



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S COMMUNICATIONS COMMITTEE

Held on Monday 11th May 2026 at 6:30pm at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Malcaus-Cooper	P	Lewis	P
				Hardless	A

In attendance: Sarah Wakefield –Assistant Clerk to the Council
S Kiernan – Communications and Engagement Officer
Cllr James Harris – Lightwater Councillor (WPC)

Cllr Malcaus Cooper took the Chair

P - present A – apologies PA – part of meeting - no information
S – Substitute E- Ex-Officio

		Action
COMM/25/29	To elect a Chairman and Vice Chairman of the Committee Due to changes in Committee membership and the Annual Meeting of the Council being scheduled for 19th May 2026, a Chair for the Committee will be formally appointed for the ensuing municipal year following that meeting. In the interim, a Chair for this meeting was elected, and Cllr Malcaus Cooper was appointed unanimously. It was further agreed that there was no need to appoint a Vice-Chair, as this was a single-meeting appointment only. Cllr Malcaus Cooper took the Chair.	
COMM/25/30	Apologies for absence Apologies for absence were received from Cllr Hardless	
COMM/25/31	To note the Communications Committee Terms of Reference 2026-2027	

	Members noted the terms of reference	
COMM/25/32	Declarations of interest None	
COMM/25/33	Public question time None	
COMM/25/34	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: There were no items to be discussed in the confidential part of the meeting.	
COMM/25/35	To review recent communications activities The Communications Officer provided members with an update on recent communications activities, including social media statistics, and printed communications as detailed in the meeting papers. A question was raised regarding engagement across different platforms, including community pages. The Communications Officer explained that visual content, such as videos, tends to generate high levels of engagement, and confirmed that Facebook remains the most effective platform. The potential to increase posting on Camberley Chat was highlighted. The Communications Officer agreed to share appropriate content on Camberley Chat to help extend reach and to investigate other suitable community pages for future engagement opportunities. Members noted the update.	
COMM/25/36	Discuss and approve provision for further communications related to the Community Governance Review (CGR) The Communications Officer outlined a proposed approach to communications related to the CGR. There was a discussion noting that the outcomes and finer details are not yet known; however, members agreed that face-to-face engagement would be the most effective approach.	

	Members reviewed the plan outlined in the papers and unanimously resolved to approve the proposed communications plan for the CGR, with an emphasis on face-to-face engagement. It was additionally suggested that the Council issue communications to remind residents that an outcome is still awaited and that updates will be provided as soon as further information becomes available. The Communications Officer agreed to action this. The timing of the next meeting was discussed, with a suggestion that deferring it to August or September may be beneficial to allow for further information to become available.	Comms Officer
COMM/25/37	Communication Officer Update The Communications Officer provided members with the following update- Liaison with Surrey Police Council Officers have met with PC Nathan Wells, the newly appointed Neighbourhood Officer for the Six Villages, who is keen to work closely with the Parish Council. PC Wells has agreed to support parish council communications through the newsletter and social media to help keep residents informed. Meet the Beat Sessions PC Wells and PCSO Godber have been in contact with the Communications Officer to work together on organising Meet the Beat sessions across the three villages. A session is has been arranged for Lightwater for 23 May, and the officers are happy to assist with organising additional sessions should other areas wish to take part. Village Life Magazine As of 9th April, <i>Village Life</i> ceased publication with immediate effect. Discussions have taken place with <i>CommunityAd</i> (Bagshot, Lightwater & Windlesham) and <i>Round & About</i> magazine to explore alternative options for parish communications and advertising. Both publications are open to supporting the Parish Council with complimentary editorial content. In addition, regular content is provided to <i>Round & About</i> (Lightwater) and <i>Windlesham Magazine</i> where appropriate. Members noted the update.	

There being no further business, the meeting closed at 18:59