



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL
 Held on Tuesday 27th March 2021, at 7.30pm held by remote conferencing on Zoom

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	A	Barnett	P	Goodman	P
Gordon	P	Galliford	P	Hansen-Hjul	P
Manley	P	Halovsky-Yu	P	Stacey	PA
Willgoss	P	Harris	PA		
White	P	Hartshorn	P		
		Jennings-Evans	P		
		Malcaus Cooper	P		

In attendance: Sarah Walker – Clerk
 Jo Whitfield – Assistant Clerk
 Malcolm Clague – Member of the Public

Members of the Public were able to view proceedings live on Facebook and statistics show that 293 people were reached with 95 engagements.

PZ – present by Remote Attendance A – apologies PZA – part of the meeting
 - no information

Cllr Malcaus Cooper was in the Chair

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		Action
C/20/231	Apologies for absence Acceptable apologies for absence were received from Cllr Bakar.	
C/20/232	Declarations of interest No Declarations of interest were made.	
C/20/233	Public question time as submitted to the Clerk prior to the meeting. Question 1 – from Bill Smyth, Bagshot resident submitted the following question. When I last raised the issue of speeding on Bagshot’s roads in October, Cllrs White and Goodman promised to follow up on suggestions for road	

	<p>painted/repeater signs and discussions with the borough commander re the speed check list. Do they have anything to report back?</p> <p>While I thank the councillors for their work, I would like to reiterate my view that road signs are not enough. We already have these in many places and compliance is low. Just go the High St or A322 on any day of the week. Physical speed checks are needed as part of the armoury. At the moment there is no deterrent and egregious speeding is a daily occurrence. I know this is an issue of concern to many residents, not just myself. Again, I call on the parish council to raise this as an issue with the county council and the police</p> <p>Answer: Cllr White responded by informing Members that since October she has been forwarding all social media posts on this topic to the Borough Commander and has raised this matter with the Local Area Committee asking for a 20mph speed limit.</p> <p>Cllr Gordon informed Members that recently he has met with Highways to discuss all highways matter and that they have agreed to carry out a full survey of the area.</p> <p><i>19:44 Cllr Harris joined the meeting.</i></p>	
C/20/234	<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/20/247 Exempt Full Council Minutes from 30th March 2021 C/20/248 Civic Amenities and Recreation Committee – 6th April 2021</p>	
C/20/235	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The open minutes of the Council meeting held on 30th March 2021 were approved and will be signed at a later date by Cllr Malcaus Cooper. <p>Cllr Goodman requested that minute ref:C/20/217, discussing how Council can hold their May meeting once virtual meetings cease, be considered further to ensure that the Council does not break the law in anyway. He also asked for an update on minute ref:c/20/219, the Policies working party. Cllr Malcaus Cooper informed Cllr Goodman that the working party had agreed to hold another meeting and bring all policy amendments to Full Council.</p>	Cllr Malcaus Cooper
C/20/236	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 6th April 2021, were approved and will be signed at a later date by Cllr Harris. <p>Cllr Goodman updated Members that regarding minute ref: PL/20/157 (Bracknell Town and Country Planning) he has been in contact with the Town & Country Planning Team, Highways and</p>	Cllr Harris

	<p>Planning and they are preparing a very detailed reply to the consultation. Cllr Goodman reiterated his concern about the effect the proposed plan could have on the Parish.</p> <ul style="list-style-type: none"> • The minutes of the Civic & Recreation Committee meeting held on the 6th April 2021, were approved and will be signed at a later date by Cllr Galliford. 	<p>Cllr Galliford</p>
<p>C/20/237</p>	<p>To discuss any business for referral to, or received from:</p> <ul style="list-style-type: none"> a. Surrey County Council; b. Surrey Heath Borough Council <p>a. Surrey County Council</p> <p>Cllr Goodman reported:</p> <p><u>COVID -19</u> Cllr Goodman reported that between 8 December 2020 and 11 April (data published 15 April), Frimley Health and Care ICS administered a total of 428,608 COVID-19 vaccinations, of which 350,157 were first doses.</p> <p>Vaccination of cohorts 5-9 was completed by the target date of 15 April 2021, with the offer of vaccination made to everyone in these groups, and an overall uptake percentage of 81.2%.</p> <p>The offer of vaccination remains open to anyone in Cohorts 1-9 who have yet to take it up, and sites are redoubling efforts to attract remaining people in these cohorts.</p> <p>Vaccination of people aged 45-49 years has commenced in Frimley.</p> <p><u>SCC</u> Surrey CC Cabinet are seeking agreement to commission Create Streets to refresh and update the Council's street design guidance. The existing guidance is incorporated as one of the chapters and Technical Appendix of 'Surrey Design', which was produced to promote the high-quality design of new developments in the County.</p> <p>It was published in January 2002 and is now out of date in many respects. This new guidance will primarily be used to notify the Council's street design expectations in respect of new developments; however, it will also be used to guide works on existing highway infrastructure, where relevant. The report consists of a progress update in respect of ongoing work and also seeks permission from the Cabinet to undertake stakeholder engagement. The Guidance will return to Cabinet in the future, following this engagement, for endorsement.</p> <p>The refreshed approach to street design will support active travel and movement, seek to enrich the County's biodiversity and to support happy, healthy and sustainable lives. In doing so, this work will help to deliver the 'tackling health inequality' and 'enabling a greener future' dial up areas. Details can be found Cabinet Report-Surrey Street Design.pdf (surreycc.gov.uk).</p>	


	<p>Cllr Goodman has asked the service if this will have any impact on the designs due to come to the Parish in May for Windlesham and is awaiting confirmation.</p> <p><u>Tree Planting</u> Cllr Goodman reported that since the last meeting trees have been planted in Bagshot and Windlesham and in particular at Windle Close. Cllr Goodman has more money to spend and is waiting to see if any of the areas suggested can be included. Although these will have to wait till October.</p> <p><u>Highways</u> Comments have been made that Surrey County Council cost of highways works is higher than others and in particular Wiltshire. Cllr Goodman reported that the cabinet member for highways in Wiltshire, has confirmed that this is not the case and their published prices exclude other costs which means they are similar to Surrey, and that they are currently considering if they need to raise their costs.</p> <p><u>SCC Finance</u> The latest financial performance from Surrey is indicating that despite the challenges of Covid, they are forecasting a £3.3m underspend against the budget. This is good news and confirms the sound management of finances by the Council.</p> <p>The Chairman noted that this Cllr Goodman's term as a County Councillor was drawing to a close and that this would be his last County report before stepping down. Therefore on behalf of the Council Cllr Malcaus Cooper thanked him for all his efforts.</p> <p>b. Surrey Heath Borough Council</p> <p>Cllr Jennings-Evans reported that SHBC was currently preparing for the Mayor making in May and she was pleased to report that the new leisure centre is on track to open in the summer. Additionally, a greenspace audit is currently taking place.</p> <p>Cllr Galliford informed Members that she has reported damage to the Briars centre soft play area to SHBC and can also confirm that the fencing in that area will be replaced.</p>	
<p>C/20/238</p>	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £16,156.76 and explained the individual items.</p> <p>It was resolved the payments (Annex A) in the total sum of £16,156.76 be authorised and the Chairman will sign the Expenditure Transactions Approval List at a later date.</p> <p>b) To agree virements to 2021-22 budget to support the village committee structure.</p>	<p>Cllr Malcaus Cooper</p>

	<p>The Clerk informed Members that the new accounting and reporting structure required a number of key resolutions to be made prior to any changes taking place.</p> <p>Due to the number of decisions required and in the interest of transparency the full paper presented can be found in Appendix B.</p> <p>It was resolved unanimously to move to the accounting and reporting structure as outlined in Appendix B.</p> <p>Cllr Jennings-Evans raised concerns that the apportionment was not fair and equitable particularly when apportioning costs. It was agreed to discuss this when reviewing the 21-22 budget apportionment.</p> <p>It was resolved that the 1st July 2021 will be the start date for new cost centre structure. Council also resolved the 75% apportionment as detailed in Appendix B.</p> <p>It was resolved to adopt the precept and income split as detailed in Appendix B with 13 in Favour, 0 Against and 1 Abstention.</p> <p>Members had some discussion regarding how the budget for 21-22 should be split between committees. Cllr Jennings-Evans raised further concern that Lightwater would be disadvantaged if the percentage split were applied.</p> <p>Two proposals were tabled as follows and a vote was taken:</p> <p>Proposal 1 Cllr Harris proposed, and Cllr Gordon seconded the proposal to apply the following percentage split to the 21-22 budget figures. Lightwater 39%, Bagshot 35% and Windlesham 26%, in line with the terms of reference.</p> <p>Proposal 2 Cllr Jennings-Evans proposed, and Cllr White seconded the proposal to consider alternative proposals put forward by the Clerk/RFO.</p> <p>A vote was taken with the following outcome:</p> <p>Proposal 1 11 in Favour, 2 Against and 1 Abstention</p> <p>Proposal 2 2 in Favour, 10 Against and 2 Abstentions</p> <p>It was resolved to allocate the 21-22 budget as detailed in Appendix B</p> <p><i>20:44 Malcolm Clague left the meeting.</i></p> <p>It was resolved with 11 in Favour, 2 Against and 1 Abstention to remove £20k from the current year grant budget.</p> <p><i>20:52 Cllr Jennings-Evans left the meeting.</i></p>	<p>The Clerk</p> <p>The Clerk</p> <p>The Clerk</p> <p>The Clerk</p> <p>The Clerk</p>
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	<p>It was resolved with 12 in Favour, 0 Against and 1 Abstentions that earmarked reserves will be allocated as per Appendix B</p> <p><i>20:55 Cllr Jennings-Evans joined the meeting.</i></p> <p>Members resolved with 13 in Favour, 0 Against and 1 Abstention that subject to audit recommendations around 50% of net revenue expenditure will remain in general reserves with the addition of the forecast deficit for 2021-2022, the remainder of the existing general reserve will be reallocated in line with the agreed percentage split (Lightwater 39%, Bagshot 35% and Windlesham 26%).</p> <p>c) CIL Report</p> <p>The Clerk confirmed that there are two CIL payments due to the Council for the period 1st October 2020 – 31st March 2021.</p> <p>The next CIL payment will be due in October 2021.</p> <p>The CIL payments received are as detailed below:</p> <p>A total of £119,829.04 from the following developments:</p> <p>Planning Ref 17/0889 – Land adjacent to 1,Whitmoor Road, Bagshot – Erection of 16 dwellings - £53,649.00.</p> <p>Planning ref 18/0667 – 24 and Greenways, 26 London Road, Bagshot – Erection of a three storey building to provide 12 one bed and 13 two bed retirement apartments. - £66,180.04</p> <p>Windlesham currently has a balance of £3,502.57 that has now expired.</p> <p>The Clerk will send a CIL report to Surrey Heath, along with the invoice for the above payments and a report demonstrating if the funds have been “used”.</p> <p>The Clerk recommended that Council agreed to transfer the CIL money to the Windlesham Village reserve.</p> <p>It was resolved unanimously to transfer the CIL money to Windlesham Village reserve.</p>	<p>The Clerk</p> <p>The Clerk</p> <p>The Clerk</p>
<p>C/20/239</p>	<p>Outside Organisations</p> <p><u>Local Area Committee</u> Cllr Manley reported that he still has not been contacted by the Local Area Committee. Cllr Goodman checked during the meeting and was able to confirm that the Cllr Manley was being invited to the meetings, however it appeared that the LAC had an incorrect email address for Cllr Manley.</p> <p><u>Lightwater Business Association</u></p>	

	<p>Cllr Halovsky-Yu reminded Members that she is no longer a committee member of the LBA and it is likely that the association will disband in the near future.</p> <p><u>Windlesham Field of Remembrance</u> Cllr Hansen-Hjul informed Members that the WFOR AGM was being held on the 28th April 2021.</p> <p><u>Bagshot Playing Fields Association</u> Cllr White reported that the BPFA have been busy planting trees and have been asked to be included in the SCC tree planting programme.</p> <p><u>Briars Centre</u> Cllr Jennings-Evans attended the AGM and reported that all bar one the committee was re-elected. This is now Katia Malcaus Coopers 11 year as Chair of the committed and this year she will be supported by James Harris in the Vice-Chair position.</p> <p><i>21:10 Cllr Harris left the meeting.</i></p>	
<p>C/20/240</p>	<p>Clerks Update</p> <p><u>Bins</u></p> <p>The Clerk informed Members that following on from the issues raised at last Full Council regarding the bin on Mill Pond and the issue with the bin in Bagshot, it has been confirmed that the Mill Pond bin will be replaced for a newer, larger bin and the bin in Bagshot will be subject to increased collections and in time will also be replaced for a newer bin.</p> <p><u>Jubilee lamp</u></p> <p>It was reported that since last Full Council, it has been confirmed that volunteers had also painted the lamp post, therefore the quote agreed by members at the last meeting will not need to be followed up. Officers are aware the lamp needs a new bulb and are arranging for a new bulb to be installed.</p> <p><u>Heritage Open Days</u></p> <p>Cllr White has very kindly volunteered again to open Bagshot Chapel for the Heritage Open Day weekends in September. As we were unable to open last year due to the pandemic, Cllr White has agreed to open on two consecutive Saturdays – 11th and 18th September 10am- 4pm. The Clerk if there were any willing volunteers to assist Cllr White on those two weekends.</p> <p><u>Lightwater War Memorial</u></p> <p>It has been arranged to have Lightwater War Memorial cleaned as one side of it particularly is susceptible to water tracking down the stone and causing algal and lichen growth, which obscures some of the inscriptions. We are currently awaiting confirmation of a date when the work will take place and will advise Members once known.</p> <p><u>Face to Face meetings</u></p>	

	<p>The Clerk informed Members that the ruling from the court case determining if Council can continue with virtual meetings, is due tomorrow. Enquiries have been made with several venues regarding availability to hold a meeting in late May. The Assistant Clerk reported that one venue has responded, however there is a restriction on timings that will need consideration. Once the ruling is confirmed a decision on how to proceed can be made. Members were reminded that there is still the option to hold the annual meeting in a reduced format via remote means on or before 6th May - this would legally fulfil the Councils requirement to hold its annual meeting in May, where the only points of business would be to elect a Chair (and Vice-Chair) and give delegated authority to the Clerk/Chair until restrictions are further lifted in June to allow an easier return to Face to Face meetings.</p> <p>Members discussed the options in front of them and the following proposals were made.</p> <p>Proposal 1</p> <p>Cllr Halovsky-Yu proposed, and Cllr Galliford seconded that the Annual meeting should not be held prior to the 6th May 2021 in order to allow Councillors elected on the 6th May to take part.</p> <p>A vote was taken with 10 in Favour, 3 Against and 0 Abstentions</p> <p>Proposal 2</p> <p>Cllr Goodman proposed, and Cllr Jennings-Evans seconded that if a suitable venue cannot be found imminently, Council resolves to hold the meeting virtually before the 6th May 2021. Thereby ensuring Council complies with all current legislation.</p> <p>Based on the vote for proposal 1 Cllr Goodman withdrew his proposal.</p> <p>It was resolved that the Annual meeting should not be held prior to the 6th May 2021 in order to allow Councillors elected on the 6th May to take part.</p>	
C/20/241	<p>Council policies – TOIL policy – to extend policy beyond 30th April 2021</p> <p>Members were reminded that at the last Full Council meeting, it was agreed to extend the existing temporary TOIL policy to 30th April.</p> <p>The next Personnel meeting is to be held on 28th April (which is the day after Full Council) when the policy will be discussed.</p> <p>Members were therefore asked to agree to extend the existing policy for a further month by which time the Personnel Committee will have met and should have recommendations for a continuing or alternative policy.</p> <p>Cllr Halovsky-Yu proposed, Cllr Manley seconded, and it was unanimously agreed to extend the Toil policy until the 31st May 2021.</p>	
C/20/242	<p>Fly-tipping on College Ride – to consider signage and/or alternative deterrents.</p>	

	<p>The Clerk informed Members that in the last couple of years there has been fairly persistent issue with fly tipping of green waste on the footpath that runs along College Ride/Heywood Drive in Bagshot, which is a strip of land maintained by the Parish Council.</p> <p>Surrey Heath have undertaken a letter drop to all local residents in that area to warn of the penalties for fly tipping and asking for the fly tipping to desist but this has had no effect.</p> <p>In an effort to deter the behaviour, the Clerk requested permission to install some signage, as seen below, at several intervals along the footpath area and particularly in the area that the fly tipping is happening.</p> <p>Members discussed wording for the signage and the potential for investigating covert cameras.</p> <p>Cllr Manley proposed, and Cllr Goodman seconded and it was agreed unanimously to use the following signage below and that Cllr White will approach SHBC requesting the use of CCTV in the relevant areas.</p> 	<p>Cllr White/ The Clerk</p>
<p>C/20/243</p>	<p>Follow up from Borough Commander's report given at the Annual Parish meeting</p> <p>The Clerk reported that following the Borough Commanders presentation at the APM, it is essential that people report issues to allow the Police to build an accurate picture of what, where and when is happening on the ground. It is through this intelligence that they can deploy resources to target the issues. It is the Clerks intention to promote this message via social media and in particular to highlight the Surrey Heath Beat Police Facebook page where members of the public can report crimes/issues and via an app that is available.</p> <p>Cllr Malcaus Cooper also informed Members that she had recently met with one of the Police Officers assigned to the 6 villages, who had also reiterated the importance of reporting. Cllr Malcaus Cooper has also received reports of cannabis use at the recreation and floated the idea for CCTV at all assets.</p> <p>Cllr Gordon suggested that the Clerk approach the Borough Commander to request a series of short videos summarising the presentation given at the APM.</p> <p>Cllr Jennings-Evans reported that SHBC are experiencing issues with littering and anti-social behaviour and reported that the police are increasing their patrols.</p>	<p>The Clerk</p> <p>The Clerk</p>

	21:54 It was agreed to suspend standing orders.	
C/20/244	<p>Correspondence</p> <p>The Clerk reported that the following correspondence had been received.</p> <p><u>A322 - Lightwater bypass</u> Following the death of a pedestrian on the A322 Lightwater bypass Council has received correspondence, requesting something be done to slow the drivers down and allow pedestrians to cross safely.</p> <p>Members discussed this at length, and it was resolved that the Clerk will contact SCC Highways to request that all crossing points on the A322 in Lightwater have a safety review with the aim of closing them and replacing with safer alternatives.</p> <p><u>Mobile Café at Lightwater Recreation Ground</u> Council has received a request to grant permission for a local business to set up a mobile café at Lightwater recreation ground. The café would also host community events such as book swaps, kids picnics, outdoor knitting clubs, mother and baby meet ups etc as well as providing refreshments for families visiting the play area, the football games and for parishioners after Sunday service.</p> <p>Members discussed the issues surrounding this request and in particular the fact that the Parish Council are only the managing trustees for the Lightwater Recreation Ground and permissions from Fields in Trust will be required.</p> <p>It was resolved that the Clerk will contact Fields in Trust to ascertain their position and to establish if this proposal is in line with the charitable aims.</p> <p><i>22:10 Cllr Stacey left the meeting.</i></p>	<p>The Clerk</p> <p>The Clerk</p>
C/20/245	<p>Memorials and Inscriptions</p> <p>Memorials for Brian John Burr, Christopher Edwin Scarrott. Mrs M V Fairbank and Beverley Ann Lake were approved.</p>	
C/20/246	<p>Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/20/247 Exempt Full Council Minutes from 30th March 2021 C/20/248 Civic Amenities and Recreation Committee – 6th April 2021</p> <p><i>22:13 Live streaming to Facebook was stopped at this point.</i></p>	

26/04/2021

Windlesham Parish Council

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PRELIMINARY PURCHASE DAYBOOK

User: SKW

Purchase Ledger 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
26/04/2021	1213	5961	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4150	120	2,130.00	WIND CEM MAINTENANCE APRIL
01/04/2021	4361/2021/22	5962	ICCM	ICCM	95.00	0.00	95.00	4430	220	95.00	ICCM MEMBERSHIP 21-22
01/04/2021	116811	5963	GD FIRE & SECURITY	GDFIR	108.45	21.69	130.14	4455	220	108.45	ANNUAL ALARM MAINTENANCE
01/04/2021	149449	5964	SHORTS	SHORT	15.50	3.10	18.60	4405	220	15.50	SKIP RENTAL HMLD
01/04/2021	MEM234293	5965	SLCC ENTERPRISES LTD	SLCC	208.00	0.00	208.00	4430	220	208.00	SLCC MEMBERSHIP JO WHITFIELD
01/04/2021	3045	5966	ALCC	ALCC	40.00	0.00	40.00	4430	220	40.00	ALCC MEMBERSHIP JO WHITFIELD
05/04/2021	2573	5967	GREENLANDS	GREE	390.00	78.00	468.00	4060	130	390.00	ALLOTMENT FENCE REPAIR WORK
01/04/2021	149450	5968	SHORTS	SHORT	15.50	3.10	18.60	4405	220	15.50	SKIP HIRE W CEM
20/04/2021	8768	5969	FOREST & GARDEN	FORE	4,400.00	880.00	5,280.00	4195	120	4,400.00	KINGS LANE TREE WORK
07/04/2021	INV-1363	5970	FARSIGHT	FARSI	337.50	67.50	405.00	4425	220	337.50	YEAR END ACCOUNTS SUPPORT
21/04/2021	INV81575079	5971	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM LICENCE
27/03/2021	2032821	5972	SURREY HEATH	SHBC01	6,585.63	1,317.13	7,902.76	4165	120	6,585.63	GROUNDS MAINTENANCE MAR 21
19/04/2021	INV81268009	5973	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM LICENCE
06/04/2021	PCLOGIN21-	5974	REMOTE PC	REMOT	21.97	0.00	21.97	4430	220	21.97	REMOTE LOG IN ANNUAL SUBS
06/04/2021	PCLOGIN 21-22	5975	REMOTE PC	REMOT	22.00	0.00	22.00	4430	220	22.00	REMOTE LOG IN ANNUAL SUBS

TOTAL INVOICES	14,393.53	2,801.32	17,194.85	14,393.53
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VAT ANALYSISCODE	OTS @ 0.00%	386.97	0.00	386.97
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VAT ANALYSISCODE	S @ 20.00%	14,006.56	2,801.32	16,807.88
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TOTALS	14,393.53	2,801.32	17,194.85	
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Purchase Ledger for Month No 12

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
31/03/2021	PRIDE KMC MAR 25959		LIGHTWATER YOUTH CLU	LIGHTYC	1,763.23	0.00	1,763.23	4655	260	1,763.23	PRIDE GRANTS
TOTAL INVOICES					<u>1,763.23</u>	<u>0.00</u>	<u>1,763.23</u>			<u>1,763.23</u>	
			VAT ANALYSISCODE	Z @ 0.00%	1,763.23	0.00	1,763.23				
TOTALS					<u>1,763.23</u>	<u>0.00</u>	<u>1,763.23</u>				

Agenda item 8b - The 3 Village Committee Structure – Reallocation of budget

Full Council 27th April 2021

Summary of Decisions Required

1. Introduction

- 1.1 This document summarises a number of key decisions that need to be made by councillors in order to produce the budgets for 2021-22 for the three village structure.
- 1.2 These issues have largely been covered during the series of informal meetings but require formal resolution at a Full Council meeting to allow the Clerk to make the necessary changes and adjustments to the budget and accounting records.

2. New Accounting and Reporting Structure

- 2.1 The new accounting structure will report to members as follows
 - Top level costs and income will be reported to Full Council, although all income and expenditure will be devolved to the committees
 - Lightwater costs and income to be managed by Lightwater Village Committee
 - Windlesham costs and income to be managed by Windlesham Village Committee - Bagshot costs and income to be managed by Bagshot Village Committee
- 2.2 Full Council retains responsibility for management of the overall budget and the financial health of the Council. Full Council also has statutory duty to approve precept and budget annually.

Action Required: Council to resolve to move to the accounting and reporting structure as outlined above.

3. Start Date for New Reporting Arrangements

- 3.1 Councillors must be aware that the budgets available to the committees on the first day of the new structure will be a proportion of the budgets used for this exercise. Some of the budget will be spent before this date as the new structure is not being implemented at the start of the financial year.
- 3.2 It is strongly recommended that the new cost centre structure goes live on the Finance system from 1 July 2021. This is for the following reasons
 - Quarter 1 will have concluded. Remaining budget can therefore be apportioned across the remaining 75% of the financial year
 - The Clerk will have the opportunity to close down quarter 1 VAT return and financial reports without having to make complex accounting adjustments to reflect the new accounting structure introduced mid-period.

Action Required: Council to resolve start date for new cost centre structure. Council also to resolve 75% apportionment as detailed above.

4. Precept and other Income

- 4.1 Precept and other income for 21-22 will need to be shared between the new cost centre structure to provide funding for expenditure to be managed by each committee. At the series of informal meetings held, Councillors agreed to split all non-village attributable income between the village committees on a percentage split basis – Bagshot 35 %, Lightwater 39% and Windlesham 26%.

Action Required: Council to resolve the precept and income split as detailed above and nominally agreed at informal meetings.

5. Reallocation of 2021-22 Budget to New Cost Centres

- 5.1 The budget and precept for 2021-22 were approved at Full Council in January 2021. The budget was approved on a Full Council basis and is recorded on the accounting system. Any decision to amend approved budgets must be approved at either Full Council or Finance and General Purposes Committee, as required by Financial Regulations.
- 5.2 Appendix A shows the complete 2021-22 budget extracted directly from the Council's accounting system. Alongside are the calculations of how the approved budget should be allocated to the new committee cost centre structure. The figures are all based on the "option 6" calculations put forward by Councillor Harris and agreed at the informal meetings held. The splits are based as follows:
- Village specific – full budget allocated to village
 - Costs allocated to individual villages eg. War memorials, playgrounds etc – split by percentages Bagshot 35%, Lightwater 39% and Windlesham 26%
 - "Top level" shared costs – split by percentages between the villages – Bagshot 35%, Lightwater 39% and Windlesham 26%
 - Known costs eg. Cemetery rates – budget lines allocated accordingly
 - Greenspace contract – split based on square metreage maintained – Bagshot and Lightwater 39% each, Windlesham 22%
 - Councillors costs – allocated based on the number of "seats" on a committee – Bagshot 6, Lightwater 7 and Windlesham 5

There are some anomalies that have arisen for this current budget year only. These are the allocations for war memorials, playgrounds and greenspace contingency. The budget splits shown are based on the percentage splits, as per Cllr Harris' spreadsheet. However, Councillors may like to consider a fairer split as detailed below:

War memorials - there are 3 war memorials, one in each village, so the budget could be split equally

Playgrounds - there are 5 playgrounds so the budget could be split into fifths and then allocated by the number of playgrounds per village. Currently Lightwater receives the largest share but only has one playground to maintain

Greenspace contingency – use the same percentages as the greenspace contract allocations as this more accurately reflects the likely additional costs linked to the amount of land maintained in each village.

This has the following effect on the budget figures:

	War Memorial % split	War Memorial equal	Playgrounds % split	Playgrounds Split by fifths	Greenspace contingency Original % split	Greenspace contingency Greenspace % split
Bagshot	£520	£666	£2,600	£4,000	£2,080	£3,120
Lightwater	£780	£666	£3,900	£2,000	£3,120	£3,120
Windlesham	£700	£666	£3,500	£4,000	£2,800	£1,760

Please note these anomalies only apply to this financial year as the budget figures for 21-22 were already agreed before the restructure. From next financial year, committees will be setting their own budgets so these particular budget lines will be determined by each committee and not need a split of a pre-existing budget figure.

In addition to the extracted information from the finance system is a series of data taken from pivot tables which shows the budgets firstly on a combined villages basis, then for each individual village. The two columns show full year figures and indicative budget from July 2021 (set at 75% of full year budget).

It is important to note that the end figures on each spreadsheet are actually a deficit (ie. negative) amount as the Council has agreed a deficit budget of £48,364 for 2021-22.

Action Required: Councillors to go through the accounts structure set out in Appendix A and resolve how to allocate the 21-22 budget to each cost centre in the new structure.

6. Grant funding

- 6.1 At one of the informal meetings held, it was discussed and provisionally put forward to reduce the 2021-22 grant budget by £20,000 in order to ringfence funds for the following financial year. If Council resolve to do this it has the following effect on the overall grant budgets available to each village for this year – **PLEASE NOTE THE FIGURES PROVIDED IN THE APPENDIX DO NOT TAKE INTO ACCOUNT A REDUCED GRANT BUDGET:**

	Full Grants budget	Reduced Grants budget
Bagshot	£21,000	£14,000
Lightwater	£23,400	£15,600
Windlesham	£15,600	£10,400

As village committees will be free to set their own grant policy, budget can be allocated however each committee sees fit to different grant categories eg, open space, councillor pride etc.

Action Required: Councillors to resolve whether or not to remove £20k from the current year grant budget.

7. Allocation of Earmarked Reserves to New Committee Structure

- 7.1 The Council must also make decisions about how to share out its financial reserves as part of the restructure plan. Table 1 below sets out reserve balances at the end of the current financial year 31.3.2021.

Table 1

Windlesham Parish Council – Reserves balances 31.3.21

Name of Reserve	Balance at 31.3.2021	Notes on potential committee allocation
General Reserves	287,671	To be decided - see section 8 below
Capital Receipts	1,300	De minimis
EMR School Lane Play Equipment	52,402	Allocate to Bagshot
EMR Windlesham CIL	46,610	Allocate to Windlesham
EMR Repairs & Maintenance	40,000	Central Reserve, Office Repairs
EMR Cemeteries	50,000	Allocate to Windlesham
EMR Lightwater Pavilion	100,000	Allocate to Lightwater
EMR Bagshot Village	2,960	Allocate to Bagshot
EMR Lightwater Village	12,997	Allocate to Lightwater
EMR windlesham Village	6,360	Allocate to Windlesham
EMR Lightwater CIL	0	Nil
EMR Elections	15,000	Central Reserve, Elections
EMR Community Bus	20,000	Still to be agreed
EMR Bagshot CIL	169,811	Allocate to Bagshot
TOTAL RESERVES 31.3 .21	835,112	

Actions required: Councillors to review and advise on allocation of earmarked reserves to villages

8. Allocation of General Reserve

- 8.1 The Council's General Reserve is £287K at the end of the last financial year. There is a planned deficit of around £50K on the approved 21-22 budget. The Council must resolve how to fund this deficit, will it be from Village Committee reserves, or is it to be topped up from the general reserve prior to setting up village committee reserves?
- 8.2 The Council is required by "Governance and Accountability" to hold general reserves to finance day to day operations and future plans. The Internal Auditor has recommended that this should be around 50% of net revenue expenditure.

This must be considered when decisions around allocation of the general reserve are made.

Actions required:

- a) **Councillors to provide resolution on allocation of the existing general reserve, subject to audit recommendations to ensure around 50% of net revenue expenditure should be held in general reserves.**
- b) **Councillors to provide resolution as to how the planned £50k deficit in the 2021-22 budget should be funded**

9. Way Forward

- 9.1 The Clerk will be able to reallocate budgets for 21-22 and provide reserves statements once all of the decisions set out in this document have been made.
- 9.2 Work will then need to commence on setting up the new chart of accounts within the Council's RBS Omega finance system. Reports will need to be tested to make sure that management and statutory reporting picks up the correct transactions.
- 9.3 Coding documentation will need to be updated and staff trained to ensure posting errors are minimised after go live of the new structure.
- 9.4 Governance matters around financial regulations, standing orders and budget setting will be reported to councillors separately when revised documentation is presented to Council for approval.

CURRENT COST CENTRE STRUCTURE - FROM RBS					PROPOSED NEW 3 VILLAGE COST STRUCTURE AND RESOLUTIONS REQUIRED FROM COUNCILLORS		
RBS Ref	Description	21-22 approved budget	Purpose of Budget	ALLOCATION	Proposed New Cost Centre Structure	Full 21-22 Budget - New Cost Centre Structure	Resolutions Required from Full Council
100	Cemeteries				Cemeteries		
4000	Grave Digging	0			delete - old cost centre	0	
4005	Ashes Interment	3000	Payments to Glendale	WINDLESHAM LIGHTWATER	Windleham Ashes Interment LW Ashes Interment	2000 1000	Based on estimated usage of cemeteries for ashes interments
4050	Rates	2200		WINDLESHAM LIGHTWATER BAGSHOT	Windleham Cemetery Rates and Utility LW Cemetery Rates and Utility BS Cemetery Rates and Utility	1100 1200 200	Based on known costs
4055	Utilities	300	merge with cemetery rates		see above, included in rates cost centre		
4060	Maintenance	7500	Maintenance to Cemetery infrastructure	WINDLESHAM LIGHTWATER BAGSHOT	Windleham Cemetery Maintenance LW Cemetery Maintenance BS Cemetery Maintenance	1950 2925 2625	Based on % split
		57000					
1000	Burial Fees			WINDLESHAM LIGHTWATER	Windleham Cemetery income LW Cemetery Income	-35000 -22000	Estimate only - Income will be variable, depending on levels of burials at each cemetery. Budget setting very difficult in this area, so village reserves will need to cover any annual shortfalls

	Cemeteries - Net Expenditure	-44000			control total	-44000	
110	Council Owned Heritage Assets				Council Owned Heritage Assets -		
4055	Utilities	250	chapel	TOP LEVEL	Windlesham share	325	All top level costs based on % split
4060	Maintenance	1000	chapel	TOP LEVEL	Lightwater share	488	
					Bagshot share	437	
4100	War Memorial	2000	3 war memorials	WINDLESHAM LIGHTWATER BAGSHOT	Windlesham War Memorial LW War Memorial BS War Memorial	520 780 700	Based on % split
	Council Owned Heritage Assets - Net Expenditure	3250			control total	3250	
120	Grounds Maintenance				Grounds Maintenance		
4150	Windlesham Cemetery	26000	separate contract	WINDLESHAM	Windlesham Cemetery Grounds Maintenance	26000	MOVE TO CEMETERY COST CENTRE IN CHART OF ACCOUNTS RESTRUCTURE

4160	Greenspace Contingency	8000	General greenspace costs outside of contract - coporate cost, eg Fly tipping / soldiers / benches etc	WINDLESHAM LIGHTWATER BAGSHOT	Windlesham contingency Lightwater contingency Bagshot Contingency	2080 3120 2800	Based on % split
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4165	Greenspace Contract	80000	Payments to Surrey Heath	WINDLESHAM LIGHTWATER BAGSHOT	Windlesham Greenspace Contract LW Greenspace Contract BS Greenspace Contract	18000 31000 31000	The budget has been split on area maintained (39% LW 39 % BS 22% W)
4175	Equipment	0	Coporate Cost to cover asset costs not covered by other budgets		Merge with Greenspace contingency line	0	
4185	Planting	5000	Summer baskets and boxes	WINDLESHAM LIGHTWATER BAGSHOT	Windlesham Summer Plants LW Greenspace Summer Plants BS Greenspace Summer Plants	1600 1800 1600	Based on known costs per village
4190	Christmas Trees	2500	Christmas trees	WINDLESHAM LIGHTWATER BAGSHOT	Windlesham Xmas LW Greenspace Xmas BS Greenspace Xmas	833 833 833	Based on known costs per village
4195	Tree Maintenance/Surgery	8000	Funds tree surveys and responsive work	TOP LEVEL	Windlesham share	2080	All top level costs based on % split
					Lightwater share	3120	
					Bagshot share	2800	
4200	Open Spaces Maintenance	14000	Grants to organisations	WINDLESHAM LIGHTWATER BAGSHOT	Windlesham Green Space Grant LW Green Space Grant BS Green Space Grant	3640 5460 4900	Based on % split
4220	Playground Repairs and	10000	Annual inspections, and repairs to playgrounds	WINDLESHAM LIGHTWATER BAGSHOT	Windlesham Playground Repairs LW Playground Repairs Bagshot Playground Repairs	2600 3900 3500	Based on % split

	Grounds Maintenance - Net Expenditure		153500			control total		153499	
	Allotments - Expenditure					Allotments - Expenditure			
4060	Maintenance	1000		TOP LEVEL	Windlesham share		260	All top level costs based on % split	
					Lightwater share		390		
					Bagshot share		350		
	Allotment Refunds	100		TOP LEVEL	Windlesham share		26	All top level costs based on % split	
					Lightwater share		39		
4070					Bagshot share		35		
	Allotment Fees	1700		TOP LEVEL	Windlesham share		-442		
					Lightwater share		-663		
1030					Bagshot share		-595	All top level costs based on % split	
	Allotments - Net Expenditure		-600			control total		-600	
	Field of Remembrance 140 Refuse					Field of Remembrance Refuse			
4280		2000		WINDLESHAM	Windlesham Field of Remembrance costs		2000		

1040	Field of Remembrance Costs	2000	recharge from GM contract	WINDLESHAM	Windlesham Field of Remembrance Income		
	Field of Remembrance		No change				-2000
Field of Remembrance		0			control total		0
200 Administration Staffing					Administration Staffing		
4330	Salaries	51000		TOP LEVEL	Windlesham share	13260	All top level costs based on % split
					Lightwater share	19890	
					Bagshot share	17850	
	Cem Admin salary	2100		TOP LEVEL	Windlesham share	546	All top level costs based on % split
					Lightwater share	819	
					Bagshot share	735	
	Cem Admin salary	11900		WINDLESHAM	50%	7000	Based on % split
				LIGHTWATER	30%	4200	
				BAGSHOT	5%	700	
4340	Local Government Pension	20000		TOP LEVEL	Windlesham share	5200	All top level costs based on % split
					Lightwater share	7800	
					Bagshot share	7000	
4345	HMRC Payroll	22000		TOP LEVEL	Windlesham share	5720	All top level costs based on % split
					Lightwater share	8580	

					Bagshot share	7700	
4350	Training	1000		TOP LEVEL	Windlesham share	260	All top level costs based on % split
					Lightwater share	390	
					Bagshot share	350	
	Administration Staffing	108000			control total	108000	
210	<u>Elections/Casual Vacancy</u>				<u>Elections/Casual Vacancy</u>		
4380	Election Recharge	5000		TOP LEVEL	Windlesham share	1300	All top level costs based on % split
					Lightwater share	1950	
					Bagshot share	1750	
	Elections/Casual Vacancy - Net Expenditure	5000			control total	5000	

	<u>Administration Expenditure</u>				<u>Administration Expenditure</u>		
4400	Legal & HR Costs	2000		TOP LEVEL	Legal & HR Costs	2000	
4405	Waste Disposal	2500		TOP LEVEL	Waste Disposal	2500	
4410	Cleaner	500		TOP LEVEL	Cleaner	500	
4415	Insurance	5000		TOP LEVEL	Insurance	5000	
4420	Finance System	1000		TOP LEVEL	Finance System	1000	

4425	External Finance Support	4000		TOP LEVEL	External Finance Support	4000	
4430	Licences & Subscriptions	4500		TOP LEVEL	Licences & Subscriptions	4500	
4435	Office Expenses	2000		TOP LEVEL	Office Expenses	2000	
4440	ICT Costs	3500		TOP LEVEL	ICT Costs	3500	
4445	Audit	2000		TOP LEVEL	Audit	2000	
4455	Telecoms and Security	1500		TOP LEVEL	Telecoms and Security	1500	
				TOTAL		28500	
					Windlesham share	7410	
					Lightwater share	11115	
					Bagshot share	9975	
							All top level costs based on % split
	Precept	307148	SHBC	WINDLESHAM	Windlesham Share of Precept	-79859	
				LIGHTWATER	LW Share of Precept	-119788	
				BAGSHOT	BS Share of Precept	-107502	
	LCTS Grant	5938	SHBC	WINDLESHAM	Windlesham Share of LTCS	-1543.88	
				LIGHTWATER	LW Share of LTCS	-2315.82	
				BAGSHOT	BS Share of LTCS	-2078.3	
	Other Income	500		WINDLESHAM	Windlesham Share of other	-130	
				LIGHTWATER	LW Share of other	-195	
1800				BAGSHOT	BS Share of other	-175	

	Interest Received	3500	Comes from Council bank accounts	WINDLESHAM	Windlesham share	-910	
				LIGHTWATER	Lightwater share	-1365	
1900				BAGSHOT	Bagshot share	-1225	
Administration - Net Expenditure		288586				control total	-288587
230	Councillors						
	Allowances				Windlesham Councillors - allowances / expenses / training		For planning purposes, the Councillor budget have been merged, then split between villages based on number of councillors - 5 W / 7 LW / 6 BS
4500	Training & Conferences	28000	WINDLESHAM	LW Councillors - allowances / expenses / training	8333		
4505	Councillor	1500	LIGHTWATER	BS Councillors - allowances / expenses / training	11667		
4515	Expenses	500	BAGSHOT		10000		
Councillors - Net Expenditure		30000				Control total	30000
240	Hook Mill Lane				Hook Mill Lane		

4050	Rates	6000		TOP LEVEL	Windlesham	1950	All top level costs based on % split
4055	Utilities	250			Lightwater	2925	
4060	Maintenance	1000			Bagshot	2625	

4455	Telecoms and Security	250					
	Hook Mill Lane - Net Expenditure	7500			Control total	7500	
	242 Office - Building Costs				Office - Building Costs		
4050	Rates	4500		TOP LEVEL	Windlesham	1820	All top level costs based on % split
4055	Utilities	1000			Lightwater	2730	
4060	Maintenance	1500			Bagshot	2450	
	Office - Net Expenditure	7000			Control total	7000	
	244 Lightwater Pavilion				Lightwater Pavilion		
4055	Utilities	300	Gas and electricity at Pavilion	LIGHTWATER	LW Pavilion Utilities	300	
4905	Pavilion capital project	15000	21-22 costs on Pavilion Project	LIGHTWATER	LW Pavilion capital project	15000	
	Lightwater Pavilion - Net Expenditure	15300			Control total	15300	
	250 Civic Costs				Civic Costs		

4600	Annual Meeting	500		TOP LEVEL	Windlesham	260	
4605	Civic Functions	500		TOP LEVEL	Lightwater	390	
					Bagshot	350	All top level costs based on % split
	Civic Costs - Net Expenditure	1000			Control total	1000	
	Section 137 Grants				Section 137 Grants		
4650	Section 137 Grants	22000	Grants to be split across 3 villages - merge all 3 grant headings then split to committees	WINDLESHAM	Windlesham Grants	11960	
4655	Community Pride Grants	18000		LIGHTWATER	Lightwater Grants	17940	
4910	Village Event Grants	6000		BAGSHOT	Bagshot Grants	16100	Based on % split
	Section 137 Grants - Net Expenditure	46000			Control total	46000	
	Capital Projects				Capital Projects		
4800	Community Governance	5000	One off budget for 2021-22 - CGR costs	TOP LEVEL	Windlesham	1300	All top level costs based on % split

		Lightwater	1950
		Bagshot	1750
Capital Projects - Net			
Expenditure	5000	Control total	5000
Total Budget			
Expenditure :	426150		
Income :	377786		
Net Expenditure	48364	Control Total - Agrees to Approved Deficit Budget on RBS	48362.39

COMBINED

Row Labels	Sum of Full 21-22 Budget	Indicative Budget from July 2021
Administration Expenditure	28500	21375
Audit	2000	1500
BAGSHOT - TOP LEVEL	700	525
LIGHTWATER - TOP LEVEL	780	585
WINDLESHAM - TOP LEVEL	520	390
Cleaner	500	375
BAGSHOT - TOP LEVEL	175	131
LIGHTWATER - TOP LEVEL	195	146
WINDLESHAM - TOP LEVEL	130	98
External Finance Support	4000	3000
BAGSHOT - TOP LEVEL	1400	1050
LIGHTWATER - TOP LEVEL	1560	1170
WINDLESHAM - TOP LEVEL	1040	780
Finance System	1000	750
BAGSHOT - TOP LEVEL	350	263
LIGHTWATER - TOP LEVEL	390	293
WINDLESHAM - TOP LEVEL	260	195
ICT Costs	3500	2625
BAGSHOT - TOP LEVEL	1225	919
LIGHTWATER - TOP LEVEL	1365	1024
WINDLESHAM - TOP LEVEL	910	683
Insurance	5000	3750
BAGSHOT - TOP LEVEL	1750	1313
LIGHTWATER - TOP LEVEL	1950	1463
WINDLESHAM - TOP LEVEL	1300	975
Legal & HR Costs	2000	1500
BAGSHOT - TOP LEVEL	700	525
LIGHTWATER - TOP LEVEL	780	585
WINDLESHAM - TOP LEVEL	520	390
Licences & Subscriptions	4500	3375
BAGSHOT - TOP LEVEL	1575	1181
LIGHTWATER - TOP LEVEL	1755	1316

WINDLESHAM - TOP LEVEL	1170	878
Office Expenses	2000	1500
BAGSHOT - TOP LEVEL	700	525
LIGHTWATER - TOP LEVEL	780	585
WINDLESHAM - TOP LEVEL	520	390
Telecoms and Security	1500	1125
BAGSHOT - TOP LEVEL	525	394
LIGHTWATER - TOP LEVEL	585	439
WINDLESHAM - TOP LEVEL	390	293
Waste Disposal	2500	1875
BAGSHOT - TOP LEVEL	875	656
LIGHTWATER - TOP LEVEL	975	731
WINDLESHAM - TOP LEVEL	650	488
Administration Staffing	108000	81000
Cem Admin salary	14000	10500
BAGSHOT	700	525
BAGSHOT - TOP LEVEL	735	551
LIGHTWATER	4200	3150
LIGHTWATER - TOP LEVEL	819	614
WINDLESHAM	7000	5250
WINDLESHAM - TOP LEVEL	546	410
HMRC Payroll	22000	16500
BAGSHOT - TOP LEVEL	7700	5775
LIGHTWATER - TOP LEVEL	8580	6435
WINDLESHAM - TOP LEVEL	5720	4290
Local Government Pension	20000	15000
BAGSHOT - TOP LEVEL	7000	5250
LIGHTWATER - TOP LEVEL	7800	5850
WINDLESHAM - TOP LEVEL	5200	3900
Salaries	51000	38250
BAGSHOT - TOP LEVEL	17850	13388
LIGHTWATER - TOP LEVEL	19890	14918
WINDLESHAM - TOP LEVEL	13260	9945
Training	1000	750
BAGSHOT - TOP LEVEL	350	263
LIGHTWATER - TOP LEVEL	390	293
WINDLESHAM - TOP LEVEL	260	195
Allotments - Expenditure	-600	-450
Allotment Fees	-1700	-1275
BAGSHOT - TOP LEVEL	-595	-446
LIGHTWATER - TOP LEVEL	-663	-497
WINDLESHAM - TOP LEVEL	-442	-332
Allotment Refunds	100	75

BAGSHOT - TOP LEVEL	35	26
LIGHTWATER - TOP LEVEL	39	29
WINDLESHAM - TOP LEVEL	26	20
Maintenance	1000	750
BAGSHOT - TOP LEVEL	350	263
LIGHTWATER - TOP LEVEL	390	293
WINDLESHAM - TOP LEVEL	260	195
Bagshot Chapel	1250	938
Maintenance	1000	750
BAGSHOT - TOP LEVEL	350	263
LIGHTWATER - TOP LEVEL	390	293
WINDLESHAM - TOP LEVEL	260	195
Utilities	250	188
BAGSHOT - TOP LEVEL	88	66
LIGHTWATER - TOP LEVEL	98	73
WINDLESHAM - TOP LEVEL	65	49
Capital Projects	5000	3750
Community Governance	5000	3750
BAGSHOT - TOP LEVEL	1750	1313
LIGHTWATER - TOP LEVEL	1950	1463
WINDLESHAM - TOP LEVEL	1300	975
Cemeteries	-44000	-33000
Ashes Interment	3000	2250
LIGHTWATER	1000	750
WINDLESHAM	2000	1500
Burial Fees	-57000	-42750
LIGHTWATER	-22000	-16500
WINDLESHAM	-35000	-26250
Maintenance	7500	5625
BAGSHOT	2625	1969
LIGHTWATER	2925	2194
WINDLESHAM	1950	1463
Rates	2500	1875
BAGSHOT	200	150
LIGHTWATER	1200	900
WINDLESHAM	1100	825
Civic Costs	1000	750
Annual Meeting	500	375
BAGSHOT - TOP LEVEL	175	131
LIGHTWATER - TOP LEVEL	195	146
WINDLESHAM - TOP LEVEL	130	98
Civic Functions	500	375
BAGSHOT - TOP LEVEL	175	131
LIGHTWATER - TOP LEVEL	195	146
WINDLESHAM - TOP LEVEL	130	98
Councillors	30000	22500

Allowances	28000	21000
BAGSHOT	9333	7000
LIGHTWATER	10889	8167
WINDLESHAM	7778	5833
Councillor Expenses	500	375
BAGSHOT	167	125
LIGHTWATER	194	146
WINDLESHAM	139	104
Training & Conferences	1500	1125
BAGSHOT	500	375
LIGHTWATER	583	438
WINDLESHAM	417	313
Elections/Casual Vacancy	5000	3750
Election Recharge	5000	3750
BAGSHOT - TOP LEVEL	1750	1313
LIGHTWATER - TOP LEVEL	1950	1463
WINDLESHAM - TOP LEVEL	1300	975
Field of Remembrance Refuse	0	0
Field of Remembrance	-2000	-1500
WINDLESHAM	-2000	-1500
Field of Remembrance Costs	2000	1500
WINDLESHAM	2000	1500
Grounds Maintenance	153499	115124
Christmas Trees	2499	1874
BAGSHOT	833	625
LIGHTWATER	833	625
WINDLESHAM	833	625
Greenspace Contingency	8000	6000
BAGSHOT	2800	2100
LIGHTWATER	3120	2340
WINDLESHAM	2080	1560
Greenspace Contract	80000	60000
BAGSHOT	31000	23250
LIGHTWATER	31000	23250
WINDLESHAM	18000	13500
Open Spaces Maintenance	14000	10500
BAGSHOT	4900	3675
LIGHTWATER	5460	4095
WINDLESHAM	3640	2730
Planting	5000	3750
BAGSHOT	1600	1200
LIGHTWATER	1800	1350
WINDLESHAM	1600	1200
Playground Repairs	10000	7500
BAGSHOT	3500	2625
LIGHTWATER	3900	2925

WINDLESHAM	2600	1950
Tree Maintenance/Surgery	8000	6000
BAGSHOT - TOP LEVEL	2800	2100
LIGHTWATER - TOP LEVEL	3120	2340
WINDLESHAM - TOP LEVEL	2080	1560
Windlesham Cemetery	26000	19500
WINDLESHAM	26000	19500
Hook Mill Lane	7500	5625
Maintenance	1000	750
BAGSHOT - TOP LEVEL	350	263
LIGHTWATER - TOP LEVEL	390	293
WINDLESHAM - TOP LEVEL	260	195
Rates	6000	4500
BAGSHOT - TOP LEVEL	2100	1575
LIGHTWATER - TOP LEVEL	2340	1755
WINDLESHAM - TOP LEVEL	1560	1170
Telecoms and Security	250	188
BAGSHOT - TOP LEVEL	88	66
LIGHTWATER - TOP LEVEL	98	73
WINDLESHAM - TOP LEVEL	65	49
Utilities	250	188
BAGSHOT - TOP LEVEL	88	66
LIGHTWATER - TOP LEVEL	98	73
WINDLESHAM - TOP LEVEL	65	49
Income	-317087	-237815
Interest Received	-3500	-2625
BAGSHOT	-1225	-919
LIGHTWATER	-1365	-1024
WINDLESHAM	-910	-683
LCTS Grant	-5938	-4454
BAGSHOT	-2078	-1559
LIGHTWATER	-2316	-1737
WINDLESHAM	-1544	-1158
Other Income	-500	-375
BAGSHOT	-175	-131
LIGHTWATER	-195	-146
WINDLESHAM	-130	-98
Precept	-307149	-
		230361
BAGSHOT	-107502	-
		80627
LIGHTWATER	-119788	-
		89841
WINDLESHAM	-79859	-
		59894
Lightwater Pavilion	15300	11475
Pavilion capital project	15000	11250
LIGHTWATER	15000	11250
Utilities	300	225

LIGHTWATER	300	225
Office - Building Costs	7000	5250
Maintenance	1500	1125
BAGSHOT - TOP LEVEL	525	394
LIGHTWATER - TOP LEVEL	585	439
WINDLESHAM - TOP LEVEL	390	293
Rates	4500	3375
BAGSHOT - TOP LEVEL	1575	1181
LIGHTWATER - TOP LEVEL	1755	1316
WINDLESHAM - TOP LEVEL	1170	878
Utilities	1000	750
BAGSHOT - TOP LEVEL	350	263
LIGHTWATER - TOP LEVEL	390	293
WINDLESHAM - TOP LEVEL	260	195
Section 137 Grants	46000	34500
Community Pride Grants	18000	13500
BAGSHOT	6300	4725
LIGHTWATER	7020	5265
WINDLESHAM	4680	3510
Section 137 Grants	22000	16500
BAGSHOT	7700	5775
LIGHTWATER	8580	6435
WINDLESHAM	5720	4290
Village Event Grants	6000	4500
BAGSHOT	2100	1575
LIGHTWATER	2340	1755
WINDLESHAM	1560	1170
War Memorial	2000	1500
War Memorial	2000	1500
BAGSHOT	700	525
LIGHTWATER	780	585
WINDLESHAM	520	390
Grand Total	48362	36272

BAGSHOT

Row Labels	Sum of Full 21-22 Budget	Indicative Budget from July 2021
Administration Expenditure	9975	7481
Audit	700	525
Cleaner	175	131
External Finance Support	1400	1050
Finance System	350	263
ICT Costs	1225	919
Insurance	1750	1313
Legal & HR Costs	700	525
Licences & Subscriptions	1575	1181

Office Expenses	700	525
Telecoms and Security	525	394
Waste Disposal	875	656
Administration Staffing	34335	25751
Cem Admin salary	1435	1076
HMRC Payroll	7700	5775
Local Government Pension	7000	5250
Salaries	17850	13388
Training	350	263
Allotments - Expenditure	-210	-158
Allotment Fees	-595	-446
Allotment Refunds	35	26
Maintenance	350	263
Bagshot Chapel	438	328
Maintenance	350	263
Utilities	88	66
Capital Projects	1750	1313
Community Governance	1750	1313
Cemeteries	2825	2119
Maintenance	2625	1969
Rates	200	150
Civic Costs	350	263
Annual Meeting	175	131
Civic Functions	175	131
Councillors	10000	7500
Allowances	9333	7000
Councillor Expenses	167	125
Training & Conferences	500	375
Elections/Casual Vacancy	1750	1313
Election Recharge	1750	1313
Grounds Maintenance	47433	35575
Christmas Trees	833	625
Greenspace Contingency	2800	2100
Greenspace Contract	31000	23250
Open Spaces Maintenance	4900	3675
Planting	1600	1200
Playground Repairs	3500	2625
Tree Maintenance/Surgery	2800	2100
Hook Mill Lane	2625	1969
Maintenance	350	263
Rates	2100	1575
Telecoms and Security	88	66
Utilities	88	66

Income	-110980	-
		83235
Interest Received	-1225	-919
LCTS Grant	-2078	-1559
Other Income	-175	-131
Precept	-107502	-
		80627
Office - Building Costs	2450	1838
Maintenance	525	394
Rates	1575	1181
Utilities	350	263
Section 137 Grants	16100	12075
Community Pride Grants	6300	4725
Section 137 Grants	7700	5775
Village Event Grants	2100	1575
War Memorial	700	525
War Memorial	700	525
Grand Total	19540	14655

LIGHTWATER

Row Labels	Sum of Full 21-22 Budget	Indicative Budget from July 2021
Administration Expenditure	11115	8336
Audit	780	585
Cleaner	195	146
External Finance Support	1560	1170
Finance System	390	293
ICT Costs	1365	1024
Insurance	1950	1463
Legal & HR Costs	780	585
Licences & Subscriptions	1755	1316
Office Expenses	780	585
Telecoms and Security	585	439
Waste Disposal	975	731
Administration Staffing	41679	31259
Cem Admin salary	5019	3764
HMRC Payroll	8580	6435
Local Government Pension	7800	5850
Salaries	19890	14918
Training	390	293
Allotments - Expenditure	-234	-176
Allotment Fees	-663	-497
Allotment Refunds	39	29
Maintenance	390	293
Bagshot Chapel	488	366
Maintenance	390	293
Utilities	98	73
Capital Projects	1950	1463
Community Governance	1950	1463
Cemeteries	-16875	-12656
Ashes Interment	1000	750
Burial Fees	-22000	-16500
Maintenance	2925	2194
Rates	1200	900
Civic Costs	390	293
Annual Meeting	195	146
Civic Functions	195	146
Councillors	11667	8750
Allowances	10889	8167

Councillor Expenses	194	146
Training & Conferences	583	438
Elections/Casual Vacancy	1950	1463
Election Recharge	1950	1463
Grounds Maintenance	49233	36925
Christmas Trees	833	625
Greenspace Contingency	3120	2340
Greenspace Contract	31000	23250
Open Spaces Maintenance	5460	4095
Planting	1800	1350
Playground Repairs	3900	2925
Tree Maintenance/Surgery	3120	2340
Hook Mill Lane	2925	2194
Maintenance	390	293
Rates	2340	1755
Telecoms and Security	98	73
Utilities	98	73
Income	-123664	-
		92748
Interest Received	-1365	-1024
LCTS Grant	-2316	-1737
Other Income	-195	-146
Precept	-119788	-
		89841
Lightwater Pavilion	15300	11475
Pavilion capital project	15000	11250
Utilities	300	225
Office - Building Costs	2730	2048
Maintenance	585	439
Rates	1755	1316
Utilities	390	293
Section 137 Grants	17940	13455
Community Pride Grants	7020	5265
Section 137 Grants	8580	6435
Village Event Grants	2340	1755
War Memorial	780	585
War Memorial	780	585
Grand Total	17374	13030

WINDLESHAM

Row Labels	Sum of Full 21-22 Budget	Indicative Budget from July 2021
Administration Expenditure	7410	5558
Audit	520	390
Cleaner	130	98
External Finance Support	1040	780

Finance System	260	195
ICT Costs	910	683
Insurance	1300	975
Legal & HR Costs	520	390
Licences & Subscriptions	1170	878
Office Expenses	520	390
Telecoms and Security	390	293
Waste Disposal	650	488
Administration Staffing	31986	23990
Cem Admin salary	7546	5660
HMRC Payroll	5720	4290
Local Government Pension	5200	3900
Salaries	13260	9945
Training	260	195
Allotments - Expenditure	-156	-117
Allotment Fees	-442	-332
Allotment Refunds	26	20
Maintenance	260	195
Bagshot Chapel	325	244
Maintenance	260	195
Utilities	65	49
Capital Projects	1300	975
Community Governance	1300	975
Cemeteries	-29950	-22463
Ashes Interment	2000	1500
Burial Fees	-35000	-26250
Maintenance	1950	1463
Rates	1100	825
Civic Costs	260	195
Annual Meeting	130	98
Civic Functions	130	98
Councillors	8333	6250
Allowances	7778	5833
Councillor Expenses	139	104
Training & Conferences	417	313
Elections/Casual Vacancy	1300	975
Election Recharge	1300	975
Field of Remembrance Refuse	0	0
Field of Remembrance	-2000	-1500
Field of Remembrance Costs	2000	1500
Grounds Maintenance	56833	42625

Christmas Trees	833	625
Greenspace Contingency	2080	1560
Greenspace Contract	18000	13500
Open Spaces Maintenance	3640	2730
Planting	1600	1200
Playground Repairs	2600	1950
Tree Maintenance/Surgery	2080	1560
Windlesham Cemetery	26000	19500
Hook Mill Lane	1950	1463
Maintenance	260	195
Rates	1560	1170
Telecoms and Security	65	49
Utilities	65	49
Income	-82443	-
		61832
Interest Received	-910	-683
LCTS Grant	-1544	-1158
Other Income	-130	-98
Precept	-79859	-
		59894
Office - Building Costs	1820	1365
Maintenance	390	293
Rates	1170	878
Utilities	260	195
Section 137 Grants	11960	8970
Community Pride Grants	4680	3510
Section 137 Grants	5720	4290
Village Event Grants	1560	1170
War Memorial	520	390
War Memorial	520	390
Grand Total	11449	8587