



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 January 2026, at 7.15pm held at St Anne's Church Centre, 43
 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
 Mr Murphy – Windlesham Resident
 Mr Burlinson – Resident
 Cllr Richard Tear – SCC Councillor
 Mr Brown – Resident
 Mr Woods x Resident

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

Cllr White was in the Chair

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		Action
C/25/156	Apologies for absence Apologies for absence were received from Cllrs Hardless, Gordon, Hartshorn, R. Jennings-Evans, D. Jennings-Evans, and Harris.	
C/25/157	Declarations of interest Cllr Malcaus Cooper declared non-pecuniary interests in Agenda Item 16 and Agenda Item 19, arising from her role as a Director of SALC and her employment with Gordon Murray, respectively.	
C/25/158	Public Questions Members considered a question from Mr Murphy relating to the validity of a Community Governance Review (CGR) request submitted in March 2024, including the support given by members of Windlesham Village Committee.	

	<p>Concerns were expressed that subsequent actions inhibited members' representative roles.</p> <p>The question referenced a unanimous Council resolution made in June 2023, which agreed to review Terms of Reference and working practices following agreements reached as part of the resolution of the 2019 CGR. It was suggested that the Council did not act on that resolution.</p> <p>Mr Murphy also suggested that support for these actions was investigated through an FOI, which found no documented evidence. It was further suggested that the situation created an impression of injustice and potential non-compliance with the Council's Code of Conduct and Nolan Principles.</p> <p>The Clerk responded, noting that the Terms of Reference are reviewed annually and, as such, had been reviewed twice since June 2023. She also referred to previous correspondence with Mr Murphy, which explained that some liaison may have taken place verbally or in person and therefore may not be evidenced in written records. This correspondence also noted that, in accordance with document retention policies, some emails or documents may no longer be held, and any legal advice obtained by the Council is subject to legal professional privilege.</p>	
C/25/159	<p>Exclusion of the press and public.</p> <p>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:</p> <p>C/25/178 Hook Mill Lane – Lightwater Committee Recommendations C/25/179 Greenspace Contract Increase 2026-2027 C/25/180 Confidential Reports</p> <p>Members agreed that the above items should be discussed in the confidential part of the meeting.</p>	
C/25/160	<p>Full Council Minutes.</p> <p>It was unanimously resolved to approve the minutes of the Full Council meetings held on the 25th November 2025. The minutes were then signed by Cllr White.</p>	Cllr White
C/25/161	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 25th November and 17th December 2025 were approved and signed by Cllr Stevens and Cllr Marr respectively. The minutes of the Personnel Committee held on 13th January 2026 were approved and signed by Cllr Turner. <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"> Bagshot Committee – 11th November 2025 	<p>Cllr Stevens & Cllr Marr</p> <p>Cllr Turner</p>

<p>C/25/162</p>	<p>Policies for review</p> <p>Members were reminded that at the May Full Council meeting it was agreed to form a working group to review all of the Council's policies. The following Councillors were nominated Members of the group: Cllr Turner Cllr Richardson Cllr Jennings-Evans</p> <p>Shared files of all policies were circulated for review and amendment/comment.</p> <p>1. Members were asked to review and either adopt or amend the following policies :</p> <p>Grievance – NO CHANGES – FOR REVIEW Health & Safety – MINOR CHANGES Investment Strategy – NO CHANGES - FOR REVIEW Lone Working Policy – NO CHANGES Media and Communications Policy – WITH CHANGES – FOR REVIEW Mental Health Policy – NO CHANGES – FOR REVIEW Officers Code of Conduct – ONE COMMENT FOR REVIEW Publication Scheme – MINOR CHANGE TO INCREASE COPYING COSTS TO 20P PER SHEET Recruitment Policy – NO CHANGES Reserves Policy – MINOR CHANGES – ALL REFERENCES TO JPAG CHANGED TO SAPPP Risk Appetite Statement – NO CHANGES Speak Up Policy – WITH CHANGES Toil Policy – WITH CHANGES Training Policy -NO CHANGES Tree Management Policy – NO CHANGES Vexatious Complaints Policy – NO CHANGES, FOR REVIEW WPC Internal Privacy Policy – NO CHANGES</p> <p>Members resolved to adopt the above policies as presented, except those specifically marked for further review. These policies requiring additional scrutiny are detailed in the subsequent resolutions below.</p> <p>Members were asked to review the policies presented and to scrutinise the following policies:</p> <p>1. Grievance Policy Members noted that a member of the working party had requested clarification on the definition of the <i>investigator</i> referred to in point 4 of the policy.</p> <p>It was resolved to adopt the policy as presented and for the Personnel Committee to review further at a future date.</p> <p>2. Investment Strategy Members noted that clause 3.2 requires all institutions to hold a minimum credit rating of A. Current Council bank accounts were reviewed and compliance recorded as follows:</p> <ul style="list-style-type: none"> o Compliant: Barclays, Skipton, RBS 	<p>Personne I</p>
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	<ul style="list-style-type: none"> ○ Non-compliant: Unity, Hampshire Trust, Cambridge & Counties, Redwood <p>The Council further noted ongoing operational issues with bank mandates, with insufficient authorised signatories preventing changes to several accounts. Only Barclays, Unity, Redwood, and Cambridge & Counties currently have adequate signatories, although Barclays has proven difficult to amend, necessitating the opening of the Unity account.</p> <p>The RFO continues to work to resolve mandate issues. Members agreed that this constraint has limited the Council’s ability to fully implement the Investment Strategy.</p> <p>Members resolved to adopt the Investment Strategy with the following amendment: to allow for lower-rated institutions and to delegate authority to the RFO to determine if an appropriate sum should be transferred from Unity Bank to Barclays (A-rated) in the short term until mandates are resolved.</p> <p>3. Media Policy The Media Policy was presented for review without further comment.</p> <p>Members resolved to amend the following paragraph in the policy:</p> <ul style="list-style-type: none"> • Original text: Councillors should not use the prefix ‘Councillor’ when writing to the press or on social media as an individual. This implies you are stating Council policy, which is not necessarily consistent with your personal opinion. • Amended text: When communicating with the press or on social media, councillors should take care to make clear when they are expressing a personal view and not speaking on behalf of the Council. If using the title “Councillor”, this distinction should be explicit to avoid any implication that council policy is being stated. <p>4. Mental Health Policy Members noted feedback from a working party member who felt the policy had had limited impact. Council was asked to consider how the policy’s effectiveness might be improved.</p> <p>Cllr Richardson felt that this policy needed to be more visible. The Clerk reminded members that all policies were accessible on the Cllr SharePoint site, and will</p> <p>It was resolved that this policy will be available on the Council website.</p> <p>5. Vexatious Complaints Policy Concerns were raised by a Councillor regarding clause 3.1, with a suggestion that more Councillors should be involved in decisions on unreasonable or vexatious behaviour.</p>	<p>RFO</p> <p>The Clerk</p> <p>The Clerk</p>
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	<p>It was resolved adopt the policy as presented and review again later in the year.</p>	The Clerk
C/25/163	<p>To review Allotment Fees and Charges</p> <p>Members noted the current charges (Full Plot £40; Half Plot £25) and that no refunds are issued if a tenancy ends mid-year. Council also noted statutory requirements under the Allotment Act 1950 and the tenancy agreement's need for 12 months' notice for rent changes, with renewals on 29 September.</p> <p>Members were reminded that, in January 2025, Council agreed to apply an annual fee increase based on the July RPI figure, with the next increase due in September 2026. A local comparison of allotment fees was considered.</p> <p>Decisions Required</p> <p>Members were asked to decide:</p> <ol style="list-style-type: none"> 1. Whether to continue with the annual RPI-linked increase. 2. Whether to amend the clause stating no refunds are payable if tenancies end early. <p>Members discussed implementing a one-off charge for new allotment holders.</p> <p>It was resolved to delegate authority to the Clerk to check the charges Farnham Town Council apply and, if appropriate, to initiate a one-off administration charge of £60 to all new allotment holders. It was also resolved to continue with the current annual RPI increase.</p>	The Clerk
C/25/164	<p>To review and approve Standing Orders</p> <p>Members were presented with the Council's Standing Orders and informed that there had been no updates since May 2025.</p> <ul style="list-style-type: none"> • adopt the document as presented, or • amend and adopt. <p>Cllr Wheeler questioned whether the wording of Standing Order 3a was discriminatory.</p> <p>It was resolved that the Standing Orders be adopted once the Clerk had checked the relevant legislation and clarified the position.</p> <p>Since the meeting the Clerk has confirmed that legislation (LGA 1972 schedule 12 s.10(1)) states: Meetings of a parish council shall not be held in premises which at the time of such a meeting may, by virtue of the premises licence or temporary event notice under the Licencing Act 2003</p>	

	<p>be used for the supply of alcohol (within the meaning section 14 of the Act) unless no other suitable room is available either free of charge or at a reasonable cost.</p>	
C/25/165	<p>To review and approve Financial Regulations</p> <p>Members were presented with the Council's Financial Regulations and asked to review the changes made to regulations</p> <p>Additionally, the Clerk reminded the Council that the Financial Regulations previously included a provision that, where an agreement cannot be reached on setting the budget for the ensuing financial year, the Council would adopt a default budget. The default budget would be based on the previous year's budget, increased by either 5% or the Retail Prices Index (RPI), whichever is higher.</p> <p>The Clerk advised that this approach is not lawful, as the Council must first calculate its budget requirement and then set the precept accordingly. Therefore, this regulation has been removed.</p> <p>It was resolved to adopt the Financial Regulations with amendments presented.</p>	
C/25/166	<p>To review and approve the Scheme of Delegation</p> <p>Members were presented with the Council's Scheme of Delegation and asked to review the updates presented.</p> <p>It was resolved to adopt the Scheme of Delegation with amendments presented.</p>	
C/25/167	<p>To review the process for recording Councillor absences</p> <p>Council received a report outlining the legal requirements under Section 85 of the Local Government Act 1972 regarding approval of reasons for councillor non-attendance. Members noted that:</p> <ul style="list-style-type: none"> • Current practice records apologies as "accepted," but this does not meet the statutory requirement unless the reason for absence is formally considered and approved by Council. <p>Proposed Change to Practice: Council noted the proposed revisions:</p> <ul style="list-style-type: none"> • Apologies will be recorded as "received" only, unless Council formally considers and approves the reason for absence. • Where a councillor approaches six months of non-attendance, Council must review the reason and resolve whether to approve it under Section 85. <p>Historical Minutes</p>	

	<p>Council noted that minutes for the last six months record apologies as “accepted” without Council having considered the reasons. A resolution will therefore clarify that such acceptance did not constitute approval under Section 85, and that formal acceptance, if required, will take place at the relevant meeting.</p> <p>Members resolved to:</p> <ol style="list-style-type: none"> 1. Adopt the revised practice for recording apologies. 2. To note that, although previous minutes record apologies as received and accepted, the Council did not consider the reasons for those apologies. As a result, the apologies were not formally accepted for the purposes of the six-month attendance rule, and the matter will be reported back to Council should any councillor become at risk under that rule. 	<p>The Clerk</p>
<p>C/25/168</p>	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £ 22,240.37, and Members were free to request an explanation of the individual items.</p> <p>It was resolved that the payments (Appendix A) in the total sum of £22,240.37 be authorised, and the Chairman signed the Expenditure Transactions Approval List.</p> <p>Members requested that the Clerk check on the status of leaflet deliveries that were included in the current payments.</p>	<p>The Clerk</p>
<p>C/25/169</p>	<p>Bank Reconciliations</p> <p>Members were presented with the bank reconciliations for September, October November and December 2025 and were informed that the net assets held by the Council as at 9th January 2026 are £1,263,849. Of this £790,255 is held in ear-marked reserves. Members are asked to note that the ear-marked balance has decreased by £146,874 since 1 April 25 (£937,129).</p> <p>Council received an update regarding the RBS account, which had written confirming that they were unable to transfer funds due to signatory queries and that the account would not be closed. Despite this, the account was closed and funds transferred to a holding account. The RFO has lodged a complaint and is in ongoing contact with the bank.</p> <p>The Clerk informed Members that RBS have now confirmed that they require proof of Joanna Whitfield’s relationship as Proper Officer, Clerk to the council in the form of a minute reference</p> <p>It was resolved to formally minute that Joanna Whitfield is confirmed as Proper Officer and Clerk to the Council, with delegated authority to liaise with the Royal Bank of Scotland, becoming a signatory of the account</p>	

	<p>and to authorise the reactivation of the Council account and subsequent closure of that account once funds have been transferred.</p> <p>Members also noted the reconciliations and update presented and resolved that Cllr Malcaus Cooper or Cllr Jennings-Evans, in the absence of Cllr Malcaus Cooper, would continue to sign off the above reconciliations.</p>	
<p>C/25/170</p>	<p>Budget Monitoring</p> <p>Members were presented with the budget monitoring report up to the 9th January 2026, detailing any overspends, transfers or virements for approval.</p> <p>Key variances were highlighted, including EMR-funded overspends relating to playground repairs, allotment purchase, and election costs, and an ongoing shortfall in the Licences & Subscriptions budget, which Members previously resolved to cover from the General Reserve.</p> <p>Members noted budget decisions already made for 2026–27, including a precept of £581,189 (5% Band D increase) and that the remaining £37,933 deficit will be funded from General Reserves or repurposed EMRs where appropriate.</p> <p>Council further noted the projected year-end general reserve of approximately £451,153 and reminded that the General Reserve should be within the 3–12 month range of net revenue expenditure, recommended by sector guidance. A report in March will invite Members to consider earmarking any reserves for identified projects.</p> <p>The Clerk advised Members that the Bagshot Greenspace Contingency budget line is currently overspent. Members were informed that the life rings at School Lane Field have been stolen again and require replacement. The Clerk requested delegated authority to purchase replacement life rings.</p> <p>Members resolved to note the levels of income and expenditure detailed within the income and expenditure report presented, together with the figures presented in the balance sheet outlining the Council’s current financial position.</p> <p>Members also resolved to approve the overspend on the Bagshot Greenspace Contingency arising from the need to replace life rings and that the cost be funded from the Bagshot Village Reserve, delegating authority to the Clerk to spend from this reserve for all costs associated with insurance requirements at School Lane Field Pond.</p> <p>Finally, Members resolved to delegate authority to the Clerk to investigate the use of tracking devices on the life rings, and signs provided by the police for anti-social behaviour to be funded from the Bagshot Village EMR.</p>	

C/25/171	<p>To approve regular payments for 2026-27</p> <p>Members were presented with a list of regular direct debits, annual subscriptions paid by credit card, as well as all PAYE, NI and Pension payments and asked to approve all associated costs listed for the financial year 2026-27.</p> <p>It was resolved to approve the continued payment of direct debits, regular credit card payments, salaries and all associated costs listed for the financial year 2026-2027.</p>	
C/25/172	<p>Internal Audit Report</p> <p>Council received the interim internal audit report completed by the appointed Internal Auditor on 15 December 2025. Members reviewed the matters arising and noted the recommendations presented.</p> <p>Council was asked to:</p> <ol style="list-style-type: none"> 1. Read and note the full internal audit report. 2. Note the auditor's recommendations. 3. Approve the Council's responses to the action points as outlined in the paper presented to the Council. <p>It was resolved to note the report and approve the responses to the action points.</p> <p>Cllr Turner thanked the Clerk and the wider team for achieving another good audit result.</p>	
C/25/173	<p>To approve the RFO as a bank signatory</p> <p>Members considered a report requesting approval for the Responsible Financial Officer (RFO) to be added as a named signatory on all Council bank accounts, and for the Clerk to be delegated authority to update signatories in line with staff changes.</p> <p>It was resolved to delegate authority to the Clerk and Cllr White to add the RFO as a signatory to all bank accounts.</p>	The Clerk
C/25/174	<p>To consider the format of the Annual Parish Meeting</p> <p>Council noted that the Annual Parish Meeting of Electors will be held on 17 March 2026 at the Windlesham Field of Remembrance.</p> <p>Members were reminded that, at the October Full Council meeting, Committees were asked to propose suitable speakers for consideration. Three recommendations were submitted:</p> <ul style="list-style-type: none"> • Andy Robertshaw – Historian • A speaker on Local Government Reorganisation • A speaker to explain the outcome of the Community Governance Review (CGR) and next steps 	

	<p>Members were asked to determine:</p> <ul style="list-style-type: none"> a) Whether a speaker should be invited, and if so, which of the proposed options should be selected; and b) To review the supporting information and agree the agenda points for the Annual Parish Meeting. <p>It was resolved to approve the agenda as presented and for Cllr Malcaus Cooper to invite a speaker from Gordon Murray to talk about their proposed new educational centre. If a speaker cannot be secured, the open forum will be restructured to include a focus on village projects.</p>	
C/25/175	<p>Clerks update</p> <p>Hybrid Meetings The Clerk advised that options for facilitating online and hybrid meetings, including the use of Meeting Owl technology, are continuing to be explored within the current budget.</p> <p>Presentation Equipment The Clerk informed Members that the Council would require the use of a screen and projector for the Annual Parish Meeting. Cllr Lewis volunteered to source the required equipment.</p>	
C/25/176	<p>Correspondence</p> <p>The Clerk informed Members that correspondence had been received from SALC, together with a copy of a report to which WPC contributed. Members were advised that the report will be shared with all political leaders and Chief Executives of Surrey's twelve councils, as well as Surrey's Members of Parliament. It was noted that NALC is liaising with MHCLG and the press on behalf of the sector.</p>	
C/25/177	<p>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</p> <p>C/25/178 Hook Mill Lane – Lightwater Committee Recommendations C/25/179 Greenspace Contract Increase 2026-2027 C/25/180 Confidential Reports</p>	
C/25/178	<p>Hook Mill Lane – Lightwater Committee recommendations</p> <p>Council received a report summarising previous resolutions and recent developments relating to the potential marketing and disposal of the Hook Mill Lane (HML) depot. Members were reminded that it had previously been resolved to market the site and engage an estate or land agent, but in light of potential asset transfers, further clarity had been sought. The Lightwater Committee holds delegated authority to manage the site, and following updated information, made recommendations to the Council for consideration.</p> <p>It was resolved:</p>	

	<ol style="list-style-type: none"> 1. To note the independent valuation and consider any offers aligned with it. 2. To delegate authority to the Clerk to instruct the estate agent offering the most advantageous terms, as proposed by Cllr Malcaus Cooper and seconded by Cllr Turner. 3. To delegate authority to the Clerk to undertake all required marketing activity in line with Financial Regulations and Standing Orders. 	
C/25/179	<p>Greenspace Contract Increase 2026-2027</p> <p>Members are asked to review the information provided and to note the annual uplift to the contract price, effective February 2026.</p> <p>It was resolved to note the above increase.</p>	
C/25/180	<p>To note the Personnel Committee confidential report and approve recommendations therein</p> <p>It was resolved to approve the recommendations detailed in the confidential report.</p> <p>Thanked for very pleasant meeting.</p>	
	There being no further business, the meeting closed at 20:49	

Top Level for Month No 9

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
01/12/2025	002411	878	TRUSTED LEAFLETS	TRUSTED	1,630.00	0.00	1,630.00	4640	225	1,630.00	PRINT & DELIVER CGR LEAFLETS
TOTAL INVOICES					<u>1,630.00</u>	<u>0.00</u>	<u>1,630.00</u>			<u>1,630.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					1,630.00	0.00	1,630.00				
TOTALS					<u>1,630.00</u>	<u>0.00</u>	<u>1,630.00</u>				

Top Level for Month No 8

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
29/11/2025	151	880	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Hall hire planning committee
TOTAL INVOICES					<u>15.00</u>	<u>0.00</u>	<u>15.00</u>			<u>15.00</u>	
VAT ANALYSIS CODE					OTS @ 0.00%	15.00	0.00	15.00			
TOTALS					<u>15.00</u>	<u>0.00</u>	<u>15.00</u>				

Top Level for Month No 9

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
26/11/2025	202530	881	ST ANNES PCC	ANNE	132.00	0.00	132.00	4950	325	66.00	HALL HIRE
								4950	225	66.00	HALL HIRE
23/11/2025	4148	882	NP TREE MANAGEMENT	NPTREE	480.00	96.00	576.00	4195	210	480.00	TREE MAINTENANCE WINDMILL FIEL
20/11/2025	6184	883	VILLAGE LIFE	VILLAGELIF	59.00	11.80	70.80	4640	225	59.00	1/2 PAGE INFORMATION
23/11/2025	3090	884	GREENLANDS	GREE	350.00	70.00	420.00	4100	305	116.67	Poppies & Silent Soldiers
								4100	405	116.66	Poppies & Silent Soldiers
								4100	505	116.67	Poppies & Silent Soldiers
TOTAL INVOICES					<u>1,021.00</u>	<u>177.80</u>	<u>1,198.80</u>			<u>1,021.00</u>	
VAT ANALYSIS CODE					OTS @ 0.00%	132.00	0.00	132.00			
VAT ANALYSIS CODE					S @ 20.00%	889.00	177.80	1,066.80			
TOTALS					<u>1,021.00</u>	<u>177.80</u>	<u>1,198.80</u>				

Top Level for Month No 9

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
29/11/2025	12561	886	SURREY HILLS	SURREYH	900.00	180.00	1,080.00	4400	225	840.00	LEGAL ADVICE CGR
								399		-840.00	LEGAL ADVICE CGR
								6000	225	840.00	LEGAL ADVICE CGR
								4400	225	60.00	LEGAL ADVICE LW cemetery hedge
03/12/2025	ORD510379-1	887	SLCC ENTERPRISES LTD	SLCC	148.50	0.90	149.40	4435	225	148.50	14TH EDITION LOCAL COUNCIL BIB
30/11/2025	2534	888	ZENTECH IT	FRE01	378.92	75.78	454.70	4440	225	378.92	OFFICE 365 & IT SUPPORT
02/12/2025	2041988	889	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	GREENSPACE CONTRACT
								4165	410	2,780.43	GREENSPACE CONTRACT
								4165	510	2,022.64	GREENSPACE CONTRACT
								4220	310	69.70	GYM INSPECTION
								4220	410	69.71	GYM INSPECTION
01/12/2025	21202	890	VISION ICT	VISIO	65.00	13.00	78.00	4440	225	65.00	DOMAIN RENEWAL
TOTAL INVOICES					<u>10,057.88</u>	<u>1,982.77</u>	<u>12,040.65</u>			<u>10,057.88</u>	
VAT ANALYSIS CODE OTS @ 0.00%					144.00	0.00	144.00				
VAT ANALYSIS CODE S @ 20.00%					9,913.88	1,982.77	11,896.65				
TOTALS					<u>10,057.88</u>	<u>1,982.77</u>	<u>12,040.65</u>				

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
31/12/2025	2579	891	ZENTECH IT	FRE01	353.28	70.65	423.93	4440	225	353.28	ICT & MICROSOFT LICENCES DEC
17/12/2025	1813	894	MULBERRY CO	MULBE	287.75	57.55	345.30	4445	225	287.75	Interim Audit Fee
31/12/2025	GC092-234	895	GLENDALE	GLEND	86.00	17.20	103.20	4060	500	43.00	Cemetery Plaque - Wilgoss
								4060	400	43.00	Cemetery Plaque - Toogood
11/12/2025	11DEC25	892	ROYAL BRITISH LEGION	ROYA	150.00	0.00	150.00	4100	505	50.00	Poppy Wreaths x 2
								4100	405	50.00	Poppy Wreath
								4100	305	50.00	Poppy Wreath
23/12/2025	INV 165	893	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Hall Hire Planning 17Dec25
22/12/2025	INV 006230	896	VILLAGE LIFE	VILLAGELIF	59.00	11.80	70.80	4640	225	59.00	Village Life advert Jan26
06/01/2026	2042167	897	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Grounds Maintenance
								4165	410	2,780.43	Grounds Maintenance
								4165	510	2,022.13	Grounds Maintenance
								4220	310	69.96	Outdoor Gym equipment
								4220	410	69.96	Outdoor Gym equipment
TOTAL INVOICES					<u>9,516.49</u>	<u>1,870.29</u>	<u>11,386.78</u>			<u>9,516.49</u>	
VAT ANALYSIS CODE S @ 20.00%					9,351.49	1,870.29	11,221.78				
VAT ANALYSIS CODE Z @ 0.00%					165.00	0.00	165.00				
TOTALS					<u>9,516.49</u>	<u>1,870.29</u>	<u>11,386.78</u>				