become unviable. Could the council think of steps it could take to revive the High Street? One example might be to reinstate the Christmas fair, but there could be others. Imagination is needed; otherwise, we will ultimately lose the High St.</p> <p>A: Cllr White responded that she would write to the resident and invite them to join the Bagshot Events group, noting that past events had struggled to attract volunteers. She also confirmed she would raise the matter at the next Bagshot meeting.</p>	
<b>C/25/118</b>	<p><b>Exclusion of the press and public.</b></p> <p><b>To agree items to be dealt with after the public, including the press, had been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</b></p> <p>C/25/137      Confidential Reports  C/25/138      To ratify the Personnel Committee Resolutions  C/25/139      Burial Matters</p> <p><b>Members agreed that the above items should be discussed in the confidential part of the meeting.</b></p>	
<b>C/25/119</b>	<p><b>Full Council Minutes.</b></p> <p><b>Cllr R Jennings-Evans proposed, Cllr Stevens seconded, and it was unanimously resolved to approve the minutes of the Full Council meetings held on the 30<sup>th</sup> September (EGM) 2025. The minutes were then signed by Cllr White.</b></p>	<b>Cllr White</b>

	Members noted that the minutes from the meeting held on the 18 <sup>th</sup> September were ratified at the September Full Council meeting on the 30 <sup>th</sup> September.	
<b>C/25/120</b>	<p><b>Committee and Sub-Committee Minutes</b></p> <ul style="list-style-type: none"> <li>• The minutes of the Planning Committee meetings held on the 24<sup>th</sup> September and 15<sup>th</sup> October 2025 <b>were approved and</b> signed by Cllr Stevens.</li> <li>• The minutes of the Personnel Committee held on 7<sup>th</sup> October 2025 <b>were approved and</b> signed by Cllr Turner.</li> <li>• The minutes of the Communications Committee held on 13<sup>th</sup> October 2025 <b>were approved and</b> signed by Cllr Malcaus Cooper.</li> </ul> <p>Members also noted the open minutes of the recent village committee and sub-committee meetings approving the recommendation therein:</p> <ul style="list-style-type: none"> <li>• Windlesham Committee – 17<sup>th</sup> September 2025</li> <li>• Lightwater Committee – 13<sup>th</sup> October 2025 <ul style="list-style-type: none"> <li>○ Members unanimously resolved that the Parish proceed with an annual subscription to the Purple Guide at an annual cost of £25.</li> <li>○ Members unanimously resolved to support the Lightwater Village Committee's recommendation for Full Council to write to Skanska on behalf of all three village committees. The letter will confirm the Council's willingness to support the contractor's communication efforts regarding the A322/M3 Junction 3 roadworks. Recognising the impact on all three villages, this joint approach aims to strengthen engagement, ensure consistent messaging, and promote timely and transparent updates to all affected communities.</li> </ul> </li> </ul>	<p><b>Cllr Stevens</b></p> <p><b>Cllr Turner</b></p> <p><b>Cllr Malcaus Cooper</b></p>
<b>C/25/121</b>	<p><b>To consider SHBC Asset Transfers</b></p> <p>Councillors were presented with an updated asset list from Surrey Heath Borough Council (SHBC), detailing assets across Bagshot, Lightwater, and Windlesham that may be considered for transfer. These included amenity grass areas, vegetation zones, memorials, street furniture, and community buildings.</p> <p>The proposal is part of a broader Devolution/Local Government Reorganisation (LGR) initiative aimed at enhancing local stewardship. A second public consultation was recommended to ensure transparency and</p>	

	<p>community engagement, particularly in light of updated financial estimates and feedback from the initial consultation.</p> <p>Actions</p> <p>Councillors were asked to:</p> <ul style="list-style-type: none"> <li>• Approve the launch of a second public consultation regarding the adoption of the asset list.</li> <li>• Nominate councillors from each village to physically inspect the proposed assets for condition, suitability, and maintenance needs prior to any final decision.</li> </ul> <p>Members discussed the information presented regarding community assets and lease arrangements.</p> <p>Cllr Turner expressed disappointment that SHBC could not provide more detailed financial information, which posed a risk to WPC.</p> <p>Cllr Malcaus Cooper also expressed disappointment that Surrey Heath Borough Council (SHBC) had not considered transferring the Scout Hut to the Parish Council. Instead, SHBC intends to sell an asset that is currently in local authority ownership, technically owned by the community, back to a community organisation. She noted that had the asset been transferred to the Parish Council, it would have come at no cost to the community. In her view, it is morally wrong for SHBC to seek profit from this asset.</p> <p>Additionally, Members agreed that consideration must be given to the length and security of any leases. A risk assessment should be carried out on the organisations holding leases, including their tenure and the potential legal costs involved.</p> <p><b>Cllr R Jennings-Evans proposed, Cllr Du-Cann seconded and it was resolved unanimously to reword the draft consultation to include:</b></p> <ul style="list-style-type: none"> <li>• <b>Invasive Species Treatment:</b> The consultation must clearly state that the Parish Council's plans include the treatment of Japanese Knotweed and invasive bamboo.</li> <li>• <b>Financial Considerations:</b> Financial breakdowns should be presented by village to improve clarity for residents. It must be made clear that some of the discretionary services currently provided by SHBC may not continue if the Parish Council does not preserve these assets for community benefit.</li> <li>• <b>Lease Arrangements:</b> The consultation should fully explain the nature of a repairing lease, including its implications.</li> <li>• <b>Asset Naming:</b> Asset names should be revised to ensure clarity and transparency for residents.</li> </ul>	
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	<p><b>It was also resolved to delegate authority to the Clerk, in conjunction with Cllr Lewis, Cllr Du Cann, and Cllr R Jennings-Evans, to review the revised consultation document and proceed with its launch.</b></p> <p><b>Finally, Members resolved to nominate the following Councillors from each village to assist in ensuring that each asset proposed for adoption is physically visited and assessed for condition, suitability, and any immediate maintenance needs prior to final decision-making:</b></p> <ul style="list-style-type: none"> <li>• <b>Bagshot: Cllr Du Cann, Cllr Willgoss, and Cllr Gordon</b></li> <li>• <b>Lightwater: Cllr Malcaus Cooper, Cllr Harris, and Cllr D Jennings-Evans</b></li> <li>• <b>Windlesham: The full committee</b></li> </ul>	
<b>C/25/122</b>	<p><b>Review of Inventory and Land</b></p> <p>Councillors were presented with the reviewed Fixed Asset Register, which recorded a total asset value of £572,173. It was noted that, in accordance with audit requirements, assets must be listed at original or proxy cost rather than current valuation. A replacement value column was included for insurance purposes.</p> <p>The register included a wide range of assets across Windlesham Parish, such as community buildings, infrastructure items (e.g. benches, noticeboards, play equipment), office equipment, and parcels of land.</p> <p>Updates reflected acquisitions and disposals up to 9 October 2025.</p> <p>Councillors were asked to note the Fixed Asset Register as presented.</p> <p>Members noted some anomalies, particularly regarding the ownership of the bus shelter at Updown Hill in Windlesham.</p> <p><b>It was resolved to defer this item for further investigation.</b></p>	<b>The Clerk</b>
<b>C/25/123</b>	<p><b>Finance</b></p> <p>a) <b>Accounts for payment</b> - The Clerk presented a list of expenditure transactions for approval, in the sum of £20,576.89 and explained the individual items.</p> <p><b>It was resolved that the payments (Appendix A) in the total sum of £20,576.89 be authorised, and the Chairman signed the Expenditure Transactions Approval List.</b></p>	
<b>C/25/124</b>	<b>Budget and Precept 2026-27</b>	

	<p>Councillors were presented with the draft budget for the financial year 2026–27, following two preparatory meetings held on 23 September and 20 October 2025.</p> <p>Comparative analysis showed Windlesham Parish Council provided significantly more services and assets than neighbouring councils, with a higher value-for-money ratio.</p> <p>Councillors were reminded that the precept must be based on approved budgeted expenditure and not set independently.</p> <p><b>Members reviewed the budget presented and noted that the Chairs of each Committee were due to meet in early November to finalise the proposed budget.</b></p> <p><b>Members were asked to review and confirm how they wished to proceed with the following:</b></p> <p><b>Cemetery Income Calculation</b></p> <ul style="list-style-type: none"> <li>• Consider whether to accept the proposed method of calculating cemetery income (90% of the average income over the past four years).</li> <li>• Decide if an alternative calculation method or figure should be used.</li> </ul> <p><b>It was resolved to accept the proposed method of calculating cemetery income (90% of the average income over the past four years).</b></p> <p><b>Staffing and Salaries</b></p> <ul style="list-style-type: none"> <li>• Ratify the Personnel Committee’s recommendation to increase staffing levels.</li> <li>• <b>Approve the salary budget, which includes provision</b> for cost-of-living and performance-related pay increases.</li> </ul> <p><b>Following a discussion in the confidential part of the meeting, it was resolved to approve the staffing and salary points above.</b></p> <p><b>Asset Transfer Budgeting</b></p> <ul style="list-style-type: none"> <li>• Decide whether to allocate partial funding (£35,000–£45,000) in 2026–27 for anticipated asset transfer costs from SHBC.</li> <li>• Consider the financial impact of deferring full budgeting until 2027–28 which could result in a 20–21% precept increase.</li> </ul> <p><b>Cllr Harris proposed, and Cllr Du Cann seconded, that the Council include within the 2026–2027 budget a provision of approximately 35% of the anticipated asset transfer costs, excluding legal fees.</b></p>	
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**A recorded vote was requested, and the motion was passed with 8 in favour, 4 against and 2 abstentions.**

In Favour

Cllr Bakar  
Cllr Du Cann  
Cllr White  
Cllr Harris  
Cllr Hartshorn  
Cllr R Jennings-Evans  
Cllr Malcaus Cooper  
Cllr Stevens

Against

Cllr Hardless  
Cllr Lewis  
Cllr Marr  
Cllr Wheeler

Abstentions

Cllr Turner  
Cllr D Jennings-Evans

**Repurposing of Earmarked Reserves**

- Approve the following proposed transfers:
  - £20,000 from the Cemetery Reserve to the Playground Renewals EMR.
  - £1,000 from the Cemetery Reserve to fund a laptop for a new staff member.
  - £20,000 from the CGR Reserve to the Greenspace Consultancy EMR.
  - £15,000 from the CGR Reserve to the Asset Transfer Legal Fees EMR.
- Note that rejecting these transfers could result in a higher precept increase (approx. 1.8% per £10,000 not offset).

**It was resolved that the budget meeting of Committee Chairs will review the use of reserves and report back to Full Council with recommendations.**

**Final Adjustments**

- Acknowledge the removal of the following items from the budget:
  - £5,000 for Lightwater flags.
  - £5,000 from the Communications budget line.

	<p><b>It was resolved that the budget meeting of Committee Chairs will review these budget lines and report back to Full Council with recommendations.</b></p>	
<b>C/25/125</b>	<p><b>Budget Monitoring</b></p> <p>Members were presented with the budget monitoring report up to the 6<sup>th</sup> October 2025, detailing any overspends, transfers or virements for approval.</p> <p><b>Councillors noted the Actual vs Budget report as of 6th October, along with the Expenditure reports and the Balance Sheet as presented.</b></p>	
<b>C/25/126</b>	<p><b>Community Infrastructure Levy</b></p> <p>Councillors received a report detailing the Community Infrastructure Levy (CIL) receipts and expenditure across the three villages to October 2025. The report outlined the amounts received, committed, and spent, along with expiry dates for each allocation.</p> <p>Members noted that Lightwater Village were due a payment of £18,626.00, and Windlesham Village were due a payment of £9,947.00 of CIL for the period 1st April 254 – 30th September 2025. The next receipt falls due in April 2026.</p> <p><b>Members resolved to note the CIL receipts, expenditure, and balances for each village.</b></p>	
<b>C/25/127</b>	<p><b>To consider the purchase of Microsoft Copilot licences</b></p> <p>Councillors received a report proposing the procurement of two Microsoft Copilot licences to support enhanced efficiency, innovation, and service delivery across council operations.</p> <p>Financial Implications: The proposed cost was £25 per user per month, with funding to be drawn from the existing IT budget. A six-month review was planned to assess the effectiveness of the licences and inform any future expansion.</p> <p>Councillors were asked to:</p> <ul style="list-style-type: none"> <li>• Approve the purchase of two Microsoft Copilot licences on a rolling monthly contract.</li> <li>• Note the funding source and planned review period.</li> </ul> <p><b>It was resolved to delegate authority to the Clerk to proceed with the purchase of 2 Microsoft Copilot Licences.</b></p>	



C/25/128	<p><b>Community Reception</b></p> <p>Councillors considered the nominations process for the 2026 Community Awards, scheduled to be presented at the Community Reception on 25 April 2026.</p> <p>It was noted that the previous year's trial of opening nominations to the public, rather than limiting them to councillors, had received a modest response but was viewed positively in terms of transparency and community engagement.</p> <p>Councillors were asked to:</p> <ul style="list-style-type: none"> <li>• Consider whether to continue with the public nomination process for the current year.</li> <li>• Approve, if agreed, the use of an online SurveyMonkey form to collect nominations from residents.</li> </ul> <p><b>It was resolved to proceed with the process and to approve the use of an online SurveyMonkey form to collect nominations from residents.</b></p>	Comms Officer
C/25/129	<p><b>To consider the format of the next Annual Parish Meeting</b></p> <p>Councillors were reminded that the date for the 2026 Annual Parish Meeting had previously been confirmed as 17 March 2026. Officers were exploring venue options in Windlesham to support the rotation of meeting locations between villages. The proposed venues included The Hub at Windlesham Field of Remembrance and The Link, with the meeting expected to commence between 7:00pm and 7:30pm, subject to availability.</p> <p>It was noted that the APMs in 2024 and 2025 were held in Bagshot and Lightwater respectively.</p> <p>Councillors were asked to:</p> <ul style="list-style-type: none"> <li>• <b>Confirm</b> the format of the 2026 APM.</li> <li>• <b>Decide</b> whether to invite a guest speaker.</li> <li>• <b>Note</b> the venue options and timing, subject to availability.</li> </ul> <p>Cllr Turner emphasised that the Annual Parish Meeting (APM) is a meeting for the electorate and should reflect genuine community engagement. He expressed the view that residents should be actively encouraged to call and lead the meeting to ensure it remains a true forum for public participation.</p> <p><b>Cllr Wheeler proposed, and Cllr Harris seconded, that the Council consider inviting a speaker to the Annual Parish Meeting. It was unanimously resolved that each Village Committee will bring forward suggestions for consideration at the November Full Council meeting.</b></p>	Village Committees
C/25/130	<b>Participation in County-Led Cross Parish Steering Group Update</b>	

	<p>Councillors received an update regarding Windlesham Parish Council's involvement in the County-led Cross Parish Steering Group, which is being formed to support the development of proposals for the Neighbourhood Area Committee (NAC).</p> <p>It was noted that the Council had previously resolved in September to participate in the initiative, subject to clarification on structure and representation.</p> <p>Following this resolution, the Clerk contacted Surrey County Councillors to seek clarification on:</p> <ol style="list-style-type: none"> <li>1. The number of representatives required from Windlesham Parish Council.</li> <li>2. Whether the Steering Group would elect a representative to sit on the NAC or if a direct nomination from the Parish Council was expected.</li> </ol> <p>Cllr Tear responded that the proposals were still in the early stages and no formal guidance was yet available. He supported the Council's approach and suggested that representatives from each village be invited to participate.</p> <p>Councillors were asked to:</p> <ul style="list-style-type: none"> <li>• <b>Appoint one Councillor from each village committee</b> to represent Windlesham Parish Council on the Steering Group.</li> <li>• <b>Note</b> that further clarification may be provided as the NAC proposals develop, and representation may need to be revisited.</li> </ul> <p><b>It was resolved that each Village Committee will nominate a representative and a substitute. Nominations are to be confirmed with the Clerk. Following confirmation, the Clerk will write to the Surrey County Councillors to inform them of the decision.</b></p>	Village Committees & Clerk
C/25/131	<p><b>Community Governance Review</b></p> <p>Councillors received a report inviting Full Council to consider its role in communicating with residents regarding the Community Governance Review (CGR), following confirmation from Surrey Heath Borough Council (SHBC) that it would proceed to Phase 2 of the consultation process. Members were informed that any debate may include, but was not limited to, whether to develop and deliver communications to support public understanding of the consultation.</p> <p>It was noted that the Communications Committee had previously discussed the Parish Council's potential involvement in CGR-related communications. A motion was proposed by Cllr Stevens, seconded by Cllr Malcaus-Cooper, and unanimously resolved to defer any decision until further information was received from SHBC.</p> <p>Councillors were asked to:</p>	



	<p>to each household.</p> <p>A recorded vote was taken and the motion carried with 10 in favour, 4 against and 0 abstentions.</p> <p><b><u>In Favour</u></b>  Cllr Bakar  Cllr Du Cann  Cllr White  Cllr Harris  Cllr Hartshorn  Cllr R Jennings-Evans  Cllr Malcaus Cooper  Cllr Stevens  Cllr Turner  Cllr D Jennings-Evans</p> <p><b><u>Against</u></b>  Cllr Hardless  Cllr Lewis  Cllr Marr  Cllr Wheeler</p> <p>Cllr Cooper proposed, and Cllr Turner seconded, that any Council communications on the CGR are sent via direct mail and should not resemble commercial advertising formats, such as pizza leaflets. As agreed at the recent Communications Committee held on the 13<sup>th</sup> October, this will be funded from the current Communications/marketing budget.</p> <p>A recorded vote was taken, and the motion was carried with 10 in favour, 4 against and 0 abstentions.</p> <p><b><u>In Favour</u></b>  Cllr Bakar  Cllr Du Cann  Cllr White  Cllr Harris  Cllr Hartshorn  Cllr R Jennings-Evans  Cllr Malcaus Cooper  Cllr Stevens  Cllr Turner  Cllr D Jennings-Evans</p> <p><b><u>Against</u></b>  Cllr Hardless</p>	
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	<b>Cllr Lewis</b> <b>Cllr Marr</b> <b>Cllr Wheeler</b>	
<b>C/25/132</b>	<p><b>Follow Up on Provision of Recording Equipment for Council Meetings.</b></p> <p>Councillors received an update on the proposed purchase of recording equipment for Council meetings. Discussions had taken place with an Owl Labs-approved supplier regarding the Meeting Owl 3 Bundle. While the Owl device offered portability and intelligent speaker focus, concerns were raised about its suitability for larger rooms and variable acoustics.</p> <p>An alternative option, the Logitech Rally Bar Mini Bundle, was presented. This system was designed for larger spaces and offered professional-grade audio coverage but lacked automatic speaker zoom and significantly exceeded the approved budget.</p> <p>Councillors were asked to:</p> <ul style="list-style-type: none"> <li>• Note that no demonstrations were available for either device.</li> <li>• Decide whether to proceed with either option or request further investigation.</li> <li>• Agree on an alternative funding approach if the chosen solution exceeded the available ICT budget</li> </ul> <p><b>Cllr Wheeler proposed, Cllr D Jennings-Evans seconded, and it was unanimously resolved to investigate hiring the necessary equipment and to defer any decision to a future meeting.</b></p>	<b>The Clerk</b>
<b>C/25/133</b>	<p><b>Outside Organisations</b></p> <p>Cllr Malcaus Cooper informed Members that the Briars Centre had received a £19k grant from Your Fund Surrey for building improvements.</p> <p><i>21:37 It was resolved to suspend Standing Orders to allow the meeting to continue beyond its scheduled time in order to complete the business on the agenda.</i></p>	
<b>C/25/134</b>	<p><b>Clerks update</b></p> <p>Councillors received an update from the Clerk covering two key areas:</p> <ol style="list-style-type: none"> <li>1. Council Chamber Refurbishment: <ul style="list-style-type: none"> <li>○ The project was progressing through initial planning stages.</li> <li>○ A preliminary meeting had been held with an architect by the Operations Coordinator, Cllr Turner, and Cllr Harris to assess scope and planning requirements.</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>○ Chairs of each Village Committee were invited to contribute to the project.</li> <li>○ Although Cllr Turner and Cllr Harris no longer held Chair positions, their continued involvement was welcomed due to their relevant professional experience.</li> </ul> <p>2. War Memorials:</p> <ul style="list-style-type: none"> <li>○ Historic England had formally reviewed the proposed repair works.</li> <li>○ Preparations were underway to submit the necessary planning application.</li> </ul>	
<b>C/25/135</b>	<b>Correspondence</b>  None	
<b>C/25/136</b>	<b>Exclusion of the press and public - To exclude members of the public, including the press, for consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960</b>  C/25/137      Confidential Reports C/25/138      To ratify the Personnel Committee Resolutions C/25/139      Burial Matters	
<b>C/25/137</b>	<b>To approve as a correct record the confidential resolution report from the Full Council meeting held on the 30<sup>th</sup> September 2025.</b>  <b>It was resolved to approve the above reports as presented.</b>	
<b>C/25/138</b>	<b>To Ratify Personnel Committee Confidential Recommendations</b>  <b>It was resolved to carry out the actions as outlined in the confidential report.</b>	
<b>C/25/139</b>	<b>Burial Matters</b>  <b>Members noted the information provided.</b>	
	<b>There being no further business, the meeting closed at 21:50</b>	

Top Level for Month No 6			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
25/09/2025	LCO 02361	851	CLEAR COUNCILS	CLEAR	5,455.96	0.00	5,455.96	4415	225	5,455.96	CLEAR COUNCILS renewal 25-26
29/09/2025	4082	852	NP TREE MANAGEMENT	NPTREE	120.00	24.00	144.00	4195	210	120.00	Emerg wks - 50 Curley Hill Rd
24/09/2025	2950	853	SURREY ALC	SALC	155.00	31.00	186.00	4350	220	80.00	SALC Conf x 2 attendees
								4500	330	15.00	SALC Conf x 1 remote attendee
								4500	430	30.00	SALC Conf x 2 remote attendee
								4500	530	30.00	SALC Conf x 2 remote attendee
30/09/2025	C/25/84	854	GRANTS WPC	GRANTS	500.00	0.00	500.00	4650	340	185.00	C/25/84 Air Ambulance Grant
								4650	440	185.00	C/25/84 Air Ambulance Grant
								4650	540	130.00	C/25/84 Air Ambulance Grant
28/09/2025	3063	855	GREENLANDS	GREE	950.00	190.00	1,140.00	4220	310	570.00	Misc works - School Lane
								4220	410	90.00	Misc works -Lightwater PF
								4220	510	290.00	Misc works -KING'S IANE
30/09/2025	4085	856	NP TREE MANAGEMENT	NPTREE	2,100.00	420.00	2,520.00	4195	210	2,100.00	Bosman Drive package - 21 week
30/09/2025	GC092-212	857	GREENLANDS	GREE	1,309.19	261.84	1,571.03	4060	215	1,309.19	Clear Plot 50
TOTAL INVOICES					10,590.15	926.84	11,516.99			10,590.15	
VAT ANALYSIS CODE					OTS @ 0.00%	5,955.96	0.00	5,955.96			
VAT ANALYSIS CODE					S @ 20.00%	4,634.19	926.84	5,561.03			
TOTALS					10,590.15	926.84	11,516.99				

07/10/2025

## Windlesham Parish Council

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## PURCHASE DAYBOOK

User: R.MIDGLEY

## Top Level for Month No 7

## 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
01/10/2025	2041544	858	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Greenspace - Oct 25
								4165	410	2,780.43	Greenspace - Oct 25
								4165	510	2,022.13	Greenspace - Oct 25
								4220	310	69.96	LW Rec playground insp
								4220	410	69.96	School Lane playground insp
20/08/2025	C/25/83	859	GRANTS WPC	GRANTS	480.00	0.00	480.00	4650	340	177.60	SALC Unity Model Engagement Re
								4650	440	177.60	SALC Unity Model Engagement Re
								4650	540	124.80	SALC Unity Model Engagement Re
30/09/2025	2448	860	ZENTECH IT	FRE01	343.28	68.65	411.93	4440	225	343.28	M365 licences + support
01/10/2025	20908	861	VISION ICT	VISIO	327.00	65.40	392.40	4640	225	327.00	Website hosting/support
02/10/2025	116	862	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Hall hire - Planning 3 Sep 25

TOTAL INVOICES	9,730.74	1,847.14	11,577.88
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9,730.74

VAT ANALYSIS CODE	OTS @ 0.00%	495.00	0.00	495.00
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VAT ANALYSIS CODE	S @ 20.00%	9,235.74	1,847.14	11,082.88
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TOTALS	9,730.74	1,847.14	11,577.88
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Top Level for Month No 7			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
09/10/2025	202523	864	ST ANNES PCC	ANNE	66.00	0.00	66.00	4950	225	66.00	FC ROOM HIRE 30/9/25
TOTAL INVOICES					66.00	0.00	66.00			66.00	
VAT ANALYSIS CODE OTS @ 0.00%					66.00	0.00	66.00				
TOTALS					66.00	0.00	66.00				

Lightwater PL for Month No 7				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
10/10/2025	5990	76	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	400	190.00	Ashes Interment LW
TOTAL INVOICES					190.00	0.00	190.00			190.00	
VAT ANALYSIS CODE E @ 0.00%					190.00	0.00	190.00				
TOTALS					190.00	0.00	190.00				