



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**

Held on Tuesday 28<sup>th</sup> November 2023, at 7.15pm held at St Anne’s Church Centre, 43 Church Road, Bagshot

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

**In attendance:** Jo Whitfield –Clerk to the Council

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

Cllr Turner took the Chair

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		Action
<b>C/23/125</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs Hills, Hartshorn, Rebecca & Derrick Jennings-Evans and Hardless.	
<b>C/23/126</b>	<b>Declarations of interest</b>  None	
<b>C/23/127</b>	<b>Public question time</b>  Mr Murphy, a Windlesham resident submitted the following representation:  "My comments to the Full Council meeting in January 2023 provided an opportunity under the 1972 Local Government Act which was unanimously approved by Council.  I am pleased to note that, based on the experience at the meeting in March, Council will have Standing Orders which will hopefully assist Councillors attending future meetings, especially the Chair and/or Vice Chair who, if attending, would Chair the meeting as prescribed in the Law - the Standing Orders should support the general obligation on Councillors to be acquainted with the Law under debate.	

	<p>They must be in compliance with the law and not present any limitation on the clear intentions of the law, including other possibilities which were excluded from the proposal put in January, to avoid complications on the night.</p> <p>This is in relation to the possibility of an advisory Poll being called on a question raised - there was no intention to present a limitation but for practical reasons it was not actively encouraged and in practice there was no such call on the night.</p> <p>Annual Parish Meetings are the only opportunity provided for democratic debate by Parishioners and are to be supported".</p> <p><i>19:23 Cllrs Harris &amp; Malcaus Cooper joined the meeting.</i></p> <p><b>Noted</b></p>	
<b>C/23/128</b>	<p><b>Exclusion of the press and public.</b></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><b>Members agreed to move the correspondence received to the confidential part of the meeting.</b></p>	
<b>C/23/129</b>	<p><b>Full Council Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Full Council meeting held on 24<sup>th</sup> October 2023 (EGM) and 31<sup>st</sup> October 2023 <b>were approved and</b> signed by Cllr Turner</li> </ul>	<b>AT</b>
<b>C/23/130</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 31<sup>st</sup> October 2023, and the 15<sup>th</sup> November 2023 <b>were approved and</b> signed by Cllr White.</li> </ul> <p>Members noted the open minutes of the recent village committee and sub-committee meetings:</p> <ul style="list-style-type: none"> <li>The minutes of the Bagshot Committee meeting held on the 7<sup>th</sup> of November 2023.</li> </ul>	<b>VW</b>
<b>C/23/131a</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 £36,880.64 and explained the individual items.</p> <p><b>It was resolved the payments (Appendix A) in the total sum of £36,880.64 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b></p>	

<p><b>C/23/131b</b></p>	<p><b>Bank Reconciliations</b></p> <p>Members reviewed the bank reconciliations for August 23, September 23, and October 23.</p> <p><b>Members noted the reconciliations as presented and resolved that either Cllr Malcaus Cooper or Cllr Rebecca Jennings-Evans in the absence of Cllr Malcaus Cooper, would continue to sign off the reconciliations.</b></p> <p><b>Cllr Turner requested that the Council review the number of bank accounts in the New Year.</b></p>	<p><b>KMC &amp; RJE</b></p>
<p><b>C/23/131c</b></p>	<p><b>Finance – Budget Monitoring Report</b></p> <p>Members were presented with a report detailing any overspends, transfers or virements for approval.</p> <p><u>Year-end projections</u></p> <p>Total expenditure in the year to date before transfers from EMRs is £388,883 reducing to £267,160 once the transfers are accounted for. This is against a total annual budget expenditure of £503,929 and represents 53% of budget expenditure, marginally below the expected level assuming expenditure is contracted evenly over the period. Based on these figures it is expected that the Council will be broadly in line with budget expectations at the end of the year subject to any unexpected items arising.</p> <p><u>Other matters</u></p> <ul style="list-style-type: none"> <li>• 4430 Licences &amp; Subscriptions- An additional expenditure of £250 is to be made for an additional licence for the Rialtas system for the Operations Co-ordinator to allow her access to the system as part of her duties;</li> <li>• 4445 Audit-Year-to-date expenditure shows a credit of £282 reflecting the remaining year-end audit accrual for the external audit. The amount will be offset vs future costs;</li> <li>• 4650 Grants - the year to date spend includes <ul style="list-style-type: none"> <li>○ a credit of £500 comprising the year-end accrual for a grant to Lightwater Connected for the purchase of a Lightwater sign for the village (FC 29 Mar 23 C/22/217)</li> <li>○ £3,000 for a veterinary x-ray machine for Harper As prey (FC C23/ 42)</li> <li>○ £3,500 for Windlesham FOR waste disposal (WVC23/15); £484 for</li> <li>○ camping equipment for 1st Windlesham Scout Group (WVC/23/15); £500 towards the cost of a new library for Lightwater Village School</li> </ul> </li> </ul> <p><b>Councillors noted the Actual vs Budget report as of 13<sup>th</sup> November 23 along with the corresponding Balance Sheet, Income &amp; Expenditure reports, and year-end projections.</b></p> <p><b>Members also resolved to approve the additional expenditure of £250 for an additional Rialtas license for the Operations Coordinator and the following virement:</b></p>	

	<p><b><u>Bagshot Miniature Christmas Trees</u></b>  <b>Vire from Festive Lights 4915/350 to Grants 4650/340</b></p>	RFO
C/23/132	<p><b>Motion from Cllr Lewis requesting that Council consider funding the Windlesham Village surgeries/community meetings from the General Reserve.</b></p> <p>Members were asked to read the information presented and decide if Council wished to:</p> <ul style="list-style-type: none"> <li>a) Fund the Windlesham Village Councillor surgeries/community meetings from the General Reserve.</li> <li>b) Fund <b>all</b> village surgeries from the General Reserve.</li> </ul> <p><b>Cllr Harris proposed, Cllr Willgoss seconded, and it was unanimously resolved to pay for the hall hire for all Councillor surgeries, subject to them being available to all Cllrs to attend, and any Community meetings in the 2023-24 financial year. This will be funded from the current Hall Hire budget line. Members noted that this might result in an approved overspend on this budget line. It was also agreed that Members would consider these costs when discussing the 2024-25 budget.</b></p>	
C/23/133	<p><b>Motion from Windlesham Village Committee requesting Council consider the following motion:</b></p> <p><b>To earmark any surplus revenue generated from Windlesham Cemetery in 2023/4 and 2024/5 in a dedicated Windlesham Cemetery EMR and should this surplus be less than £30k, to supplement annually by a transfer from the General Reserve of up to £25k to make good any shortfall.</b></p> <p>Members were informed that this motion followed on from a motion by Councillor MalcausCooper in October (Full Council Minute C/23/111) where it was unanimously resolved to defer a decision to run a separate profit and loss for cemeteries until after the cemetery review agreed at the October EGM (minute reference: C./23/100) is completed.</p> <p>Members were presented with an outline of how the monies would be spent and financial information pertaining to the Parish cemeteries.</p> <p>Having considered the information presented Members were asked to decide</p> <ul style="list-style-type: none"> <li>a) if they would like to transfer any surplus revenue generated from Windlesham Cemetery in 2023/4 and 2024/5 to a Windlesham Cemetery EMR at the end of each financial year.</li> <li>b) If the Council wished to transfer the surplus Members were asked to note that the surplus would be calculated based on all costs associated with the Cemetery as indicated above.</li> <li>c) Members were also asked to consider if the Windlesham Cemetery annual surplus is less than £30k, whether these funds</li> </ul>	

	<p>should be supplemented annually by a transfer from the General Reserve of up to £25k to make good any shortfall.</p> <p><b>IMPORTANT</b> – Members were asked to note that assuming all budgeted expenditure was spent by 31st March, early indications were that the General Reserve at year-end would be approximately 41% of this years precept and 35% of the 2024-25 precept.</p> <p><b><u>Recommendation.</u></b></p> <p>If the Council is minded to supplement a Windlesham Cemetery EMR it should consider doing so during this budgeting process or consider repurposing other EMRs, rather than rely on General Reserves.</p> <p><b>Members discussed this at length and Cllr Turner proposed that this be considered as part of the overall cemetery review.</b></p> <p><b>All Members agreed that all Parish Cemeteries should be a priority and it was resolved with 12 in favour, 0 against, and 1 abstention, to make a budgetary decision on this item whilst discussing the budget under item 10 on the agenda.</b></p>	ALL
C/23/134	<p><b>Budget Setting</b></p> <p>Members were presented with the draft budget proposal as agreed at the budget setting working party and asked to consider four points that remained to be clarified before the Council could approve the budget and precept calculation.</p> <ol style="list-style-type: none"> <li>1. Confirmation that the Council will accept the full adjustment for Windlesham Cemetery revenue effectively meaning that the Cemetery remains open to non-residents until 31 March 2024;</li> <li>2. Confirmation from WVC that the 20% increase in burial fees will remain in place;</li> <li>3. Confirmation of the weekly hours and pay scale for the Comms position currently reflected as 15 hours per week with an associated marketing budget of £4,000; - majority in the room in favour 1 de</li> <li>4. Confirmation from BVC that a sum of £20,000 from Bagshot CIL will be used for Chapel repairs.</li> </ol> <p><b>Cllr Harris proposed, and Cllr Gordon seconded to set the 2024-2025 budget at £505,201.26. Based on the indicative tax base of 8376.95 provided by SHBC. Members noted that the indicative precept increase for a band D property would be 44.42%. Members also noted that this percentage increase may change marginally once the Borough Council Executive confirms the tax base at their meeting on the 5<sup>th</sup> of December 2023. However, it is not expected to change significantly and the final tax base figure and band D</b></p>	

	<p>percentage increase will be reported at the January Full Council meeting.</p> <p>A recorded vote was taken.</p> <p><b><u>In Favour</u></b>  Cllr Gordon  Cllr Willgoss  Cllr White  Cllr Du Cann  Cllr Stevens  Cllr Bakar  Cllr Harris  Cllr Malcaus Cooper  Cllr McGrath</p> <p><b><u>Against</u></b>  Cllr Lewis  Cllr Marr  Cllr Turner</p> <p><b><u>Abstentions</u></b>  Cllr Richardson</p> <p>The motion was carried with 9 in favour, 3 against, and 1 abstention.</p> <p>It should be noted that the final budget was agreed based on:</p> <ol style="list-style-type: none"> <li>1. The inclusion of the full adjustment for Windlesham Cemetery, meaning that the Cemetery remains open to non-residents until 31 March 2025.</li> <li>2. The exclusion of any increase in burial fees at Windlesham Cemetery. It was noted that should WVC resolve to increase these fees over the coming months there will be a surplus in the budget.</li> <li>3. Confirmation that the weekly hours and pay scale for the Communications and Engagement Officer position will reduce to 15 hours per week with an associated marketing budget of £4,000.</li> <li>4. Confirmation from BVC that a sum of £20,000 from Bagshot CIL will be used for Chapel repairs.</li> <li>5. The inclusion of £25K for each village (total £75k) for transfer to village cemetery earmarked reserves.</li> </ol>	
C/23/135	<p><b>To review Council Policies</b></p> <p>Members were informed that the working party had reviewed all the policies below and Council now needed to consider either adopting the policies as presented or amending the policies prior to adoption.</p> <p><b>Members are asked to review and adopt the attached policies:</b></p> <p><b>Absence Policy – NO CHANGES</b>  <b>Breach of Notification Policy - NO CHANGES</b>  <b>Complaints Procedure –NO CHANGES</b>  <b>Councillor Employee Relations – NO CHANGES</b>  <b>Councillor Code of Conduct – NO CHANGES</b>  <b>Data Protection Policy – CHANGES - Minor wording amendments</b></p>	

	<p> <b>Dignity at Work Policy</b> – NO CHANGES  <b>Disciplinary Policy</b> - NO CHANGES  <b>Document Retention Scheme</b> – NO CHANGES  <b>Equality and Diversity Policy</b> - NO CHANGES  <b>Fire Safety Policy</b> – NO CHANGES  <b>Flexible Working Policy</b> – NO CHANGES  <b>Freedom of Information</b> - NO CHANGES  <b>Grievance Policy</b> – NO CHANGES  <b>Health and Safety Statement</b> – NO CHANGES  <b>Lone Working Policy</b> – CHANGES - Minor wording amendment  <b>Media and Communications Policy</b> – NO CHANGES  <b>Officers Code of Conduct</b> – NO CHANGES  <b>Privacy Policy</b> – NO CHANGES  <b>Recruitment Policy</b> –CHANGES, amendments to ensure that the recruitment policy is in line with the Personnel Committee Terms of Reference.  <b>Reserves Policy</b> – CHANGES – Minor wording amendments  <b>Subject Access Request</b> - NO CHANGES  <b>TOIL Policy</b> – NO CHANGES  <b>Training Policy</b> – CHANGES – Removal of duplicate clauses  <b>Tree Management Policy</b> - NO CHANGES  <b>Vexatious Complaints Policy</b> – NO CHANGES </p> <p><b>It was resolved to adopt all policies with all changes as presented.</b></p>	
C/23/136	<p><b>To review Annual Parish Meeting Standing Orders</b></p> <ol style="list-style-type: none"> <li>1. Members were asked to review Standing Order 7, of the attached document noting the addition of the following clauses, and decide if they wish to adopt these Standing Orders or amend them: <ol style="list-style-type: none"> <li>f) An agenda will be set by the Parish Council in conjunction with conveners of the meeting if called by six local government electors of the Parish</li> <li>p) Standing Order 2 – Disorderly Conduct at Meetings applies</li> </ol> </li> <li>2. Members were also asked to consider if they wish to have a speaker for this event. <p>Cllr Malcaus Cooper suggested that the Council consider approaching a local resident expert on stargazing and astronomy.</p> </li> </ol> <p>Members discussed the legality of convening the meeting and writing the agenda. The papers presented confirmed that in accordance with the LGA 1972 Sch 12 paragraph 15 a parish meeting may be convened by—</p> <ol style="list-style-type: none"> <li>(a)the chairman of the parish council, or</li> <li>(b)any two parish councillors for the parish, or</li> <li>(c)where there is no parish council, the chairman of the parish meeting or any person representing the parish on the district council, or</li> <li>(d)any six local government electors for the parish.</li> </ol>	

	<p>The Clerk informed Members that in line with the LGA 1972 the agenda for the APM must be signed by the conveners, however, there is no specific legislation determining who can request items to be placed on the agenda. Good practice would dictate that if either the Chair of Council or 2 Councillors convened the meeting members of the electorate would be invited to request items be placed on the agenda.</p> <p><b>It was resolved unanimously to adopt the Standing Orders as presented.</b></p> <p><b>It was also resolved unanimously that subject to confirmation of the legal position the Chair of Council will call the meeting for the 19<sup>th</sup> March and the electorate will be invited to request items be placed on the agenda.</b></p> <p><b>Finally, it was resolved with 10 in favour, 3 against, and 0 abstentions to book a speaker for the event.</b></p> <p><b>21:39 Members agreed to suspend standing orders</b></p> <p><i>21.39 Cllr Mcgrath left the meeting.</i></p> <p><b>NB: Since the meeting the Clerk has received confirmation from the Surrey Association of Local Councils that the information provided at the meeting is in line with current legislation.</b></p>	The Clerk
C/23/137	<p><b>Greenspace working party update</b> – To consider the recommendations for the Greenspace tender process.</p> <p>Members were reminded that at the September Full Council meeting Council resolved (minute ref: C/23/86) to form a working party made up of 2 Councillors from each village, along with the Chair and Vice Chair of the Council. The aim of the working party was to consider how the greenspaces within the Parish could be maintained both efficiently and cost-effectively whilst at the same time improving the quality of service and appearance of Council-owned greenspaces.</p> <p>The working group recommended the following:</p> <p><b>Recommendation 1</b></p> <ul style="list-style-type: none"> <li>· Option 4: Tender by Village but disaggregate the contract by service specifics. <b>RECOMMENDED APPROACH:</b> <ul style="list-style-type: none"> <li>○ There should be 3 groups of contract services for each village: <ul style="list-style-type: none"> <li>§ Cemeteries</li> <li>§ Greenspace, playgrounds, ponds etc</li> <li>§ Other areas not covered by the current contract <ul style="list-style-type: none"> <li>○ e.g. fly tipping, graffiti, asbestos removal (this may have to be ‘pay as you go’ as may be unable to procure grouped services in this way.</li> </ul> </li> </ul> </li> </ul> </li> </ul>	

- o In addition, to the above service providers could quote for all 3 villages in the above areas to achieve contract synergies, economies of scale, and lower charges.

**It was resolved unanimously to proceed with option 4**

**Recommendation 2**

To explore external support for the procurement process which is likely to be complex.

**IMPORTANT**

Council were informed that due to the value of the contract Council would need to comply with the complex requirements in the 2015 Regulations for high-value contracts.

The revised threshold value for public contracts, from 1 January 2022 for supplies and services is £213,477. When calculating the estimated value of the contract to determine whether the regulations apply, the contract value estimation should be inclusive of VAT (where applicable) from 1 January 2022.

Based on the 2024/25 budgeted amount for the greenspace contracts, the total value if tendered to cover a 3-5 year period will be £432k-£720k incl. VAT.

Members were also asked to note that an indicative cost of procurement services to assist the Council with this process would be approximately £8k-£10k and at present there is no provision in the 2024/25 budget for this.

**It was resolved unanimously to approve a spend of up to £10k to engage a procurement consultant to manage the tender process. It was also resolved to delegate authority to the Clerk in conjunction with Cllrs Turner, R Jennings-Evans, Harris, Malcaus Cooper, White, Du Cann, and 2 Windlesham Village Councillors to review quotes and appoint a consultant.**

**Finally, it was resolved that this will be funded from the greenspace contract budget line noting that any overspend on the budget line will be funded from the General Reserve.**

**Recommendation 3**

Members were asked to consider additional WPC staff (to be defined) to manage the delivery of successful tenders, as in practice this could result in 3 - 9 contracts that will require monitoring.

Consideration:

At present there is no provision in the 2023/24 budget for a contract manager.

**No resolution was made at this meeting.**

Finally, Members are asked to consider how the following points would be dealt with. These are issues that require a solution:

The  
Clerk,AT,RJ  
E,JH,KMC,V  
W,FDC, 2  
WVC  
Members

	<ul style="list-style-type: none"> <li>○ 24/7 monitoring of Hook Mill Lane alarms – This is currently covered by the Council’s contract with SHBC.</li> <li>○ Greenspace maintenance at the Allotments – which village contract will this be covered by?</li> <li>○ Management of the SSSI site at High Curley – currently this is not covered by our contract, however, SHBC organised for ARC volunteers to attend the site under SHBC insurance. Going forward WPC will need to include this.</li> <li>○ Out-of-hours emergency call-outs, for example, burst pipes or safety concerns - This is currently covered by the Council’s contract with SHBC.</li> <li>○ Greenspace service cover whilst the office is closed, for example during the Christmas period SHBC deals with any greenspace issues directly through their call centre.</li> <li>○ Christmas tree recycling - This is currently covered by the Council’s contract with SHBC.</li> <li>○ Confidential waste disposal.</li> </ul> <p><b>No resolution was made at this meeting.</b></p>							
<p><b>C/23/138</b></p>	<p><b>Review of Parish Cemeteries</b></p> <p>At the Full Council meeting held on the 24<sup>th</sup> of October 2023, Members delegated authority to the Clerk to obtain quotes for an external consultant to review the cemetery grounds.</p> <p><b>Members were asked to review the quotes presented and decide how they wished to proceed.</b></p> <p><b>Scope</b></p> <p>Visit all three cemeteries to review the current provision and future development opportunities, providing follow-up reports with site findings and future options.</p> <p><b>Summary of Quotes (excl. VAT)</b></p> <table data-bbox="328 1458 691 1563"> <tr> <td>Quote A</td> <td>£1,780</td> </tr> <tr> <td>Quote B</td> <td>£3,500</td> </tr> <tr> <td>Quote C</td> <td>No response</td> </tr> </table> <p>Members were informed that this project could be funded from the Cemetery maintenance budget with any overspend being dealt with by agreeing on a virement from the Council Buildings budget.</p> <p>It was noted that as of the 21<sup>st</sup> November 2023 the RFO had identified approximately £7k currently unallocated in the Council Buildings budget, which could be used for this project.</p> <p>Members discussed the quotes presented and were of the opinion that there was insufficient information to make a decision.</p>	Quote A	£1,780	Quote B	£3,500	Quote C	No response	
Quote A	£1,780							
Quote B	£3,500							
Quote C	No response							

	<p><b>It was resolved that the Clerk will obtain quotes for a more detailed scope of works that will include:</b>  <b>A review of the current condition of all 3 Cemeteries</b>  <b>A compliance review.</b>  <b>Recommendations on how best to ensure future burial provision.</b>  <b>Budgetary implications</b></p> <p><b>The Council will then consider its options and how best to organise the management of the cemeteries going forward.</b></p>	<p><b>The Clerk</b></p>
<p><b>C/23/139</b></p>	<p><b>To discuss Bagshot Chapel Drainage Solutions</b></p> <p>Members were informed that the poor drainage around the Chapel is causing the building to deteriorate, therefore quotes had been sought for remediation works. 7 contractors were contacted and asked to provide quotes for the most cost-effective solution.</p> <p>Of the 7 organisations contacted, two were unable to help, one quote was unusually low and did not include any detailed information (quote available on request if required).</p> <p>Members were presented with the quotes and noted that one company approached (a cemetery specialist) recommended a utility scan and soakage test (BRE 365) be conducted before installing soak-aways, to ensure the correct solution was installed.</p> <p>The cost of this service is £2,585 excl vat. Once the soakage test has been conducted a quote will be provided to install a suitable solution.</p> <p><u>Financial Information</u></p> <ul style="list-style-type: none"> <li>• Quotes received offered a variety of solutions and ranged from £9,000 to £17,203 (detailed quotes are available in the meeting papers).</li> <li>• Budget Information – Members were asked to note that the Bagshot Chapel budget line has £7,826 available and any additional spend would need to be funded either from EMR's or the General reserve, keeping in mind that assuming all budgeted expenditure is spent by 31st March, early indications are that the General Reserve at year-end will be approximately 41% of this year's precept and 35% of the 2024-25 precept.</li> </ul> <p><u>Action</u>  Members are asked to review the information below and quotes attached, and decide:</p> <p>a) If they wish to carry out a soakage test prior to agreeing to install soakaways. If so  Consider if they wish to engage the cemetery specialist to carry out the soakage test for a cost of £2,585 ex vat, noting no comparative quotes have been forthcoming.</p> <p style="text-align: center;">or</p> <p>b) Proceed with installing soakaways without a soakage test. If so  a. Decide which contractor they would like to engage to install soakaways.</p>	

	<p>b. Decide which grave digger they wish to engage to attend the site during the works.</p> <p>c. Decide how they wish to fund this work.</p> <p><b>It was resolved unanimously to proceed with a soakage test up to a value of £2,585.</b></p>	<b>The Clerk</b>
<b>C/23/140</b>	<p><b>To consider an opportunity to twin with a French town northwest of Versaille.</b></p> <p>Members were informed that the Clerk has received an email regarding an opportunity for Council to twin with Bailly-Noisy Le Roi in France.</p> <p>Members were asked to consider if they wish to follow up on this opportunity.</p> <p><b>It was resolved that Cllr White will obtain more detailed information on the town twinning process from SHBC who are currently run a twinning program.</b></p>	
<b>C/23/141</b>	<p><b>Outside Organisations</b> - To receive any reports from representatives on outside organisations.</p> <p>Cllr White informed Members that the James Butler Alms Houses will be holding their Christmas celebrations on the 18<sup>th</sup> December.</p>	
<b>C/23/142</b>	<p><b>Clerks update</b></p> <p>Nothing to report.</p>	
<b>C/23/143</b>	<p><b>Correspondence</b></p> <p><b>Due to the content of the correspondence Members resolved to move this item into the confidential part of the meeting.</b></p>	
<b>C/23/144</b>	<p><b>Exclusion of the press and public.</b> 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>	
<b>C/23/145</b>	<p><b>Confidential Correspondence</b></p> <p>Members noted that individuals had written to the Council regarding concerns about the recent memorial testing in Windlesham Cemetery. It was also noted that both the Clerk and the Assistant Clerk had responded outlining the process that had been followed.</p> <p>Members requested that the Clerk respond to the latest emails, expressing their sincere apologies for any distress that may have been caused as a result of the recent memorial testing process.</p> <p>Furthermore, in addressing these concerns, the Council has liaised with the CEO of the ICCM. Her confirmation reaffirmed that the testing procedure conducted by their team adhered to the ICCM guidance. The Council, recognizing the sensitivity of this matter, also proactively sought</p>	<b>The Clerk</b>

	<p>a second opinion to ensure thoroughness prior to taking any action to ensure safety within the cemeteries.</p> <p>The Council also confirmed that the responsibility for maintaining and repairing memorial headstones remains with the person holding the exclusive rights of burial.</p>	
	<p><b>There being no further business the meeting closed at 22:11</b></p>	

## Bagshot PL 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
08/11/2023	GRANT - 8 NOV 23	69	BAGSHOT SOCIETY	BAGSOC	1,115.20	0.00	1,115.20	4650	340	1,040.20	Bagshot Soc - Xmas trees/plant
								4185	310	75.00	Bagshot Soc - Xmas trees/plant
08/11/2023	GRANT	70	WINDLE VALLEY	WINVAL	480.00	0.00	480.00	4650	340	480.00	Grant - Xmas Float
08/11/2023	GRANT	71	ST ANNES PCC	ANNE	450.00	0.00	450.00	4650	340	450.00	Xmas Tree Festival (St Anne's)
<b>TOTAL INVOICES</b>					<u>2,045.20</u>	<u>0.00</u>	<u>2,045.20</u>			<u>2,045.20</u>	
VAT ANALYSIS CODE OTS @ 0.00%					2,045.20	0.00	2,045.20				
<b>TOTALS</b>					<u>2,045.20</u>	<u>0.00</u>	<u>2,045.20</u>				

## Lightwater PL 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
04/10/2023	2037853	52	SURREY HEATH	SHBC01	65.39	13.08	78.47	4165	410	65.39	Playground insp - Oct 23
<b>TOTAL INVOICES</b>					<u>65.39</u>	<u>13.08</u>	<u>78.47</u>			<u>65.39</u>	
VAT ANALYSIS CODE S @ 20.00%					65.39	13.08	78.47				
<b>TOTALS</b>					<u>65.39</u>	<u>13.08</u>	<u>78.47</u>				

## Lightwater PL 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
03/11/2023	2038149	53	SURREY HEATH	SHBC01	65.39	13.08	78.47	4165	410	65.39	Lightwater gym insp - Nov 23
<b>TOTAL INVOICES</b>					<u>65.39</u>	<u>13.08</u>	<u>78.47</u>			<u>65.39</u>	
VAT ANALYSIS CODE S @ 20.00%					65.39	13.08	78.47				
<b>TOTALS</b>					<u>65.39</u>	<u>13.08</u>	<u>78.47</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
30/10/2023	473	473	ALL SAINTS CHURCH	ALLS	36.00	0.00	36.00	4950	425	18.00	Hall hire - 4 hours
								4950	525	18.00	Hall hire - 4 hours
31/10/2023	3266	474	NEIL CURTIS	NEIL	720.00	0.00	720.00	4005	400	180.00	Ashes internment - L&W
								4005	500	540.00	Ashes internment - L&W
<b>TOTAL INVOICES</b>					<u>756.00</u>	<u>0.00</u>	<u>756.00</u>			<u>756.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					756.00	0.00	756.00				
<b>TOTALS</b>					<u>756.00</u>	<u>0.00</u>	<u>756.00</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
02/11/2023	OCT EXP	475	AB EXPENSES	AB EXP	34.95	0.00	34.95	4435	325	12.93	October expenses
								4435	425	13.28	October expenses
								4435	525	8.74	October expenses
<b>TOTAL INVOICES</b>					<u>34.95</u>	<u>0.00</u>	<u>34.95</u>			<u>34.95</u>	
			VAT ANALYSIS CODE	OTS @ 0.00%	34.95	0.00	34.95				
<b>TOTALS</b>					<u>34.95</u>	<u>0.00</u>	<u>34.95</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
03/11/2023	3363	477	NP TREE MANAGEMENT	NPTREE	2,275.00	455.00	2,730.00	4195	310	841.75	Wind. Cem. tree works
								4195	410	864.50	Wind. Cem. tree works
								4195	510	568.75	Wind. Cem. tree works
04/10/2023	2037852	478	SURREY HEATH	SHBC01	7,515.05	1,503.01	9,018.06	4165	310	2,930.87	Grounds Maint - Oct 23
								4165	410	2,930.87	Grounds Maint - Oct 23
								4165	510	1,653.31	Grounds Maint - Oct 23
<b>TOTAL INVOICES</b>					<u>9,790.05</u>	<u>1,958.01</u>	<u>11,748.06</u>			<u>9,790.05</u>	
VAT ANALYSIS CODE S @ 20.00%					9,790.05	1,958.01	11,748.06				
<b>TOTALS</b>					<u>9,790.05</u>	<u>1,958.01</u>	<u>11,748.06</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
03/11/2023	2038148	479	SURREY HEATH	SHBC01	7,515.05	1,503.01	9,018.06	4165	310	2,930.87	Grounds Maint - November 23
								4165	410	2,930.87	Grounds Maint - November 23
								4165	510	1,653.31	Grounds Maint - November 23
<b>TOTAL INVOICES</b>					<u>7,515.05</u>	<u>1,503.01</u>	<u>9,018.06</u>			<u>7,515.05</u>	
VAT ANALYSIS CODE S @ 20.00%					7,515.05	1,503.01	9,018.06				
<b>TOTALS</b>					<u>7,515.05</u>	<u>1,503.01</u>	<u>9,018.06</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
02/11/2023	2 NOV 23	480	ST ANNES PCC	ANNE	150.00	0.00	150.00	4950	325	55.50	Hall Hire - 9, 24, 31 Oct 23
								4950	425	57.00	Hall Hire - 9, 24, 31 Oct 23
								4950	525	37.50	Hall Hire - 9, 24, 31 Oct 23
				<b>TOTAL INVOICES</b>	<u>150.00</u>	<u>0.00</u>	<u>150.00</u>			<u>150.00</u>	
			VAT ANALYSIS CODE	OTS @ 0.00%	150.00	0.00	150.00				
				<b>TOTALS</b>	<u>150.00</u>	<u>0.00</u>	<u>150.00</u>				

## 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
31/10/2023	1453	481	ZENTECH IT	FRE01	2,291.28	458.26	2,749.54	4440	325	847.77	Microsoft licences - Nov 23 +
								4440	425	870.69	Microsoft licences - Nov 23 +
								4440	525	572.82	Microsoft licences - Nov 23 +
<b>TOTAL INVOICES</b>					<u>2,291.28</u>	<u>458.26</u>	<u>2,749.54</u>			<u>2,291.28</u>	
VAT ANALYSIS CODE S @ 20.00%					2,291.28	458.26	2,749.54				
<b>TOTALS</b>					<u>2,291.28</u>	<u>458.26</u>	<u>2,749.54</u>				

## Top Level for Month No 8

## Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
11/10/2023	2888	482	GREENLANDS	GREE	750.00	150.00	900.00	4060	300	415.00	Maint - Bag/Wind cemeteries
								4060	500	335.00	Maint - Bag/Wind cemeteries
17/11/2023	5332	483	OXENFORD FARM LTD	OXENF	856.00	171.20	1,027.20	4190	310	320.00	Christmas trees x 3
								4190	410	216.00	Christmas trees x 3
								4190	510	320.00	Christmas trees x 3
19/11/2023	2889	484	GREENLANDS	GREE	350.00	70.00	420.00	4100	305	129.50	Poppies & Soldiers
								4100	405	133.00	Poppies & Soldiers
								4100	505	87.50	Poppies & Soldiers
<b>TOTAL INVOICES</b>					1,956.00	391.20	2,347.20			1,956.00	
VAT ANALYSIS CODE S @ 20.00%					1,956.00	391.20	2,347.20				
<b>TOTALS</b>					1,956.00	391.20	2,347.20				



Thumbnail Search Results



**Windlesham PL 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	
01/11/2023	1755	120	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Win. Cem maint - Oct 23	
<b>TOTAL INVOICES</b>					<u>2,130.00</u>	<u>426.00</u>	<u>2,556.00</u>			<u>2,130.00</u>		
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00					
<b>TOTALS</b>					<u>2,130.00</u>	<u>426.00</u>	<u>2,556.00</u>					

21/11/2023

Windlesham Parish Council

11:15

PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Windlesham PL 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
06/10/2023	1577	121	HUNTER EXTERNAL	HUNTER	125.00	25.00	150.00	4100	505	125.00	Cleaning Windlesham Cenotaph
<b>TOTAL INVOICES</b>					<u>125.00</u>	<u>25.00</u>	<u>150.00</u>			<u>125.00</u>	
VAT ANALYSIS CODE S @ 20.00%					125.00	25.00	150.00				
<b>TOTALS</b>					<u>125.00</u>	<u>25.00</u>	<u>150.00</u>				



**Windlesham Parish Council**

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**MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL**  
 Held on Tuesday 10<sup>th</sup> January 2024, at 6:30pm held at St Anne’s Church Centre, 43  
 Church Road, Bagshot

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

**In attendance:** Jo Whitfield –Clerk to the Council  
 Richard Midgley - RFO  
 Kevin Thompson – SHBC Borough Councillor

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

Cllr Turner took the Chair

		Action
<b>C/23/146</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs Hartshorn, and Hills.	
<b>C/23/147</b>	<b>Declarations of interest</b>  None	
<b>C/23/148</b>	<b>Public question time</b>  A resident from Windlesham submitted the following statement which was read aloud by Cllr Turner.  I hope that members will agree that perceptions are important.  Notice of this meeting appeared as a posting on Windlesham Community ``facebook" together with a link to the agenda where the main item of substance was to review and reconsider the decision to increase the 2024 - 2025 precept by 44%.  At the same time there appeared a posting about recruitment of a "Communications & Engagement Officer".	

	<p>By public perception there can be (seen as) a connection between these two postings - which I am sure was not intended, but is so.</p> <p>Preceding that main item 5 on the agenda there is item 4 about possible exclusion of the public and press - the possibility, or even probability, therefore of dismissal before the real start of a meeting to which they have been invited to attend - members may wish to consider the public perception of this apparent "conflict" (?) - which may have needed explanation in advance.</p> <p>It can of course be seen as justification of the referenced recruitment.</p> <p>It must be made clear that this recruitment is for an officer to present facts, in a meaningful way, concerning the Council's activities, in the public interest and is not a "political" style appointment to portray an entirely favourable image of the Council. For example, it may be of interest to explain the actual money impact of a 44% increase in the precept on the public as ratepayers.</p> <p>I hope that members will recognise that these comments are well intended as also in the public interest.</p> <p><b>Members asked the Clerk to respond thanking the resident for their comments.</b></p> <p><i>18:32 Cllr McGrath joined the meeting</i></p>	
<p><b>C/23/149</b></p>	<p><b>Exclusion of the press and public.</b></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><b>Members agreed that all items should remain in the open part of the meeting.</b></p>	
<p><b>C/23/150</b></p>	<p><b>Motion from Cllrs Turner, Jennings-Evans, and White for Council to review and reconsider the decision to increase the 2024-2025 precept by 44%.</b></p> <p>In line with Standing Orders, the above Councillors decided to call in the decision on the budget for 2024-5 made at the November 2023 Full Council meeting. It was their belief that the proposed 44% increase in the precept needed further discussion in light of other developments, the context of the initial vote, and initial public reaction to the level of increase.</p> <p>Specifically, they felt the following needed to be considered:</p> <ol style="list-style-type: none"> <li>1. If SCC and SHBC were to increase council tax charges by the maximum amount possible, combined with the 44% Parish Council precept increase could cause hardship to residents and may result in reputational damage to the Council.</li> <li>2. The initial public reaction to the increase had been highly negative. This had manifested on social media in Lightwater and direct personal feedback from residents.</li> </ol>	

3. Inflation is expected to be between 2 and 3% next April, so a 44% increase would be extreme whatever the merits of particular projects and initiatives that drive this level of increase.
4. Half of the proposed increase was due to potential cemetery improvements and yet there was no firm plan for actual developments. Specifically:
  - a. Council has not started the cemeteries review which will provide actual evidence of priorities and the real rather than a hypothetical level of spend.
  - b. Similarly, retendering the Greenspace contract could lead to improvements and negate the need for all or part of the additional funding.
  - c. The additional £75k which is half of the budget increase could be delayed until a) and b) are clear.
  - d. Compared to other cemeteries the 3 WPC cemeteries are in a comparable state of average to good so why do they need to be prioritised next year when there has been no public consultation on their condition and improvements?
5. Whilst the original motion for additional cemetery funding was tabled by the Windlesham Committee, the final decision to increase funding to all three cemeteries, resulting in an additional 22% increase in the precept, was only supported by 1 of the Windlesham Councillors present. This perhaps indicated that this initiative was not considered a priority.

Councillor Turner proposed and Cllr Rebecca Jennings-Evans seconded the above motion and Members were asked to decide:

1. If they wished to proceed with the budget approved at the November Full Council meeting, which resulted in a 44.42% increase in the precept.

Or

2. As per the above motion remove the additional £75k allocated to cemetery earmarked reserves, thereby reducing the precept increase to 22.98%

Early on in the meeting Cllr Marr raised an intention to propose an amendment to the motion.

Cllr Turner as the proposer outlined the reasons for revisiting the previous decision, and all Councillors present were asked directly if they wished to comment on the proposal at hand.

Members had a robust discussion with some Councillors noting that the headline percentage figure would be unpalatable to some, particularly in view of the fact that the Cemetery maintenance works were yet to be identified. Conversely, others pointed out that, in real terms, the increase on a Band D property amounted to a negligible sum. It was also acknowledged that the current Parish Council precept was lagging behind inflation by a significant margin.

Please note that since the meeting the Clerk has calculated the figures per council tax band, see below:

**Annual Amount to be billed 2024/25**

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£40.21	£46.91	£53.61	£60.31	£73.71	£87.11	£100.51	£120.62

**Actual annual increase per annum**

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£12.37	£14.43	£16.49	£18.55	£22.67	£26.79	£30.92	£37.10

Cllr Willgoss proposed, and Cllr Gordon seconded the following amendment to the motion.

Members to decide whether to:

1. Opt for a £25k budget reduction in the 2024-25 budget by eliminating the Bagshot Cemetery EMR funding, leading to a decrease in the precept increase from 44.42% to 37.28%. This choice would reduce the annual increase on a Band D property from £60.31(44.42%) to £57.32 (37.28%) saving £2.99 per annum.

Or

2. To entirely remove the additional £75k allocated to cemetery earmarked reserves, thereby reducing the precept increase to 22.98%  
This choice would reduce the annual increase on a Band D property from £60.31(44.42%) to £51.36 (22.98%) saving £8.95 per annum.

It was noted that Standing Order 1e states 'An amendment is a proposal to remove or add words to a motion. It shall not negate the motion and must be approved by the original proposer.' Consequently, at 20:06 Cllr Turner adjourned the meeting briefly to confer with Cllr R Jennings-Evans and Cllr White both of whom supported the call to review the original decision.

The meeting resumed at 20:08 with Cllr Turner informing Members that the amendment was not approved, as it fell short of achieving the necessary reduction in the precept increase. It was announced that a vote on the original proposal would ensue unless any further amendments were forthcoming.

Windlesham Committee Councillors expressed their apprehensions about the budget in general, noting that the Windlesham Cemetery was a high priority to their residents. They indicated that they would like to review the budget as a whole, however, as per Standing Orders 1e it was noted that an amendment to a proposal was only to remove or add words to a motion and should not negate the motion.

**Cllr Turner proposed and Cllr Rebecca Jennings-Evans seconded that Council vote on the removal of the additional £75k allocated to cemetery earmarked reserves from the 2024-25 budget, thereby reducing the precept increase to 22.98%.**

**A recorded vote was requested.**

	<p><b><u>In Favour</u></b>  <b>Cllr White</b>  <b>Cllr R Jennings-Evans</b>  <b>Cllr D Jennings-Evans</b>  <b>Cllr Turner</b>  <b>Cllr Hardless</b>  <b>Cllr Lewis</b>  <b>Cllr Marr</b></p> <p><b><u>Against</u></b>  <b>Cllr Du Cann</b>  <b>Cllr Gordon</b>  <b>Cllr Willgoss</b>  <b>Cllr Harris</b>  <b>Cllr Malcaus Cooper</b>  <b>Cllr Stevens</b>  <b>Cllr McGrath</b>  <b>Cllr Richardson</b></p> <p><b>The motion was defeated with 7 in favour, 8 against and no abstentions resulting in the Council affirming its original decision to set a budget of £505,201.26, resulting in a 44.42% increase on a band D property.</b></p>	
	<p><b>There being no further business the meeting closed at 20:12</b></p>	



**Windlesham Parish Council**

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The Council Offices  
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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PLANNING COMMITTEE**

Held on Tuesday 28<sup>th</sup> November 2023 at 18:30 at St Anne's Church Centre, 43 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Turner	P	Marr	P
White	P	Stevens	P	Richardson	P
Du-Cann	P				

**In attendance:** Joanna Whitfield –Clerk to the Council  
 Cllr White took the Chair

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

		Action
PLAN/23/111	<b>Apologies for absence</b> No apologies were received.	
PLAN/23/112	<b>Declarations of interest</b> None	
PLAN/23/113	<b>Public question time</b> No public were no present.	
PLAN/23/114	<b>Exclusion of the press and public.</b> There were no matters to be dealt with after exclusions to the press and public.	
PLAN/23/115	<b>To consider planning applications and planning appeals received prior to this meeting:</b>	

	<b>Bagshot Applications</b>		
23/1134/FFU	<p><b>22 Laird Court, Bagshot, Surrey, GU19 5QN</b> Erection of a first floor side extension, conversion of existing garage to habitable accommodation, and erection of a new garage to the side.</p> <p><b>Objection</b> Members wished to object to the height, bulk and mass of this proposal and also expressed concern that the garage would not be large enough to house a car.</p>	FPA	11 <sup>th</sup> December 2023
23/1126/FFU	<p><b>36 Manor Way, Bagshot, Surrey, GU19 5JZ</b> Erection of single storey rear and side extension with roof light, conversion of roof space into habitable accommodation with rear dormer and hip to gable roof extension, new porch and internal alterations, following demolition of existing porch and lean to.</p> <p><b>No Objection</b></p>	FPA	11 <sup>th</sup> December 2023
23/1172/FFU	<p><b>38 Bagshot Green, Bagshot, Surrey, GU19 5JR</b> Erection of single storey rear extension following demolition of existing conservatory.</p> <p><b>No Objection</b></p>	FPA	20 <sup>th</sup> December 2023
23/1161/FFU	<p><b>1 Butler Road, Bagshot, Surrey, GU19 5QF</b> Erection of a single storey side extension following demolition of existing conservatory.</p> <p><b>No Objection</b></p>	FPA	20 <sup>th</sup> December 2023
	<b>Lightwater Applications</b>		
23/1139/FFU	<p><b>34 Curley Hill Road, Lightwater, Surrey, GU18 5YH</b> Erection of detached garage, new driveway, gates and associated works.</p> <p><b>Objection</b> Members objected on the grounds of over-development of the site and expressed concerns that the application was incomplete and not in keeping with the Lightwater Design Statement. The plans are not clear and it would appear that the proposed garage will be built forward of the existing building line. Finally, Members raised concern over the loss of greenspace and potential flood issues that may be caused by this.</p>	FPA	11 <sup>th</sup> December 2023
	<b>Windlesham Applications</b>		
	<b>No Applications</b>		

There being no further business, the meeting closed at 19:00



**Windlesham Parish Council**

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The Council Offices  
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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PLANNING COMMITTEE**

Held on Wednesday 20<sup>th</sup> December 2023 at All Saints' Church Hall, Broadway Road, Lightwater

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Turner	P	Marr	P
White	PA	Stevens	P	Richardson	P
Du-Cann	P				

**In attendance:** Sarah Wakefield- Assistant Clerk  
 Cllr Turner took the Chair

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

		Action
PLAN/23/116	<p><b>Apologies for absence</b></p> <p>Cllr White sent apologies to advise she would be late to the meeting. It was agreed that Cllr Turner would Chair the meeting.</p>	
PLAN/23/117	<p><b>Declarations of interest</b></p> <p>23/11/73- Cllr Marr and Cllr Richardson declared a non-pecuniary interest in application no. 23/1177/CES as they know the applicant.</p> <p>Cllr Marr and Cllr Richardson declared a non-pecuniary interest in agenda item 5 as they have both attended the Noise and Airspace Community Forum on behalf of the Windlesham Society.</p>	
PLAN/23/118	<p><b>Public question time</b></p> <p>No public were no present.</p>	
PLAN/23/119	<p><b>Exclusion of the press and public.</b></p> <p>There were no matters to be dealt with after exclusions to the press and public.</p>	

<p><b>PLAN/23/120</b></p>	<p><b>To consider an application from Rushmoor Borough Council: To consider planning applications and planning appeals received prior to this meeting: REF: 23/00794/REVPP: Farnborough Airport</b> Variation of Condition 2 (aircraft movements) and 6 (aircraft weight), replacement of conditions 7 (1:10,000 risk contour) and 8 (1:100,00 risk contour), of planning permission 20/00871/REVPP determined on the 22/02/2022, in order to:</p> <ol style="list-style-type: none"> <li>a) to increase the maximum number of annual aircraft movements from 50,000 to 70,000 per annum, including an increase in non-weekday aircraft movements from 8,900 to 18,900 per annum, and</li> <li>b) to amend the aircraft weight category of 50,000 - 80,000 Kg, to 55,000 - 80,000 Kg, and an increase from 1,500 to 2,100 annual aircraft movements within this category, including an increase from 270 to 570 annual aircraft movements for non-weekdays, and to</li> <li>c) replace Conditions Nos. 7 (1:10,000 risk contour) and 8 (1:100,000 risk contour) with a new condition to produce Public Safety Zone maps in accordance with the Civil Aviation Authority/ Department for Transport Requirements at Farnborough Airport Farnborough Road Farnborough Hampshire GU14 6XA</li> </ol> <p>The application can be viewed at <a href="http://www.rushmoor.gov.uk/publicaccess">www.rushmoor.gov.uk/publicaccess</a></p> <p><b>The Committee objected to this application for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• <b>The proposed expansion of flights would result in an increase in noise disturbance for residents and those in neighbouring villages/towns, with aircraft noise already being a concern, especially during the weekend.</b></li> <li>• <b>The increased number of flights will result in increased emissions which will have an adverse effect on pollution levels.</b></li> <li>• <b>The increase in the number of flights from Farnborough Airport will inevitably increase the level of traffic using the local roads which are already congested.</b></li> <li>• <b>The proposed increase in aircraft weight category would result in noisier aircraft.</b></li> <li>• <b>An increase in the number of aircraft would also result in an increase in helicopters travelling from Farnborough to London.</b></li> <li>• <b>Local areas are already adversely impacted by air traffic from Heathrow, Gatwick and the military.</b></li> <li>• <b>Any proposed changes to increase early morning flights coming in from Heathrow and any possible runway additions at Heathrow and Gatwick need to be taken into account when reviewing the application.</b></li> </ul>	
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PLAN/23/121	<p><b>To consider planning applications and planning appeals received prior to this meeting:</b></p> <p>It was unanimously agreed to move the Windlesham and Lightwater planning applications up the agenda to allow Cllr White to be present during the Bagshot applications.</p>	

	<b>Windlesham Applications</b>		
23/1149/FFU	<p><b>Broadwood Cottage, School Road, Windlesham, Surrey, GU20 6PB</b> Erection of a single storey side and rear extension, replacement of the existing flat roof to a hipped roof, and erection of a front porch.</p> <p><b>The Committee had the following comments:</b></p> <p><b>This property had a ground and first floor extension initially refused but approved on appeal (18/0213). A near identical application for a ground and first floor extension was subsequently approved (22/0735/FFU). As far as we can tell (the dimensions are not shown on the floor plans for this application), the proposed ground floor extension is identical to the extension already approved twice by SHBC. We do not propose, therefore, to object to the ground floor extension, although we are still concerned about the loss of parking resulting from the removal of the car port.</b></p> <p><b>The applicant no longer seems to be proceeding with the first-floor extension proposed in the previous two applications, although there are to be alterations to the roof. Again, as SHBC has previously approved a first-floor extension twice, we do not propose to object to the roof alterations. We consider the proposed hipped roof to be an improvement, visually and in terms of street scene, to the previous two applications, as it is subservient to the host dwelling and a more sympathetic alteration.</b></p> <p><b>We request that SHBC ensures that all materials are in keeping with existing ones.</b></p>	FPA	21 <sup>st</sup> December 2023
23/1177/CES	<p><b>Greenacre Broadway Road Windlesham Surrey GU20 6DA</b> Certificate of lawfulness for the proposed erection of a porch and a detached car port.</p> <p><b>The Committee would like SHBC to confirm that the conditions for permitted development are satisfied,</b></p>	Certificate Proposed Development	Not Available

	including the incidental enjoyment requirement, in particular as the proposed car port is large (50.4 m2).		
23/1184/GPT	<p><b>Hillier London Road Windlesham Surrey GU20 6LQ</b> Installation of electronic communications apparatus on behalf of EE Ltd. The works entail: - The installation of 1no. transmission dish (to be fixed to the existing telecommunications installation).</p> <p><b>This application has already been decided on 13<sup>th</sup> December and the application refused.</b></p>	General Permitted Development Telecoms	Not Available
23/1185/FFU	<p><i>Cllr White joined the meeting at 11:16</i> <b>12 Curley Hill Road, Lightwater, Surrey, GU18 5YG</b> Erection of a part two storey part first floor extension (including part conversion of roof space) to incorporate existing garage and part conversion into habitable space with roof lights. Removal of chimney and roof lights. Changes to fenestration, materials and internal alterations and addition of external stairs.</p> <p><b>Objection for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• <b>Over development of the site.</b></li> <li>• <b>Excessive bulk and scale.</b></li> <li>• <b>Design and appearance of the proposed development is not in keeping with the area.</b></li> <li>• <b>The bungalow sits above the neighbouring properties and if developed could become overbearing.</b></li> </ul>	FPA	25 <sup>th</sup> December 2023
	<b>Bagshot Applications</b>		
22/0262/FFU	<p><b>Lake House 10C Butler Road Bagshot Surrey GU19 5QF</b> Demolish existing garages and erect pair of semi-detached houses with parking, landscaping. APP/D3640/W/23/3327946 If you wish to make comments, or modify/withdraw your previous representation, you can do so online.</p> <p><b>The Committee would like to confirm that the comments made in their previous representation including the overdevelopment of the site and resident's concerns regarding parking (which could lead to Highways issues) still remain and are also in support of the comments made by SHBC in their decision notice.</b></p>	APPEAL	
23/0428/FFU	<p><b>Lake House 10C Butler Road Bagshot Surrey GU19 5QF</b> Demolish existing garages and erect pair of semi-detached houses with parking, landscaping etc. APP/D3640/W/23/3327947</p>	APPEAL	

	<p>If you wish to make comments, or modify/withdraw your previous representation, you can do so online.</p> <p><b>The Committee would like to confirm that the comments made in their previous representation including the overdevelopment of the site and concerns over adequacy of parking still remain and are also in support of the comments made by SHBC in their decision notice.</b></p>		
23/0256/FFU	<p><b>47 Guildford Road Bagshot Surrey GU19 5JW</b> Demolition of existing public house (Sui Generis) and construction two detached and one pair of semi-detached 4 bed houses with associated vehicle parking, landscaping, bin and cycle stores. APP/D3640/W/23/3321881 If you wish to make comments, or modify/withdraw your previous representation, you can do so online.</p> <p><b>The Committee would like to confirm that the comments made in their previous representation including the overdevelopment of the site, with particular concerns over height, bulk, mass, the landscaping of the development and potential issues regarding accessing the highway still remain.</b></p>	APPEAL	
23/1163/OUU	<p><b>Grove End, Bagshot, Surrey</b> An outline application for the development of up to 135 homes, including a minimum 50% affordable homes, with associated landscaping, parking, open space, play areas, etc.; the construction of a new vehicular access on to Grove End serving the proposed new dwellings; configuration of the existing vehicular access serving the Windlesham Golf Club; and all other associated development works (Access only detailed matter with all other matters reserved).</p> <p><b>Objection for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• <b>Development on Greenbelt land resulting in the ‘joining up’ of villages.</b></li> <li>• <b>Overdevelopment of the area.</b></li> <li>• <b>Major concerns regarding drainage of the site.</b></li> <li>• <b>Inadequate access to the site.</b></li> <li>• <b>Increase in traffic to an already very heavily congested area.</b></li> <li>• <b>The proposed pedestrian crossing is inadequate, and there are questions regarding where a crossing would be situated as both major roads are extremely busy, resulting in it being unlikely residents would be able to access local amenities without driving to them.</b></li> </ul>	OUTLINE	25 <sup>th</sup> December 2023

	<ul style="list-style-type: none"> <li>• <b>Negative impact on Local infrastructure, including already at capacity doctor's surgeries.</b></li> <li>• <b>Concerns over the amount of affordable housing. Will the developer reduce the amount below 50%?</b></li> <li>• <b>The development is in conflict with the Local Plan.</b></li> <li>• <b>Many local residents have objected to this application.</b></li> </ul>		
23/1161/FFU	<p><b>1 Butler Road Bagshot Surrey GU19 5QF</b> Erection of a single storey side extension following demolition of existing conservatory.</p> <p><b>No objection</b></p>	FPA	20 <sup>th</sup> December 2023
23/1172/FFU	<p><b>38 Bagshot Green Bagshot Surrey GU19 5JR</b> Erection of single storey rear extension following demolition of existing conservatory.</p> <p><b>No objection</b></p>	FPA	20 <sup>th</sup> December 2023
23/1201/FFU	<p><b>30 Cedar Close, Bagshot, Surrey, GU19 5AD</b> Erection of a single storey front extension.</p> <p><b>The Committee had no comments due to lack of paperwork and information.</b></p>	FPA	3 <sup>rd</sup> January 2024
23/1001/FFU	<p><b>Wood End House, Dukes Covert, Bagshot, Surrey, GU19 5HU</b> Part change of use of existing dwelling to provide one unit of visitor accommodation for short term lets (retrospective)</p> <p><b>The Committee had no comments although it is to be noted the Parish Council disapprove of retrospective applications.</b></p>	FPA	4 <sup>th</sup> January 2024
23/1213/FFU	<p><b>Whiteways, 89 Guildford Road, Bagshot, Surrey, GU19 5NS</b> Erection of single storey rear extension following demolition of existing conservatory.</p> <p><b>No objection</b></p>	FPA	5 <sup>th</sup> January 2024
23/1227/FFU	<p><b>Treetops, Station Road, Bagshot, Surrey, GU19 5AS</b> Erection of single storey rear extension and part single part two storey side extension.</p> <p><b>The Committee commented regarding the overdevelopment of the site, with particular concerns over bulk.</b></p>	FPA	9 <sup>th</sup> January 2024

23/1217/ADV	<b>150 London Road Bagshot Surrey GU19 5DF</b> Advertisement Consent for 2 internally illuminated fascia signs to front elevation.  <b>No objection</b>	Advert	5 <sup>th</sup> January 2024
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**There being no further business, the meeting closed at 11:43**



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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PLANNING COMMITTEE**

Held on Wednesday 10<sup>th</sup> January 2024 at All Saints' Church Hall, Broadway Road, Lightwater

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Turner	P	Marr	P
White	P	Stevens	P	Richardson	P
Du-Cann	P				

**In attendance:** Sarah Wakefield- Assistant Clerk  
 Cllr White took the Chair

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

		Action
PLAN/23/122	<b>Apologies for absence</b>  No apologies for absence	
PLAN/23/123	<b>Declarations of interest</b>  Cllr Willgoss & Cllr White declared a non-pecuniary interest in application number 23/1264/NOT as they are known to the applicant.	
PLAN/23/124	<b>Public question time</b>  No public were present.	
PLAN/23/125	<b>Exclusion of the press and public.</b>  There were no matters to be dealt with after exclusions to the press and public.	
PLAN/23/126	<b>To consider planning applications and planning appeals received prior to this meeting:</b>	

	<b>Bagshot Applications</b>		
23/1239/FFU	<p><b>Longacres Nursery, London Road, Bagshot, Surrey, GU19 5JB</b>  Re-provision and extension to cafe seating area and re-provision of plant and display area following the demolition/removal of existing cafe extensions and polyhouse.</p> <p><b>Objection for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• <b>The committee felt the proposed extension is an over development of an already busy site.</b></li> <li>• <b>The applicant has given insufficient special circumstances to further develop on greenbelt land.</b></li> <li>• <b>The Committee are concerned further development of the site will impact local businesses in the village of Bagshot.</b></li> <li>• <b>The Committee also commented that the additional development could put further strain on an already busy car park.</b></li> </ul>	FPA	15 <sup>th</sup> January 2024
23/1210/PMR	<p><b>Solstrand Station Road Bagshot Surrey GU19 5AS</b>  Application to vary condition 2 (plans) of planning permission 21/1176/FFU (Demolition of existing dwelling and all associated buildings and structures and erection of 3 detached three bedroom dwellings with associated car parking, refuse storage and collection point and landscaping) to allow alterations internal and external to plot 3.</p> <p><b>No objection.</b></p>	Relaxation/Mo dification	Not Available
	<b>Lightwater Applications</b>		
23/1240/CES	<p><b>10 Deer Leap Lightwater Surrey GU18 5PF</b>  Certificate of lawfulness (proposed) for the proposed erection of a single storey rear extension following demolition of existing conservatory and part garage conversion.</p> <p><b>No objection.</b></p>	Certificate Proposed Development	Not available
23/1262/DTC	<p><b>36 Curley Hill Road Lightwater Surrey GU18 5YH</b>  Submission of details to comply with condition 6 (CEMP) and condition 8 (SuDs) attached to planning permission 23/0402/FFU for the demolition of existing dwelling and construction of a replacement 5 -bedroom dwelling with associated landscaping.</p> <p><b>The Committee noted the details to comply but also asked that all details submitted by the applicant are scrutinised by SHBC.</b></p>	Details to comply	17 <sup>th</sup> January 2024

23/1267/DTC	<p><b>Windsor 1 Catena Rise Lightwater Surrey GU18 5RD</b>  Submission of details to comply with condition 6 (Transport Management Plan) and 8 (Drainage) attached to planning permission 22/1086/FFU for the erection of a detached dwelling with associated parking.</p> <p><b>The Committee noted the details to comply.</b></p>	Details to comply	18 <sup>th</sup> January 2024
<b>Windlesham Applications</b>			
23/1264/NOT	<p><b>West Ridge New Road Windlesham Surrey GU20 6BJ</b>  Notification under Class B Of Part 9 Of Schedule 2 Of The Town And Country Planning (General Permitted Development) Order 2015 for Construction of compound.</p> <p><b>The Committee had the following Comments:</b></p> <p><b>The Committee understand these works are being carried out under a General Permitted Development Order issued on behalf of the Secretary of State for Transport. The works consisting of the creation of a construction compound by Balfour Beatty on behalf of National Highways to enable the latter to construct new safety refuges on the M3 Smart motorway.</b></p> <p><b>The Committee request that SHBC makes the following stipulations to protect Windlesham and surrounding villages from site traffic:</b></p> <ul style="list-style-type: none"> <li>• <b>No access for lorries and the minimisation of any other traffic movement of vehicles to and from the site through Windlesham, Bagshot, Chobham and other local villages - vehicles should use junction 3 of the M3 to enter and leave the motorway</b></li> <li>• <b>Regular cleaning of New Road and removal of construction debris from the road for safety, with any damage to road surfaces rectified</b></li> <li>• <b>The minimisation of hard standing laid in the compound to prevent additional run off as New Road already floods extensively during heavy rain</b></li> <li>• <b>On completion of the works, removal of any hard standing and return of the compound to its original state to reduce the risk of flooding along New Road</b></li> <li>• <b>The Committee request to see the applicants traffic management plan</b></li> </ul>	Notification	Not available

23/1279/FFU	<p><b>95 Chertsey Road Windlesham Surrey GU20 6HU</b> Erection of part single part two storey side extensions following demolition of existing garage and rear structure. Erection of front dormer, alterations to front porch and fenestrations.</p> <p><b>Objection for the following reasons: SHBC refused planning permission for a similar side and rear extension in June 2023 (23/0453/FFU). The Committee support SHBC's position.</b></p> <p><b>The applicant has made some alterations to the design and scale of the proposed changes to the rear of the property. In particular, the proposed new first floor rear master bedroom suite is reduced in size and the extension appears less dominant from the rear.</b></p> <p><b>However, the proposed ground floor extensions (which are sizeable) and the appearance from the front (and thus the street scene) are very similar to the previous application. There is still a loss of space around the property, especially the side. The demolition of the garage and resultant loss of parking are also a concern to us.</b></p> <p><b>Determining factors in SHBC's ruling were the "combined scale and mass of the proposed development" resulting in a "dominant addition to the host dwelling" and the "unacceptable loss of space about the property closing the gap between the application site and No97". These factors remain a concern in this new application.</b></p>	FPA	30 <sup>th</sup> January 2024
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**There being no further business, the meeting closed at 11:32**



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PERSONNEL COMMITTEE**

Held on Wednesday 6<sup>th</sup> December 2023 at 6:00pm at the St Anne's Church Centre, 43 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Hardless	A
Hills	P	Jennings-Evans	P	Lewis (substitute)	P
		Malcaus-Cooper	A		
		D Jennings-Evans	P		

**In attendance:** Joanna Whitfield –Clerk to the Council

Cllr White took the Chair

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

		Action
PER/23/19	<b>Apologies for absence</b>  Apologies were received and accepted from Cllrs Malcaus Cooper & Hardless	
PER/23/20	<b>Declarations of interest</b>  None	
PER/23/21	<b>Public question time</b>  There were no questions raised.	
PER/23/22	<b>Exclusion of the press and public.</b> To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960  PER/23/25      Staffing Matters  <b>Members agreed that the above matters should remain in the confidential part of the meeting.</b>	
PER/23/23	<b>To appoint a Staffing Sub-committee</b>	

	<p>Following a decision at the October Communications Committee meeting (minute ref: COM/23/06), to appoint a Communication and Engagement Officer, the Committee were asked to appoint a Staffing sub-committee in line with the Personnel Terms of Reference.</p> <p><b>It was resolved that the staffing sub-committee will comprise of the following Members:</b>  <b>Cllr Turner</b>  <b>Cllr Rebecca Jennings Evans</b>  <b>Cllr White</b>  <b>Cllr Hardless</b></p>	
<p><b>PER/23/24</b></p>	<p><b>To review the Job Description / Person Specification and agree the selection criteria for the new Communication and Engagement Officer role.</b></p> <p>Members were reminded that at the October 23 Personnel meeting, it was agreed to appoint a Communication and Engagement Officer on a short term 12 month contract for the following hours and pay:  15 hours per week.  Salary on the Local Government Pay Scale LC2, SCP 18-23, Actual Part Time Salary £11,863-£13,003 dependent on experience. (FTE £29,269 - £32,076)</p> <p><b>For Reference</b>  The Clerk informed Members that all previous vacancies have been advertised through SHBC on Jobsgopublic and on the Council website and social media channels.</p> <p><b>Action Required</b>  Members were asked to review and agree documents presented to proceed with the recruitment process.</p> <ul style="list-style-type: none"> <li>• Job Description/Person Specification</li> <li>• Selection Criteria</li> </ul> <p><b>Members agreed the following amendments:</b></p> <ul style="list-style-type: none"> <li>• <b>Hours to reflect the 15 hours per week as agreed at the Full Council meeting held on the 28<sup>th</sup> of November 2023.</b></li> <li>• <b>Point 2 of the duties has been amended to the following wording:</b> <ul style="list-style-type: none"> <li>○ Reporting to the Parish Clerk the Communications and Engagement Officer will work closely with both Officers and Councillors to generate material for our internal and social media channels. The post holder will be expected to promote the work of the Council and its Councillors, ensuring that content is creative, relevant and up to date.</li> </ul> </li> </ul> <p><b>The addition of the following duties:</b></p> <ul style="list-style-type: none"> <li>○ Under the guidance and direction of the Parish Clerk, to service the Communications Committee meetings, and</li> </ul>	

	<p>working groups. This will include attendance at up to 6 evening meetings per annum.</p> <p><b>It was also resolved that the Clerk will draft an advert, in conjunction with the Chair and Vice Chair of Personnel, for publication in the New Year.</b></p>	<b>The Clerk, RJE &amp; VW</b>
	<b>CONFIDENTIAL</b>	
<b>PER/23/25</b>	<p><b>Staffing Matters</b></p> <p><b>It was unanimously agreed to approve the actions detailed in the confidential report.</b></p>	

**There being no further business, the meeting closed at 18:21.**



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S STAFFING  
 SUB-COMMITTEE**

**Held on Tuesday 9<sup>th</sup> January 2024 at 6:30pm at the at The Link, St John the Baptist Church, Church Road, Windlesham**

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Hardless	P
		Jennings-Evans	P		

**In attendance:** Joanna Whitfield –Clerk to the Council

**Cllr White** took the Chair

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

		Action
STAFF/23/01	<p><b>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</b></p> <p>Cllr White welcomed everyone to the meeting and asked for nominations for Chair of the Sub-Committee</p> <p><b>Cllr Turner nominated, Cllr Jennings-Evans seconded, and it was agreed unanimously to appoint Cllr White as Chairman of the Sub-Committee.</b></p> <p><b>Cllr White nominated, Cllr Jennings-Evans seconded, and it was agreed unanimously to appoint Cllr Hardless Vice-Chair of Council.</b></p> <p>The Clerk notified Members that Cllr Malcaus Cooper had expressed an interest in joining the subcommittee. Members raised concerns regarding a potential imbalance in village representation that this may cause. They also highlighted that although Cllr Malcaus Cooper had sent apologies for the Personnel Committee meeting when the subcommittee members were decided, she hadn't expressly indicated her interest in joining at that time.</p>	
STAFF/23/02	<b>Apologies for absence</b>	

	There were no apologies for absence.	
<b>STAFF/23/03</b>	<b>Declarations of interest</b>  None	
<b>STAFF/23/04</b>	<b>Public question time</b>  There was no public present.	
<b>STAFF/23/05</b>	<b>Exclusion of the press and public.</b>  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:  STAFF/22/07      To agree the interview dates, format, and questions for the Communications & Engagement Officer position.	
<b>STAFF/23/06</b>	<b>To agree the Terms of Reference of the Staffing Sub-Committee</b>  Cllr Turner enquired about the advantages of delegating authority to the subcommittee to oversee staff remuneration and terms and conditions. It was noted that these points were addressed within the staff contracts and Council policies which, the Personnel Committee had recently reviewed.  <b>Members agreed unanimously to adopt the staffing sub-committee Terms of Reference as presented.</b>	
	<b>CONFIDENTIAL</b>	
<b>STAFF/23/07</b>	<b>To agree the interview dates, format, and questions for the Communications &amp; Engagement Officer position.</b>  <b>Members unanimously resolved that the entire sub-committee would carry out the selection for interview process and an interview panel consisting of the Chair of Personnel, Chair of Council and the Clerk would be appointed to conduct interviews in early February. Cllr R Jennings-Evans and Cllr Hardless will act as substitutes if required. It was also agreed to approve the interview questions as presented.</b>	

There being no further business, the meeting closed at 18:49.



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S WINDLESHAM VILLAGE COMMITTEE**

**Held on Wednesday 29<sup>th</sup> November 2023 at The Link, St John the Baptist Church, Church Road, Windlesham**

<b>Councillors</b>	
Hardless	A
Lewis	P
Marr	P
McGrath	P
Richardson	P

**In attendance:** Sarah Wakefield – Assistant Clerk

Cllr Richard Wilson- SHBC Councillor  
Cllr Victoria Wheeler- SHBC Councillor

Tony Murphy- Windlesham Resident  
Jeremy Russell Lowe- Windlesham Resident  
Sarah Slater- Windlesham Resident  
Margaret Cottle- Windlesham Resident  
Fiona Lehrman- Windlesham Resident  
Pat Gaffey- Windlesham Resident  
Valerie Fairhead- Windlesham Resident  
Roy Fairhead- Windlesham Resident  
Christopher Clarke- Windlesham Resident  
Duncan Cordell- Windlesham Resident  
Inger Cordell- Windlesham Resident  
Helen Hansen-Hjul- Windlesham Resident

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

Cllr Richardson in the Chair

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		<b>Action</b>
<b>WVC/23/45</b>	<b>Apologies for absence</b>  Apologies were received and accepted from Cllr Hardless.	
<b>WVC/23/46</b>	<b>Declarations of Interest</b>  No declarations of interest.	

<p><b>WVC/23/47</b></p>	<p><b>Public question time</b></p> <p>7 Windlesham residents attended the committee meeting to voice concerns about a proposed development at Snows Ride, and it was also noted that correspondence had been received from 4 additional residents via e-mail relating to the same subject.</p> <p>Members noted the residents' comments and confirmed that as a consultee, Windlesham Parish Council will only be asked to comment once a planning application has been submitted to Surrey Heath Borough Council and at this point, the WPC planning committee will review all documents available and formulate a view. It was also confirmed that when planning applications go live, they are posted on the SHBC website, immediate neighbours are notified via letter and site notices are also put up around the area of proposed development.</p> <p><u>Pat Gaffey, Windlesham Resident posed the following question:</u> Is there a Surrey Heath Borough Council Local Plan?</p> <p>Members confirmed there is a Local Plan and Cllr Richardson added that the Local Plan and the Windlesham Neighbourhood Plan are taken into consideration when the Parish Council respond to any planning applications.</p> <p><u>Tony Murphy, Windlesham Resident read out the following comment-</u> In accordance with Standing Orders, the following comments in relation to item 10 on the agenda "Windlesham Neighbourhood Plan Review" and for those whose membership of the Working Part will be approved. There is an obligation for our Plan to be considered in relation to the developing SHBC Local Plan. Our existing Plan approved by Referendum in May 2019, was "made" (approved) by the Local Planning Authority (SHBC) the following month and therefore became a part of the existing Local Development Plan. In terms of the agreed scale of development, there is no doubt that it has been considerably exceeded by existing, including approved, plans – therefore unplanned development has been allowed or is considered. I am in favour of planning and development under democratic control which will take full account of properly identified needs, their cumulative impact on the wider and local communities, including engagement with those local communities by consultations an their means. Including the process of development and maintaining Neighbourhood Development Plans which were introduced in the still extant Localism Act, which devolved greater powers to local communities, but are also supported in the 2023 Levelling up &amp; Regeneration Bill. The up-to-date National Planning Policy Framework obliges "Local" plans, which must include NP's, to be relevant by review "at least once every five years" and that they should be succinct. To which I would add "robust" in their application. Housing development is a "marketplace" and. Like other markets must be under appropriate control by application of the law to all. To be relevant and of value, the review must properly reflect the views of the people of the village and must be well considered by proposals</p>	
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	<p>for the next “Local Plan” consultation – timing of which is to be advised – it has been delayed “to allow further work to be carried out”. Despite other claims of “ownership” it is as the slogan said, “Our Village – Our Plan”.</p> <p>Developed on the basis of the special character of the village to be cared for – the only NP in Surrey Heath. Best wishes and thank you to the volunteers.</p> <p>Cllr Marr thanked Mr Murphy for his comments and said the Committee does recognise that the Windlesham Neighbourhood Plan needs updating, and this will be addressed later in the meeting when Item 10 on the agenda is discussed.</p>	
<b>WVC/23/48</b>	<p><b>Exclusion of the press and public.</b></p> <p>No exclusions to the press and public.</p>	

<b>WVC/23/49</b>	<p><b>Committee and Sub-Committee Minutes:</b></p> <p>To confirm and sign the open minutes of the previous Village Committee meeting held on the <b>5th September 2023</b> and <b>11th October 2023</b>.</p>	<b>Cllr Richardson</b>
<b>WVC/23/50</b>	<p><b>Payments for Approval</b></p> <p>No payments for approval.</p>	
<b>WVC/23/51</b>	<p><b>Committee finances - Income &amp; Expenditure Report</b></p> <p>Cllr Richardson asked for clarification regarding the codes 6000 and 6001 on the I&amp;E report. The Assistant Clerk said that these codes showed movements to and from an EMR. Members requested that this question was also posed to the RFO so he could respond to the committee in more detail.</p> <p><b>Members noted the rest of the report.</b></p>	<b>RFO</b>
<b>WVC/23/52</b>	<p><i>Members unanimously agreed to move agenda Items 9 &amp; 10 to be heard before Item 8.</i></p> <p><b>Windlesham Neighbourhood Plan</b></p> <p>Cllr Richardson reported that following the resolution at the September 2023 committee meeting to seek representatives to join the Windlesham Neighbourhood Plan Working Group, 5 residents and one member of the Traffic &amp; Infrastructure Working Group had put themselves forward for consideration and it was confirmed that these residents were Jeremy Russell-Lowe, Pat Gaffey, Paula Harrington, Melanie Chetley, Siobhan Romp and Helen Hansen-Hjul.</p> <p>Windlesham resident Christopher Clarke also asked to speak during the item to confirm that 5 other residents and himself had</p>	

put forward a proposal which was presented to Councillors in July 2021 and hoped that this would be taken into consideration when the WNP is reviewed.

Cllr Marr thanked the 6 nominees for putting themselves forward for the group and asked them to introduce themselves to the committee.

Jeremy Russell-Lowe, Pat Gaffey and Helen Hansen-Hjul were present at the meeting and introduced themselves to the committee giving a brief overview of their backgrounds and history with the village.

Paula Harrington sent apologies along with a statement which Cllr Marr read out at the meeting.

It was noted Melanie Chetley and Siobhan Romp had also put themselves forward for the group but were not in attendance.

**Members unanimously resolved to approve the membership for the Windlesham Neighbourhood Plan Review Working Group to include Jeremy Russell-Lowe, Pat Gaffey, Paula Harrington, Melanie Chetley and Siobhan Romp joining as members of the community, and Helen Hansen-Hjul joining as a member of the Traffic & Infrastructure Working Group.**

It was noted that unfortunately, no members of the business community or community groups came forward and these positions would remain vacant.

It was also noted that membership of the group included Borough and County Representatives and Cllr Wheeler confirmed she would like to be part of the group with Cllr Tear to be included as a SCC representative.

#### WNP Review Terms of Reference

The Terms of Reference state membership should include 2 members of the business community, 2 members of the community, 2 members from community groups and a representative from the Traffic & Infrastructure Working Group.

**Members unanimously agreed to amend the Terms of Reference to allow up to 10 members of the Community.**

#### Planning Consultant

Members were reminded that it was unanimously resolved at the September Full Council meeting to delegate authority to Windlesham Committee to obtain quotes to engage a planning consultant with an approved spend of up to £5k, to be funded from the Windlesham village reserve.

The Assistant Clerk confirmed that 5 Planning consultancies were approached for quotes, and just one responded with a proposal which was presented to members.

Assistant Clerk

	<p>Members were asked to consider the proposal and decide if they would like to obtain further quotes as a price comparison.</p> <p><b>Members unanimously resolved to obtain more quotes as a price comparison.</b></p> <p>It was also noted that members would like to investigate the possibility of advertising in the Windlesham local magazine and on the local Facebook Community site for a local planning consultant who would be willing support as a resident with the WNP Review (and anything else they feel they could help contribute to).</p>	<p><b>Assistant Clerk</b></p>
<p><b>WVC/23/53</b></p>	<p><b>Traffic &amp; Infrastructure</b></p> <p><b>a) Broadway Road Lights- Update</b></p> <p>Cllr Lewis provided an update regarding the Broadway Road Bridge Lights project, where the Village Committee had already committed to contribute £7,500 towards the lighting scheme.</p> <p>Cllr Lewis reported that following an online meeting with SCC Highways, Cllr Tear, the Police, the Windlesham Society and the Clerk, it was confirmed the lighting project would be combined with another project to place an ANPR camera under the same bridge and was happy to confirm that all required funds had now been raised, with contributions from WPC, SCC and the Windlesham Society. Cllr Lewis also noted that the Police will own and manage the camera and lighting once installed.</p> <p>Cllr Lewis confirmed that at the moment no timescales had been indicated as to when the project will commence.</p> <p><b>b) Speed Survey Project- Update</b></p> <p>Cllr Lewis reported that after a meeting with SCC Highways, Cllr Tear, and the Clerk it was confirmed there will be 8 speed surveys in the village and the data generated from the surveys will be used to consult with residents.</p> <p>It was also noted by Cllr Lewis that any appropriate schemes which are identified as a result of the surveys would require complete funding from WPC and therefore there will be budget considerations.</p>	
<p><b>WVC/23/54</b></p>	<p><b>Windlesham Cemetery</b></p> <p><b>a) Fees and Charges Review</b></p> <p>Cllr Richardson reminded members that it was resolved at the September WVC Committee meeting to increase all the fees by 20% and to temporarily close Windlesham Cemetery to non-residents by the 31<sup>st</sup> December 2023 due to limited burial space being available. This decision was then ratified by a vote at full council subject to Windlesham Committee developing a policy that outlines any circumstances that might be exceptions to the rule.</p>	

Subsequently, a Full Council EGM was called to discuss the decision to close Windlesham Cemetery to non-residents based on the predicted negative impact this would have on the 2024/25 precept increase and it was resolved to defer the decision for a maximum of 12 months, where during this time Council would engage an external consultant to carry out an in-depth review of the cemetery grounds. (See Full Council minute ref: C/23/100 and a link to the meeting papers [2990-231024\\_EGM\\_PAPERS.pdf \(windleshampc.gov.uk\)](#)).

Also at the EGM, Cllr Richardson proposed, Cllr Harris seconded, and it was agreed unanimously that in light of the change in circumstances the Windlesham Committee will review their fee proposal and bring back to another meeting.

Members were provided with the current cemetery fees, a price comparison of cemeteries in the local area, the cemetery income from 2021-2023 and the summary of the Windlesham Burial Authority Account 2021-2024. Members were asked to review this information and decide if they would like to increase the fees and if so, by how much.

**Members unanimously resolved to increase all Cemetery resident fees by 15% and all Cemetery non-resident fees by 20%.**

#### **b) Tree re planting**

Members were reminded that in total 5 trees in Windlesham Cemetery have been felled since 2017, with 3 Beech trees removed along the cemetery driveway, one Oak tree removed in the old section and one Aspen removed in the new section.

The Assistant Clerk confirmed she had been working closely with the SHBC Tree Officer who had made recommendations with regards tree species and maintenance requirements.

Members were given a list of recommended trees and asked to decide which species they would like to plant and in which locations.

**Members unanimously resolved to plant 2 x Hornbeam trees and 1 x sweet chestnut tree along the cemetery driveway and 2 x Liriodendron Tulip trees in the old and new sections.**

Members were informed that 3 contractors were approached to quote and of those just 2 responded. It was also noted that contractors struggled to source some of the species of trees and also source in the recommended sizing of between 10-14cm in girth.

Members were presented with the 2 quotes and asked to decide if they would like to proceed with either one.

**Members unanimously resolved to make an in-principal decision to proceed with Quote 2 as long as this contractor was happy for WPC to source the trees to be planted.**

**Contractors were unable to source the trees in the recommended sizes and therefore members also resolved to give delegated authority to the Clerk in conjunction with the Chair and Cllr McGrath to seek quotes for the chosen tree species in the correct sizes and award on best value and/or availability.**

**It was also noted by members that a recommendation would be made to Full Council in January 2024 to fund the tree re planting and ongoing maintenance from the Trees EMR.**

**c) Hedge re planting**

It was confirmed to members that 3 quotes had been sought for whip planting to fill in the gaps in between the hedging running along the driveway at Windlesham Cemetery but just one contractor had responded. Members reviewed the quote and were asked if they would like to proceed or defer until a maintenance plan had been drawn up for the cemetery.

**Members unanimously resolved to proceed with the hedge planting and to proceed with the quote presented. Members also agreed to spend up to £1000 on the hedge planting and any associated costs and agreed that the work would be funded from the Windlesham CIL.**

**d) Memorial Safety Inspections**

Members were given an update from the Assistant Clerk regarding the current status of the Memorial Safety inspections in Windlesham Cemetery. It was confirmed that the safety inspections are complete with 149 memorials having been laid down. It was reported that some grave owners are in the process of fixing their memorials, but some memorials will remain laid down if grave owners decide not to repair or grave owners are deceased and no family members have come forward to take ownership of the grave.

It was also confirmed that where memorials have been laid down, safety notices have not been immediately removed to allow time for those relatives visiting the cemetery over Christmas to view them. It was also reported and noted by members that although it was initially thought that the notices could be removed in January, after seeking further advice from the ICCM, it has been recommended the notices stay in situ until at least Spring 2024 to allow families at 6 months to view them. After this time, additional notices will be placed at the entrances to the cemetery to ensure there is still communication available regarding the testing. Of those 7 memorials which required a structural survey, the structural engineer recommended signage was placed around 4 memorials

**Clerk, Chair & Cllr McGrath**

due to their low or medium risk and it was confirmed this signage will not be removed until the memorials have been fixed.

#### Historical Memorials

Members were also given an update regarding the Historical Memorials, and it was reported that following a walk around of the cemetery with Cllr Lewis, Cllr Marr, Cllr Richardson, Moira Nairn (local historian) and the Assistant Clerk, a list of memorials of historical importance was compiled, taking the following into consideration-

- War graves
- Historical merit
- Aesthetical merit
- Its position in the cemetery

It was noted that those memorials which require repair are to be given priority over those which require cleaning only as the agreement to spend is for repair only.

Cllr Lewis raised concerns that the safety report received did not detail exactly what was wrong with each failed memorial and that in her opinion, it did not follow ICCM policies. Cllr Lewis also suggested that in the future there is a more comprehensive report available detailing a precise reason each memorial failed so this can be passed onto grave owners.

The Assistant Clerk confirmed that the Council engaged an employee of the ICCM to carry out the memorial testing and it was carried out as per the ICCM guidance, with the report containing all the required information. The Assistant Clerk also confirmed that once a memorial had failed, it was the grave owner's responsibility to instruct a stonemason to repair and ensure it was safe.

Cllr Lewis and Cllr Richardson also raised some concerns about individuals and members unanimously resolved to move the rest of the item to Confidential.

#### **e) Noticeboards**

Members were presented with 2 quotes for new noticeboards obtained in Summer 2023 to give them an idea of the cost involved in replacing the 3 noticeboards in the cemetery.

Members were asked to decide if they would like to replace the noticeboards and if so, with either wood or metal?

**Members unanimously resolved to seek quotes for new wooden noticeboards and for the renovation of the existing noticeboards in the cemetery.**

**Assistant Clerk**

	<p><b>Members also agreed to seek quotes for Noticeboards which match those in the rest of the Parish.</b></p> <p><b>f) Dispensation request</b></p> <p>Members were informed of a dispensation request from a family who wish to inter the ashes of their late father. Their father moved out of Windlesham in 2012 and is therefore classed as a non-resident but the family would like members to take into consideration the deceased's prior residency in Windlesham and are asking that the interment be charged at the resident fee.</p> <p>Members were provided with correspondence from the family and were asked if they would like to grant the dispensation request.</p> <p><b>Members unanimously resolved to not grant the dispensation request and agreed the non-resident rate should apply.</b></p>	
<p><b>WVC/23/55</b></p>	<p><b>To consider refurbishment/replacement of Windmill Field Playground</b></p> <p>Members were reminded that at the September 2023 Committee Meeting members decided to consult with Windlesham residents with regards to the refurbishment/replacement of Windmill Field Playground. It was discussed that posters which included a QR code to a survey were published on Facebook, placed in noticeboards and at the playground. Members were informed 46 residents had responded to the survey and were presented with the results which they were asked to review in order to make a decision if they would like to proceed with a complete replacement of the playground, a complete refurbishment including new safety surfacing or the essential repair of existing equipment to include repair of the safety surfacing.</p> <p><b>Members unanimously resolved to proceed with a complete replacement of the Windmill Field playground and agreed that the Assistant Clerk would proceed with seeking indicative quotes from playground suppliers to include swings (a flat seat and a cradle seat), climbing equipment, slides and an accessible roundabout and/or other accessible equipment. It was also agreed to keep the flooring as a combination of safety surface and grass to help with drainage.</b></p> <p><b>There was a lot of discussion regarding the age groups which the playground should provide for. It was agreed that as these were indicative, quotes should be sought for varying age ranges and brought back to members at the next Committee meeting.</b></p> <p>Members discussed funding options for the playground and indicated they would like to consider funding as follows. Although it is to be noted that funding will be officially agreed when a firm budget for the playground has been determined-</p>	<p><b>Assistant Clerk</b></p>

	<p>£3,000 from the Playground Repairs and Renewal budget line</p> <p>£5K from the Full Council Play area Repairs &amp; Renewals EMR (will require approval from Full Council)</p> <p>Approx £14,000 from the Windlesham CIL</p> <p>Approx £22,000 from SCC and SHBC funding</p>	
<p><b>WVC/23/56</b></p>	<p><b>Bosman Drive Tree replanting</b></p> <p>It was reported that following a Parish wide tree survey in 2022, it had been necessary to complete essential tree maintenance on a number of trees (under TPO) on Bosman Drive and this has included the felling of 3 trees. It was also reported that the Horse Chestnut tree at the same location had deteriorated in condition and following an application to SHBC, it was confirmed a replacement tree should be planted in order to establish for a few seasons before the original tree is inevitably removed.</p> <p>It was also discussed that a sapling from the original Horse Chestnut tree had been grown by a resident and following advice from the Tree Officer it was confirmed that it could be planted, but only as an 'extra'.</p> <p>Members were asked to decide what species of tree they would like to plant and if they would like to proceed with either of the quotes presented.</p> <p><b>Members unanimously resolved to plant 1 x Western Hemlock and 2 x Liriodendron Tulip trees in replacement for the 3 trees which were felled at Bosman Drive.</b></p> <p><b>It was also agreed that the Horse Chestnut tree would be planted as recommended and that the residents Horse Chestnut tree sapling should be planted by Council appointed contractors along with the other trees but would not form part of the 'essential' tree re planting required by SHBC. However, a formal decision regarding the ongoing maintenance of the Horse Chestnut tree sapling was not made apart from asking residents to become involved in its care.</b></p> <p><b>Members unanimously resolved to make an in-principal decision to proceed with Quote 2 as long as the contractor could source the trees at a larger size. Members also resolved to give delegated authority to the Clerk in conjunction with the Chair and Cllr McGrath to seek quotes from alternative tree suppliers should the contractor be unable to source at the required size and award based on best value and/or availability.</b></p> <p><b>It was also noted that a recommendation would be made to Full Council in January 2024 to fund the tree re planting and ongoing maintenance from the Trees EMR.</b></p>	<p><b>Clerk, Chair &amp; Cllr McGrath</b></p>

<p><b>WVC/23/57</b></p>	<p><b>Grants</b></p> <p>Members are asked to consider the attached grant application from Surrey Heath Neighbourhood Watch. Members were asked to note that this grant will cover the whole Parish and Bagshot and Lightwater Committees have already committed £150 each. Members were asked to decide if they wish to grant £150 to the Surrey Heath Neighbourhood Watch.</p> <p><b>Members unanimously resolved to grant the Surrey Neighbourhood Watch £150.</b></p>	
<p><b>WVC/23/58</b></p>	<p><b>Clerks Update</b></p> <p><u>War Memorial</u></p> <p>It was reported that the Windlesham War Memorial has recently been cleaned. It was also confirmed that as the memorial is over 6ft, the office is in the process of obtaining quotes from structural engineers for a full survey which will highlight any areas of repair required.</p> <p>As well as quotes for repair, members requested quotes for re doing the lettering and the addition of a further soldiers name on to the memorial.</p> <p><u>Tree Lights switch on- 2nd December at 4pm</u></p> <p>It was confirmed the SHBC Mayor, Cllr Tedder had been invited to officially switch on the Windlesham Christmas tree lights, with the invitation also extended to the Windlesham Scouts will also be in attendance and the Borough Councillors.</p>	
<p><b>WVC/23/59</b></p>	<p><b>CONFIDENTIAL</b></p> <p><u>Historic memorials</u></p> <p>Members were informed 4 stonemasons had been contacted to quote for the historic memorials and of those 2 responded with a quote.</p> <p><b>Members requested more information on individual contractors and in order to avoid any conflict of interest they unanimously resolved to proceed with Quote 1 to include the repair of 9 memorials- A1, A3, E27, Q1, R1, C7, A32, A36 (&amp; A37) and C3 with the spend to be taken from the Cemeteries EMR.</b></p> <p><b>It was also agreed to defer the restoration of the memorials on graves B33, K14, Vault 1 (Baillieu) and R17 until the agreed stonemason had completed the essential repair work on the other memorials.</b></p> <p><b>It was noted that there was also a quote for the cleaning of the memorial on graves A10 &amp; A11. Due to there being no agreed</b></p>	

	<p><b>budget for cleaning, it was resolved to make a recommendation to Full Council for the cleaning costs of identified historical memorials to be taken from the Cemeteries EMR.</b></p>	
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**Members also agreed to arrange a further visit (preferably a Monday) to the Cemetery with Moria Nairn in the New Year to identify any further memorials of historical importance with a view to seeking further quotes.**

**There being no further business, the meeting closed at 21:50.**



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER VILLAGE COMMITTEE**  
Held on Tuesday 9<sup>th</sup> January 2024 at 7:15pm at The Link, St John the Baptist Church, Church Road, Windlesham

<b>Councillors</b>	
Harris	P
Hartshorn	P
Jennings-Evans	P
Jennings-Evans	P
Malcaus Cooper	P
Stevens	P
Turner	P

**In attendance:** Sarah Wakefield- Assistant Clerk  
Cllr Julie Hoad- SHBC Councillor

Cllr Harris took the Chair

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

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		<b>Action</b>
<b>LVC/23/34</b>	<b>Apologies for absence</b>  No apologies for absence were received.	
<b>LVC/23/35</b>	<b>Declarations of Interest</b>  There were no declarations of interest.	
<b>LVC/23/36</b>	<b>Public question time</b>  There were no public questions.	
<b>LVC/23/37</b>	<b>Exclusion of the press and public.</b>	

	There were no Exclusions to the press & public.	
LVC/23/38	<p><b>Committee and Sub-Committee Minutes:</b></p> <p>The minutes of the Lightwater Village Committee meeting held on the 10<sup>th</sup> October 2023 <b>were approved and signed by Cllr Harris.</b></p>	<b>Cllr Harris</b>
LVC/23/39	<p><b>Payments for approval</b></p> <p>There were no payments for approval.</p>	
LVC/23/40	<p><b>Committee finances – Income &amp; Expenditure</b></p> <p>Members were presented with an income and expenditure report up until the 3<sup>rd</sup> January 2024.</p> <p><b>Members expressed concern regarding the burial income which is down on what had been predicted in the budget.</b></p> <p><b>The Assistant Clerk commented that this year there had been a trend towards ashes burials with only 3 full burials taking place in Lightwater Cemetery since April 2023.</b></p> <p><b>Members noted the rest of the report.</b></p>	
LVC/23/41	<p><b>Lightwater Cemetery-</b> to discuss the repair of Historical memorials.</p> <p>Members were reminded that 45 memorials in Lightwater Cemetery had been laid down and details of these memorials were presented. Members confirmed they were pleased to see that over a third of headstones were in the process of being repaired or families had made contact with the Parish office regarding the repair of their headstones.</p> <p>Members were asked if they wished to complete a walk around of the cemetery to identify any historic memorials which they would like to consider funding the repair of.</p> <p><b>While Members confirmed that they did not want to fund the repair of all the memorials which had been laid down, they unanimously resolved to complete a walk around of the cemetery to consider if there were any memorials of historic interest that they would like to repair. It was confirmed a list of memorials identified during the walk around would be brought back to the next Committee meeting for discussion. Members also confirmed they would like to use the walk around as an opportunity to discuss future plans for the cemetery and requested that this item was added to the next Committee meeting agenda for discussion.</b></p>	
LVC/23/42	<b>Tree replanting</b>	

	<p>Members were informed that following a Parish wide tree survey in 2022, it had been necessary to complete essential tree maintenance on a number of trees in Lightwater. Members were presented with information on 4 felled trees (Cherry Plum, Chinese Juniper and 2 x European Limes) which the tree surveyor suggested could be replanted. It was also noted that the replanting of these trees was not mandatory as they were either not covered by a Tree Protection Order or had not been identified by the SHBC tree officer.</p> <p>Members were also informed that since the tree survey, 2 further lime trees at Lightwater Recreation Ground had been felled due to being in a very poor condition. Cllr Harris confirmed that these trees were planted as a memorial to those who lost their lives in WWII and therefore should be considered for replanting.</p> <p>The Assistant Clerk asked members to note that the trees on Lightwater Recreation ground are not covered by a Tree Protection Order.</p> <p>Members were asked to decide if they would like to seek quotes to replant the trees, with a recommendation to Full Council to approve the work, with funding to come from the Tree Works EMR.</p> <p><b>Members unanimously resolved not to replace the 4 trees (Cherry Plum, Chinese Juniper and 2 x European Limes) which had been identified by the tree surveyor but unanimously agreed for quotes to be sought for the 2 x European Limes which had been subsequently felled at Lightwater Recreation Ground. Members requested quotes for the replanting and maintenance of 6ft, 12ft and 16ft European Lime trees and asked that they be brought back to the next Committee meeting for consideration.</b></p> <p>Members also discussed the proximity of the trees on the Recreation Ground to the bonfire which is lit each year as part of the 1<sup>st</sup> Lightwater Scouts bonfire and fireworks event. It was discussed that the Council need to work closely with the Scouts during future events to ensure no trees are damaged by the bonfire.</p>	<p>Assistant Clerk</p>
<p>LVC/23/43</p>	<p><b>Grant Applications</b></p> <p>a) <u>To consider a grant application from 1<sup>st</sup> Lightwater Scout Group</u></p> <p>The Committee considered a grant application from the 1st Lightwater Scout Group requesting £3,321.95 to help fund the following-</p> <ul style="list-style-type: none"> <li>• Fundraising and activities that service the wider community, such as the annual Bonfire Night event</li> <li>• Replacing broken equipment used at section weekly meeting</li> <li>• Enhancing equipment to assist in the delivery of their programmes</li> </ul> <p>Cllr Turner declared a non-pecuniary interest in this item.</p>	

	<p><b>Members resolved with 6 in favour and 1 against to grant £2000 for the above purposes.</b></p> <p>b) <u>To consider a grant application from Lightwater Community Cinema supported by All Saints Church</u></p> <p>The Committee considered a grant application from the Lightwater Community Cinema requesting £1000 to help fund the purchase and installation of an AED device on the outside wall of All Saints Church Hall.</p> <p>Cllr Harris and Cllr Turner declared a non-pecuniary interest in this item.</p> <p><b>The Committee felt that the grant application was incomplete, with further information being required from the landowner and applicant. Members unanimously resolved to defer making a decision on the application until the additional information had been received.</b></p> <p>c) <u>To consider a grant application from Lightwater Connected (Lightwater Fete Committee)</u></p> <p>The Committee considered a grant application from Lightwater Connected requesting £250 to help fund events at the Lightwater Fete.</p> <p>Cllr Harris, Cllr Malcaus Cooper and Cllr Turner declared a non-pecuniary interest in this item.</p> <p><b>The Committee unanimously resolved to defer making a decision on the grant until further information had been clarified by the applicant.</b></p>	
LVC/23/44	<p><b>Clerks Update</b></p> <p>No updates.</p>	
LVC/23/45	<p><b>Correspondence</b></p> <p>No correspondence.</p>	
LVC/23/46	<p><b>CONFIDENTIAL</b></p> <p><b>Lightwater Recreation Ground</b></p> <p>Members noted that following a meeting with Fields in Trust (FIT) it was confirmed their trustees were supportive of a proposal to transfer the land at Lightwater Recreation Ground to Windlesham Parish Council and FIT have asked to obtain the Charity Commission's consent.</p>	

It was confirmed that FIT had given estimated costs of £1500 + VAT to transfer the land and £4000 + VAT for the removal of the dedication.

Members discussed the fee of £4000 + VAT to remove the dedication, which they believed would cover the cost of releasing the dedication from the area of land required to house the new Pavilion. It is to be noted, that this point needs clarification from FIT and independent legal advice.

Members also discussed the following process/timeline that was sent by FIT to WPC:

1. A transfer deed and a deed of dedication will be drafted and sent to the Council together with title documents for the land;
2. Council to approve the draft deeds
3. FIT will seek consent from the Charity Commission for transfer of the land to the Council
4. The Council provide plans and details for the proposed building;
5. PPC to give final approval for the transfer, deed of dedication and building at the next available meeting;
6. Signing and dating the deeds
7. Registering the deeds with the Land Registry

Members were asked to confirm if-

- 1) they wished to pursue the course of action as outlined above in steps 1-7:

**Members resolved with 6 in favour and 1 against to proceed with steps 1-7 as outlined above with a caveat that Members would like to understand what liabilities WPC face as a sole trustee as opposed to a managing trustee.**

- 2) they had any further questions they would like to pose to FIT.

**Members confirmed that after receiving legal advice they would like to pose further questions to FIT.**

- 3) they would like to commit funds for further legal advice, up to £2,000, to be funded from the Lightwater Pavilion & Rec EMR.

**Members resolved with 6 in favour and 1 against to give delegated authority to the Clerk to seek quotes for legal advice up to a value of £2000 to be funded from the Lightwater Pavilion & Rec EMR. Members also agreed that that they would like to investigate the possibility of using the 20 minutes free legal advice from SALC, which they would like to use prior to accessing any paid advice.**

- 4) they wished to prepare a public consultation to help inform the design of the building and help support a Your Fund Surrey application.

It was discussed that although a public consultation had been conducted in 2019 it was confirmed by Cllr R Jennings-Evans that a further consultation would be required for an application to Your Fund Surrey to be considered.

**Members resolved with 6 in favour and 1 against to prepare a public consultation to include a proposed design/s for the new Pavilion building.**

**Members also resolved with 6 in favour and 1 against to give delegated authority to the Clerk to seek 3 quotes from companies to produce the design/s for a new Pavilion building and it was agreed to fund this from the Lightwater Pavilion & Rec EMR, with a spend of up to £5000.**

**Members agreed that companies should be asked to provide quotes for floorplans to include ground and mezzanine floors with front, side and rear elevations.**

**It was also agreed that a Task Group would be formed to include Cllr Harris, Cllr Malcaus Cooper, Cllr R Jennings Evans and Cllr Turner. The purpose of the Task Group would be to review the previous tender specification/design brief resulting from the 2019 consultation and put together a design specification which would go out to the companies asked to quote.**

It was also confirmed that members would like to have the designs in place by April 2024, so they are in a position to consult with the public in the Spring. They also noted that their aim was to apply to Your Fund Surrey by September 2024.

**There being no further business, the meeting closed at 21:05**

PAYMENTS

## 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
31/12/2023	1538	512	ZENTECH IT	FRE01	1,481.78	296.36	1,778.14	4440	325	96.49	Monthly charges and IT purchas
								4440	425	99.10	Monthly charges and IT purchas
								4440	525	65.20	Monthly charges and IT purchas
								4440	325	451.77	Monthly charges and IT purchas
								377		-451.77	Monthly charges and IT purchas
								6000	325	451.77	Monthly charges and IT purchas
								4440	425	463.98	Monthly charges and IT purchas
								377		-463.98	Monthly charges and IT purchas
								6000	425	463.98	Monthly charges and IT purchas
								4440	525	305.24	Monthly charges and IT purchas
								377		-305.24	Monthly charges and IT purchas
								6000	525	305.24	Monthly charges and IT purchas
05/01/2024	3417	513	NP TREE MANAGEMENT	NPTREE	90.00	18.00	108.00	4195	310	33.30	Lwr - rowan removal
								4195	410	34.20	Lwr - rowan removal
								4195	510	22.50	Lwr - rowan removal
29/12/2023	1783	514	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Maint - Dec 23
03/12/2023	1769	515	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Maint - November 23
22/12/2023	201	516	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	20 Cec 23 meeting
								4950	425	5.70	20 Cec 23 meeting
								4950	525	3.75	20 Cec 23 meeting
21/12/2023	1706	517	ST JOHNS	STJOH	88.00	0.00	88.00	4950	325	32.56	9 Jan 24 hall hire
								4950	425	33.44	9 Jan 24 hall hire
								4950	525	22.00	9 Jan 24 hall hire
03/01/2024	2038539	518	SURREY HEATH	SHBC01	7,506.53	1,501.31	9,007.84	4165	310	2,927.55	Grounds Maint - Jan 24
								4165	410	2,927.55	Grounds Maint - Jan 24
								4165	510	1,651.43	Grounds Maint - Jan 24
03/01/2024	2038540	519	SURREY HEATH	SHBC01	65.39	13.08	78.47	4220	410	65.39	Lightwater Gym - insp Jan 24
19/12/2023	202330A	520	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	18.50	Meeting - 6 Dec 23

## 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
								4950	425	19.00	Meeting - 6 Dec 23
								4950	525	12.50	Meeting - 6 Dec 23
				<b>TOTAL INVOICES</b>	<u>13,556.70</u>	<u>2,680.75</u>	<u>16,237.45</u>			<u>13,556.70</u>	
			VAT ANALYSIS CODE	OTS @ 0.00%	153.00	0.00	153.00				
			VAT ANALYSIS CODE	S @ 20.00%	13,403.70	2,680.75	16,084.45				
				<b>TOTALS</b>	<u>13,556.70</u>	<u>2,680.75</u>	<u>16,237.45</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
27/11/2023	GRANT	486	WINDLESHAM UNITED	WUNIT	500.00	0.00	500.00	4650	340	500.00	Gtant Commerative Trees
22/11/2023	2038245	487	SURREY HEATH	SHBC01	130.00	26.00	156.00	4220	310	130.00	Freemantle Road repairs
28/11/2023	RFO CN1	488	ZENTECH IT	FRE01	-1,896.00	0.00	* -1,896.00	4440	325	-701.52	Dummy CN for 2 x laptops
								4440	425	-720.48	Dummy CN for 2 x laptops
								4440	525	-474.00	Dummy CN for 2 x laptops
28/11/2023	RFO INV 1	489	ZENTECH IT	FRE01	1,896.00	0.00	* 1,896.00	4440	325	701.52	Dummy inv 2xlaptop tfr to EMR
								377		-701.52	Dummy inv 2xlaptop tfr to EMR
								6000	325	701.52	Dummy inv 2xlaptop tfr to EMR
								4440	425	720.48	Dummy inv 2xlaptop tfr to EMR
								377		-720.48	Dummy inv 2xlaptop tfr to EMR
								6000	425	720.48	Dummy inv 2xlaptop tfr to EMR
								4440	525	474.00	Dummy inv 2xlaptop tfr to EMR
								377		-474.00	Dummy inv 2xlaptop tfr to EMR
								6000	525	474.00	Dummy inv 2xlaptop tfr to EMR
<b>TOTAL INVOICES</b>					<u>630.00</u>	<u>26.00</u>	<u>656.00</u>			<u>630.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					500.00	0.00	500.00				
VAT ANALYSIS CODE S @ 20.00%					130.00	26.00	156.00				
<b>TOTALS</b>					<u>630.00</u>	<u>26.00</u>	<u>656.00</u>				

\* dummy inv. + CN  
to reflect tfr. of  
2 x laptops from  
expense to EMR.  
Original inv. attached.



**Top Level for Month No 8** **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
29/11/2023	NOV EXP	490	SARAH WAKEFIELD	SWAKE	12.60	0.00	12.60	4435	325	4.67	Expenses to 29 Nov 23
								4435	425	4.78	Expenses to 29 Nov 23
								4435	525	3.15	Expenses to 29 Nov 23
<b>TOTAL INVOICES</b>					<u>12.60</u>	<u>0.00</u>	<u>12.60</u>			<u>12.60</u>	
VAT ANALYSIS CODE OTS @ 0.00%					12.60	0.00	12.60				
<b>TOTALS</b>					<u>12.60</u>	<u>0.00</u>	<u>12.60</u>				

ThumbnailNails Search Results

**Top Level for Month No 9** **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
04/12/2023	GRANT	492	SH NEIGHBOURHOOD	NEIGH WAT	450.00	0.00	450.00	4650	340	150.00	Grant re: NW newsletter	
								4650	440	150.00	Grant re: NW newsletter	
								4650	540	150.00	Grant re: NW newsletter	
27/11/2023	3393266	493	VIKING	VIKIN	45.82	9.16	54.98	4435	325	16.95	Misc stationery	
								4435	425	17.41	Misc stationery	
								4435	525	11.46	Misc stationery	
30/11/2023	192	494	ALL SAINTS CHURCH	ALL S	15.00	0.00	15.00	4950	325	5.55	Hire of Hall - 15 November 23	
								4950	425	5.70	Hire of Hall - 15 November 23	
								4950	525	3.75	Hire of Hall - 15 November 23	
30/11/2023	1700	495	ST JOHNS	STJOH	66.00	0.00	66.00	4950	325	24.42	Hall hire - 29 Nov 23	
								4950	425	25.08	Hall hire - 29 Nov 23	
								4950	525	16.50	Hall hire - 29 Nov 23	
28/11/2023	3386	496	NP TREE MANAGEMENT	NPTREE	280.00	56.00	336.00	4195	310	103.60	Clear willow tree - School Lan	
								4195	410	106.40	Clear willow tree - School Lan	
								4195	510	70.00	Clear willow tree - School Lan	
03/11/2023	2897	497	NP TREE MANAGEMENT	NPTREE	240.00	48.00	288.00	4195	310	80.00	Misc items re: maintenance	
								4195	410	160.00	Misc items re: maintenance	
30/11/2023	3406	498	NP TREE MANAGEMENT	NPTREE	540.00	0.00	540.00	4005	500	540.00	Ashes internment x 3	
<b>TOTAL INVOICES</b>					<b>1,636.82</b>	<b>113.16</b>	<b>1,749.98</b>				<b>1,636.82</b>	
VAT ANALYSIS CODE OTS @ 0.00%					1,071.00	0.00	1,071.00					
VAT ANALYSIS CODE S @ 20.00%					565.82	113.16	678.98					
<b>TOTALS</b>					<b>1,636.82</b>	<b>113.16</b>	<b>1,749.98</b>					

## 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
05/12/2023	WPC/DF/1223	499	RES PROPERTY	RESPRO	5,000.00	1,000.00	6,000.00	4060	335	1,850.00	Building condition surveys
								4060	435	1,900.00	Building condition surveys
								4060	535	1,250.00	Building condition surveys
05/12/2023	22287	500	MULBERRY CO	MULBE	175.00	0.00	175.00	4445	325	64.75	Internal Audit 2023-2024 DEC23
								4445	425	66.50	Internal Audit 2023-2024 DEC23
								4445	525	43.75	Internal Audit 2023-2024 DEC23
05/12/2023	202328	501	ST ANNES PCC	ANNE	150.00	0.00	150.00	4950	325	87.00	Hall Hire
								4950	425	38.00	Hall Hire
								4950	525	25.00	Hall Hire
04/12/2023	2038387	502	SURREY HEATH	SHBC01	65.39	13.08	78.47	4165	410	65.39	Lightwater outdoor Gym inspect
04/12/2023	2038386	503	SURREY HEATH	SHBC01	7,506.53	1,501.31	9,007.84	4165	310	2,927.55	GROUNDS MAINTENANCE DEC 23
								4165	410	2,927.55	GROUNDS MAINTENANCE DEC 23
								4165	510	1,651.43	GROUNDS MAINTENANCE DEC 23
<b>TOTAL INVOICES</b>					<u>12,896.92</u>	<u>2,514.39</u>	<u>15,411.31</u>			<u>12,896.92</u>	
VAT ANALYSISCODE OTS @ 0.00%					325.00	0.00	325.00				
VAT ANALYSISCODE S @ 20.00%					12,571.92	2,514.39	15,086.31				
<b>TOTALS</b>					<u>12,896.92</u>	<u>2,514.39</u>	<u>15,411.31</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
30/11/2023	1494	504	ZENTECH IT	FRE01	260.78	52.16	312.94	4440	325	96.49	OFFICE 365 & ANTIVIRUS
								4440	425	99.10	OFFICE 365 & ANTIVIRUS
								4440	525	65.19	OFFICE 365 & ANTIVIRUS
<b>TOTAL INVOICES</b>					<u>260.78</u>	<u>52.16</u>	<u>312.94</u>			<u>260.78</u>	
			VAT ANALYSISCODE	S @ 20.00%	260.78	52.16	312.94				
<b>TOTALS</b>					<u>260.78</u>	<u>52.16</u>	<u>312.94</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
15/12/2023	3405	507	NP TREE MANAGEMENT	NPTREE	5,200.00	1,040.00	6,240.00	4195	310	1,924.00	Completion of tree works - LW
								4195	410	1,976.00	Completion of tree works - LW
								4195	510	1,300.00	Completion of tree works - LW
12/12/2023	NOV EXP	508	AB EXPENSES	AB EXP	14.39	0.00	14.39	4435	325	5.32	AB exp - November 23
								4435	425	5.47	AB exp - November 23
								4435	525	3.60	AB exp - November 23
14/12/2023	15688	509	CLARKE GAMMON	CLARKE	850.00	170.00	1,020.00	4400	325	314.50	Inspect and value - HML
								4400	425	323.00	Inspect and value - HML
								4400	525	212.50	Inspect and value - HML
18/12/2023	2361A	510	CLEAR COUNCILS	CLEAR	1,120.00	0.00	1,120.00	4415	325	414.40	Addn premium - Fidelity Guaran
								4415	425	425.60	Addn premium - Fidelity Guaran
								4415	525	280.00	Addn premium - Fidelity Guaran
18/12/2023	65690	75	PLAY INSPECTION CO	PLAYI	261.25	52.25	313.50	4220	310	104.50	5 x Annual Inspections - playg
								4220	410	52.25	5 x Annual Inspections - playg
								4220	510	104.50	5 x Annual Inspections - playg
<b>TOTAL INVOICES</b>					<u>7,445.64</u>	<u>1,262.25</u>	<u>8,707.89</u>			<u>7,445.64</u>	
VAT ANALYSIS CODE OTS @ 0.00%					1,134.39	0.00	1,134.39				
VAT ANALYSIS CODE S @ 20.00%					6,311.25	1,262.25	7,573.50				
<b>TOTALS</b>					<u>7,445.64</u>	<u>1,262.25</u>	<u>8,707.89</u>				

## Item 7 – To Approve Regular Payments for 2024-2025

For approval at Full Council 23<sup>rd</sup> January 2024

Financial Regulations 5.6 states:

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate Full Council meeting.

A number of regular payments are made by Direct Debit each month. These are listed below:

- British Gas – electricity bills
- Castle Water
- Surrey Heath Borough Council – rates
- BT – quarterly line rental
- Full payment each month of Barclaycard payment card linked to current account (£500 limit)
- Zentech IT – monthly payments for email hosting/back up etc
- DR Communications – Phone and broadband monthly charge
- SSE – Electricity for Christmas lights

Additionally, the following regular payments are made by credit card:

Canva subscription  
Information Commissioners Office annual registration  
Survey Monkey subscription  
Adobe subscription

With regard to the current contracts, Council should note that the current Greenspace contract has a three month notice period and that the Rialtas contract will extend for a further three years as a result of adding the Operations Co-ordinator to the contract, required for the fulfilment of her duties.

PAYE, NI and Pension payments are made for the following job roles in accordance with contractual obligations

- Clerk to the Council
- Assistant Clerk
- Cemeteries & Allotment Coordinator
- Operations Coordinator (recruitment is in progress)
- Responsible Financial Officer (recruitment is in progress)

### **Actions required:**

Councillors are asked:

- 1) To approve the continued payment of direct debits, regular credit card payments, salaries and all associated costs listed above for the financial year 2024-2025.

Jo Whitfield  
Clerk to the Council  
January 2024

Agenda Item 8 – Full Council Meeting 23 January 24  
Budget Monitoring Report to 16 January 24

1. Budget 2024/25

The expenditure budget for 2024/25 was confirmed at a meeting on 10 January 2024 with a total expenditure budget of £594,014 and a precept requirement, after budgeted income of £88,813, totalling £505,021. SHBC have confirmed the tax base for 2024/25 of 8,376.95 for the Parish. The Band D equivalent precept is therefore £60.31 an increase of 44.42% over the prior year.

2. Overspends and Transfers

2.1 Councillors are asked to note the Actual vs Budget report as at 16 January 24 along with the corresponding Balance Sheet and Income and Expenditure reports attached. Councillors should also note the following:

- Overspends on the following Nominal Codes
  - 4160 Greenspace Contingency – Overspend of £2,051 arising from the purchase and installation of Coronation roundels, funded by a transfer from the village reserves FC29 Mar 23 C/22/215) and £120 re: repairs to a fence at School Lane field;
  - 4195 Tree maintenance/survey - an overspend of £1,285 has arisen due to the ongoing tree works both as part of the completion of tree works in Lightwater Cemetery and from various emergency costs. This has been funded against the Tree works EMR;
  - 4220 Playground Repairs and Renewal – The overspend arises as a result of expenditure to purchase and install the Lightwater playground and the Bagshot outdoor gym and play area refurbishment at School Lane Field. This has been funded from the following reserves: Lightwater playground 2022-23 budget, the Lightwater CIL EMR and the Lightwater Village Reserve (FC 1 Feb 23 C/22/184d); Bagshot CIL – 50% and School Lane Field reserve – 50%. Any new items at School Lane Field to be funded from CIL (BVC/22/60);
  - 4380 Elections – An overspend of £1,086 is shown reflecting the cost of the recent election as re-charged from Surrey Heath. This amount reflects the excess over the set budget and is allocated from the Elections EMR (365) in accordance with the resolution C/23/78c (FC 26 Sept 23);
  - 4415 Insurance – the overspend of £378 noted arises from the purchase of additional Fidelity insurance to cover the cash balances held by the

council. The levels were higher than the existing insurance cover and following a recommendation by the Internal Auditor the level was increased to reflect the higher cash levels held;

- 4440 ICT costs – the I&E report reflects an overspend of £3,085 which represents costs incurred in the provision of IT equipment. A total of £3,116 has been transferred from the IT equipment EMR taking the expenditure back under budget;
  - 4550 Office building costs – these costs comprise primarily rates and utilities with a few miscellaneous costs for ad hoc repairs, fire extinguisher testing etc. The overspend is currently £320 though should not increase significantly as the annual rate payments are now completed.
- Other matters
- 4430 Licences & Subscriptions – additional expenditure of £250 is to be made for an additional licence for the Rialtas system for the Operations Co-ordinator to allow her access to the system as part of her duties; **Members are to note that by adding an additional licence the Council will be tied into a further 3 year contract.**
  - 4650 Grants – the year to date spend includes a credit of £500 comprising the year end accrual for a grant to Lightwater Connected for the purchase of a Lightwater sign for the village (FC 29 Mar 23 C/22/217); £3,000 for a veterinary x-ray machine for Harper Asprey (FC C23/42); £3,500 for Windlesham FOR waste disposal (WVC23/15); £484 for camping equipment for 1st Windlesham Scout Group (WVC/23/15); £500 towards the cost of a new library for Lightwater Village School (LVC/23/16); £500 as a contribution to legal fees for the Lightwater Library Association (LVC/23/16); £50 to Bagshot WI for a planter (BVC/23/18); £1,040.20 for the Bagshot Society Xmas trees (BVC/23/41); £480.00 for the Bagshot Xmas Float (BVC/23/41); £450.00 for the St Anne's Xmas tree festival; £500.00 for Windlesham United Charities commemorative trees (BVC/23/41); and £450 contribution the local Neighbourhood Watch newsletter (C/23/115).
- 2.2
- 2.3 All other budget lines are underbudget.

Councillors should note that for a trial period, where future spending commitments for major items are known, they will be entered into the I&E report and shown under 'Committed Expenditure'. These amounts will be reduced as the expenditure is incurred.

### 3. Virements

A grant of £1,040.20 has been made to The Bagshot Society by BVC for the purchase of miniature Christmas trees and winter planting of WPC planters. The budget for this sat under 4915/350 Festive Lights and has been re-allocated to 4650/340 Grants as noted in the November report.

### 4. Year-end projections

Total expenditure in the year to date before transfers from EMRs is £470,572 reducing to £344,347 once the transfers are accounted for. This is against a total annual budget expenditure of £503,929 and represents 68.4% of budget expenditure, marginally below the expected level assuming expenditure is contracted evenly over the period. Based on these figures I would expect us to be a little below budget expectations at the end of the year subject to any unexpected items arising.

### 5. Action required

**Councillors need to note and approve overspends and agree the outlined virements above.**

**Members should also note that the Rialtas Accounting software contract will be extended by 3 years once the additional licence is added.**

## Detailed Income &amp; Expenditure by Account 11/01/2024

Month No: 10

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Income Detail</u></b>							
1000 Burial fees	3,151	53,808	81,000	27,192			66.4%
1030 Allotment Fees	0	1,809	1,700	(109)			106.4%
1040 Field of Remembrance Income	0	1,057	7,241	6,184			14.6%
1076 Precept	0	347,791	347,791	0			100.0%
1800 Other Income	0	650	0	(650)			0.0%
1900 Interest Received	0	8,368	4,488	(3,880)			186.5%
1950 CIL Income	0	174,308	0	(174,308)			0.0%
<b>Total Income</b>	<b>3,151</b>	<b>587,792</b>	<b>442,220</b>	<b>(145,572)</b>			<b>132.9%</b>
<b><u>Expenditure Detail</u></b>							
4005 Ashes interment	0	5,560	6,465	905		905	86.0%
4050 Rates	201	2,087	3,000	913		913	69.6%
4055 Pavilion Utilites	0	50	300	250		250	16.5%
4060 Maintenance	4,339	44,867	62,498	17,631		17,631	71.8%
4070 Allotment Refunds	0	10	100	90		90	10.0%
4100 War Memorial	0	625	2,000	1,375		1,375	31.2%
4105 Bagshot Clock	0	0	500	500		500	0.0%
4160 Greenspace Contingency	0	5,051	3,000	(2,051)		(2,051)	168.4%
4165 Greenspace Contract	7,507	77,466	94,359	16,893		16,893	82.1%
4185 Planting	(75)	5,374	5,416	42		42	99.2%
4190 Christmas Trees	0	856	3,000	2,144		2,144	28.5%
4195 Tree Maintenance/Surgery	90	30,285	29,000	(1,285)		(1,285)	104.4%
4220 Playground Repairs & Renewal	65	109,031	12,000	(97,031)		(97,031)	908.6%
4300 Salaries	0	71,766	86,600	14,834		14,834	82.9%
4340 Local Government Pension	0	18,394	29,152	10,758		10,758	63.1%
4345 HMRC Payroll	0	18,867	26,611	7,744		7,744	70.9%
4350 Training	0	140	2,000	1,860		1,860	7.0%
4380 Elections	0	5,086	4,000	(1,086)		(1,086)	127.2%
4400 Legal/HR/Recruitment Costs	0	4,915	7,000	2,085		2,085	70.2%
4410 Cleaner	0	0	750	750		750	0.0%
4415 Insurance	0	4,634	4,256	(378)		(378)	108.9%
4420 Finance System	0	1,295	2,200	905		905	58.9%
4425 External Finance Support	0	418	3,000	2,582		2,582	13.9%
4430 Licences & Subscription	204	3,994	6,510	2,516		2,516	61.3%
4435 Office Expenses	19	1,429	2,000	571		571	71.4%
4440 ICT Costs	1,482	8,085	5,000	(3,085)		(3,085)	161.7%
4445 Audit	0	(107)	2,100	2,207		2,207	(5.1%)
4455 Telecoms & Security	10	1,395	1,837	442		442	75.9%
4500 Cllr Allowances, Training & Ex	0	22,504	30,000	7,496		7,496	75.0%
4525 Bagshot Chapel Building Costs	0	198	8,000	7,802		7,802	2.5%

## Detailed Income &amp; Expenditure by Account 11/01/2024

Month No: 10

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4550 Office Building Costs	439	6,320	6,000	(320)		(320)	105.3%
4555 HMLD Building Costs	606	6,622	8,000	1,378		1,378	82.8%
4600 Annual Meeting & Civic Costs	0	1,750	2,000	250		250	87.5%
4650 Grants	75	10,529	24,000	13,471		13,471	43.9%
4905 Pavilion Capital Project	0	0	5,000	5,000		5,000	0.0%
4915 Festive Lights	0	41	14,175	14,134		14,134	0.3%
4950 Hall Hire	153	1,035	2,100	1,066		1,066	49.3%
<b>Total Overhead</b>	<b>15,115</b>	<b>470,572</b>	<b>503,929</b>	<b>33,357</b>	<b>0</b>	<b>33,357</b>	<b>93.4%</b>
<b>Total Income</b>	<b>3,151</b>	<b>587,792</b>	<b>442,220</b>	<b>(145,572)</b>			<b>132.9%</b>
<b>Total Expenditure</b>	<b>15,115</b>	<b>470,572</b>	<b>503,929</b>	<b>33,357</b>	<b>0</b>	<b>33,357</b>	<b>93.4%</b>
<b>Net Income over Expenditure</b>	<b>(11,964)</b>	<b>117,220</b>	<b>(61,709)</b>	<b>(178,929)</b>			
plus Transfer from EMR	2,516	126,135					
less Transfer to EMR	0	174,308					
<b>Movement to/(from) Gen Reserve</b>	<b>(9,448)</b>	<b>69,047</b>					

## Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 11/01/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	2,923	
105	VAT Control A/c	13,280	
200	Barclays Current Account	430,369	
205	Santander Account	199,102	
210	RBS Account	46,492	
215	Skipton Account	64,595	
225	Cambridge and Counties Account	220,468	
230	Hampshire Trust Bank	63,630	
235	Redwood Bank	64,058	
	<b>Total Current Assets</b>		<b>1,104,917</b>
	<u>Current Liabilities</u>		
500	Creditors	24,945	
566	Damage Deposits	500	
	<b>Total Current Liabilities</b>		<b>25,445</b>
	<b>Net Current Assets</b>		<b>1,079,472</b>
	<b>Total Assets less Current Liabilities</b>		<b>1,079,472</b>
	<u>Represented by :-</u>		
300	Current Year Fund	111,228	
310	General Reserves	216,631	
315	Capital Receipts	1,300	
320	EMR School Lane Play	35,743	
325	EMR Windlesham CIL	70,530	
330	EMR Repairs and Maintenance	35,632	
335	EMR Cemeteries	40,580	
340	EMR Lightwater Pavilion & Rec	125,642	
345	EMR Bagshot Village	16,171	
350	EMR Lightwater Village	19,060	
355	EMR Windlesham Village	15,279	
365	EMR Elections	15,906	
370	EMR Council Office Repairs	1,500	
375	EMR Playarea Repairs	15,000	
377	EMR IT Equioment	383	
380	EMR Bagshot CIL	308,643	
390	EMR Civic Functions	1,144	
395	EMR Tree Works	49,100	
	<b>Total Equity</b>		<b>1,079,472</b>

Item 9 – To consider printing a leaflet explaining the parish precept for inclusion with the SHBC Council Tax demand.

For approval at Full Council 23<sup>rd</sup> January 2024

Members are to note that the Clerk has contacted SHBC to request permission for WPC to include a leaflet explaining the Parish precept to be sent out with the council tax demand.

The initial indication from the Borough Council is that this should not be a problem, however there will be a cost attached to it.

The Clerk has requested costings for a full colour double sided A5 leaflet, however to date has not received a response.

**Action**

Based on an estimated cost of 10p per copy for approximately 13.5K households Members are asked to agree to a spend of up to £2,700 to be funded from the remaining external finance support budget line which is currently £2.5k, with the remainder being funded from a virement from the finance system budget line or general reserves.

Jo Whitfield  
Clerk to the Council  
January 2024

## Item 10 a- Internal Audit Report - Full Council 23-1-2024

Attached is the interim internal audit report completed by Michelle Webber, of Mulberry and Co on 4<sup>th</sup> December 2023.

The table below highlights the matters arising from the audit.

### Action required:

The Council is asked to read the full report, then note the recommendations below, and to approve the following responses to action points raised:

Audit Point	Audit Findings	Proposed Actions
Risk Management & Insurance	<b>I would recommend that the Council increase the Fidelity insurance to £1.25 million - £1.5 million.</b>	The fidelity insurance has now been increased to £1.5 million.

The council currently holds a total of £1,088,714 (15 Jan 24) which is above the level of the previously existing fidelity insurance provision. Given the potential loss to the council if funds were lost or misappropriated it was felt that the insurance level should be increased forthwith. It was also noted that funds held would increase further with the receipt of the first tranche of the precept for 2024/25 to be received on 1 April 24.

The insurance was therefore put in place under delegated authority with approval from the Council Chair and Vice Chair with cover now standing at £1.5million. The additional premium payable was £1,120.

JW  
Clerk to the Council  
January 2024



## MULBERRY & CO

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Our Ref: MARK/WIN001

Mrs J Whitfield  
Windlesham Parish Council  
Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

4 December 2023

Dear Jo

**Re: Windlesham Parish Council**  
**Internal Audit Year Ended 31 March 2024 – Interim Audit report**

### **Executive summary**

Following completion of our interim internal audit on 4 December 2023 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Windlesham Parish Council are well established and followed.

### **Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

### Independence and competence

Your audit was conducted by Michelle Webber on behalf of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 27 years' experience in the financial sector with the last 12 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

### Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

### Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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#### A. BOOKS OF ACCOUNT

##### **Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

##### **Audit findings**

The interim audit was conducted remotely with the Clerk, and the council's Responsible Financial Officer (RFO). They had prepared the information advised in advance of the audit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)

The council continues to use the Rialtas Business Solutions (RBS) accounting package for recording the day-to-day financial transactions of the council. This is an industry specific accounting package and I make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review at council meetings.

#### B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

##### **Internal audit requirement**

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

##### **Audit findings**

*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit*

The external auditor's report for 2022/23 was not qualified and has been published on the council website, along with the Notice of Conclusion of Audit, and was reported to the council on 26 September 2023 (minute ref C/23/79).

*Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the individual councillor's Register of Members' Interests forms.

*Confirm that the council is compliant with the relevant transparency code*

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. The council has a transparency page on the website on review all the information provided is current and fulfils the requirements.

*Confirm that the council is compliant with GDPR*

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

*Confirm that the council meets regularly throughout the year*

In addition to full council, the council has a committee structure in place. Terms of reference for each committee are published on the council website, along with future meeting dates and historic agendas and minutes for council and committee meetings.

*Check that agendas for meetings are published giving 3 clear days' notice*

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. All supporting documentation is provided on the website with the agenda.

***Check the draft minutes of the last meeting(s) are on the council's website***

Draft minutes are uploaded to the council website. It is recommended to state on the website page that all minutes are draft until adopted at the subsequent meeting.

***Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months***

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in 16 May 2023 (minute ref C/23/15).

***Confirm that the Parish Council has adopted and recently reviewed Financial Regulations***

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council in 16 May 2023 (minute ref C/23/16). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

***Check that the council's Financial Regulations are being routinely followed***

The council has thresholds in place at which authorisations to spend must be obtained as below:

*FR 4.1. . Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*

- *Full Council for all items over £15,000;*
- *a duly delegated committee of the council for items over £5000 up to £15,000;*
- *the Clerk in conjunction with the Chair and Vice Chair for any items between £2,500-£5000 • the Clerk for any items below £2,500.*

*Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and, where necessary, also by the appropriate Chairman.*

*Contracts may not be disaggregated to avoid controls imposed by these regulations*

*FR 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.*

Based on the level of financial activity of the council, these authorisation thresholds appear appropriate.

All invoices are approved at council prior to payment. I found that they had been approved in accordance with the thresholds contained within the Financial Regulations, and approval, where needed, recorded in the minutes of meetings.

The council has Financial Regulations in place regarding the award of contracts, and this includes:

*FR 11.1 (g) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £400 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.*

The council has not renewed any contracts and tenders awarded during the year and was able to confirm the thresholds contained within the Financial Regulations were applied.

***Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector***

The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply.

*Check receipt of VAT refund matches last submitted VAT return*

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 September 2023 which showed a refund amount due of £31,720.31. I was able to confirm receipt of this amount to the council's bank account on 18 October 2023. The council is up to date with its VAT submissions.

*Confirm that checks of the accounts are made by a councillor*

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

**C. RISK MANAGEMENT AND INSURANCE****Internal audit requirement**

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

**Audit findings**

The council has a risk management policy which was most recently reviewed and approved by council on 16 May 2023 (minute ref C/23/18). I reviewed the policy and the risk assessment record, which details the types of risk identified, who might be harmed and how, assigns a perceived risk level, records action taken and how the risk is managed. This type of approach is suitable for a council of this size with limited risks and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Clear Councils which expires on 30 September 2024. The policy includes Public Liability and Employers Liability cover of £10 million each which is sufficient for a council of this size. The listed asset cover appears appropriate based on the items recorded on the council's asset register. The council's Fidelity Guarantee of £1 million is below balances held by the council, **I would recommend that the council increases this cover to £1.25 million – £1.5 million.**

**D. BUDGET, PRECEPT AND RESERVES****Internal audit requirement**

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

**Audit findings**

The council set a precept of £347,791 for 2023/24. With a tax base of 8,328.6, this equates to a band D equivalent of £41.76 (compared to the average in England of £79.35).

The Clerk confirmed that the 2024/25 budget setting process begun with committee meetings in November 2023. The budget was set at 28 November 2023 council meeting.

The Clerk presents the budget performance information at every council and committee meeting for review. Alongside the income and expenditure report, detailed information in relation to variances is provided for review. This information provides the council with a detailed review of the financial situation of the council.

On review at interim the council has received 130.5% of budgeted income and 82.8% budgeted expenditure. The income is at the expected level as both precept payments have been received.

The council began the year with a balance of £962,252 with £697,448 of this amount earmarked for the specified projects. This leaves circa £264,804 as a general reserve.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states '*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*' (para 5.33). The general reserve appear at the higher end of the range, however based on actual budget for 2023-2024, it is within the recommended range. On discussion with the clerk, the

council has play area upgrades and traffic calming projects are being undertaken which will require ear marked reserve expenditure.

## **E. INCOME**

### **Internal audit requirement**

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

### **Audit findings**

Apart from the precept, the council budgets to receive income from the allotments, burial fees, field hire and bank interest. The council reviewed its fees and charges at the meeting held on November 2023 for burials, allotment has been increased as per the invoicing process for 2023-2024.

Unbudgeted amounts received during the year came from grants, bank interest and VAT refunds. From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

## **F. PETTY CASH**

### **Internal audit requirement**

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.*

### **Audit findings**

The council has no petty cash.

## **G. PAYROLL**

### **Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

### **Audit findings**

The Council has five employees, and all have signed contract of employment, based on the NALC template. The salaries are aligned to the NJC scale point range.

The council processes the payroll in house using moneysoft, this also calculates the PAYE and pension deductions. I reviewed the payroll data for September and October 2023 and the payroll deductions appear correct. The salary payments are authorised and paid by the council in the same way as other payments. I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

The council pays members allowance via the payroll system.

## **H. ASSETS AND INVESTMENTS**

### **Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

### **Audit findings**

The council has a fixed asset register in place which includes details of asset location, date of acquisition, cost or proxy cost, condition, estimated useful life and insurance and replacement values. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The council has no Public Works Loan Board (PWLB) loans.

The council has no long-term investments.

## **I. BANK AND CASH**

### **Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

### **Audit findings**

Financial Regulation 2.2 states 'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman, or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by Full Council.'

Bank reconciliations are completed monthly and presented to council at every meeting for review. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

I noted that the reconciliation and bank statement have been signed by the chairman in accordance with the Financial Regulations.

Balances held are not within the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS).

## **J. YEAR END ACCOUNTS**

### **Internal audit requirement**

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

### **Audit findings**

Testing to be conducted at final audit.

## **K. LIMITED ASSURANCE REVIEW**

### **Internal audit requirement**

*IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*

### **Audit findings**

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

## **L: PUBLICATION OF INFORMATION**

### **Internal audit requirement**

*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation*

### **Audit findings**

Testing to be conducted at final audit.

**M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS****Internal audit requirement**

*The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Audit findings**

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	25 April 2023
Date inspection notice issued	8 June 2023
Inspection period begins	12 June 2023
Inspection period ends	21 July 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

**N: PUBLICATION REQUIREMENTS****Internal audit requirement**

*The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

*Before 1 July 2023 authorities must publish:*

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4*
- *Section 2 - Accounting Statements 2022/23, approved and signed, page 5*

*Not later than 30 September 2023 authorities must publish:*

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

**Audit findings**

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of audit and External Auditor Report and I was able to confirm that the publication requirements for 2022/23 have been met.

**O. TRUSTEESHIP****Internal audit requirement**

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

**Audit findings**

The council has no trusts.

**Achievement of control assertions at interim audit date**

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	<b>INTERNAL CONTROL OBJECTIVE</b>	<b>YES</b>	<b>NO</b>	<b>NOT COVERED</b>
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			√
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.	√		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	√		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			√
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	√		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	√		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			√

Should you have any queries please do not hesitate to contact me.

Yours sincerely

*m. webber*

**Michelle Webber**  
**For Mulberry & Co**

**Interim Audit - Points Carried Forward**

<b>Audit Point</b>	<b>Audit Findings</b>	<b>Council comments</b>
<b>RISK MANAGEMENT AND INSURANCE</b>	I would recommend that the council increases this cover to £1.25 million – £1.5 million.	

**Agenda Item 10b – Review of effectiveness of internal audit**  
**Full Council 23<sup>rd</sup> January 2024**

**Background**

“Governance and Accountability for Smaller Authorities in England “sets out the accounting and governance arrangements to be followed by all town and parish councils in England. Specific obligations around internal audit are set out within this guide.

Specifically, Councils are recommended to

“at least annually, carry out a review of the effectiveness of their overall internal audit arrangements.

This review ensures that the Council has met recommended best practice in managing internal audit.

**Findings**

I have reviewed the Councils current internal audit arrangements against the following areas of internal audit activity, as set out in Governance and Accountability.

- the scope of internal audit;
- independence;
- competence;
- relationships with the clerk and the authority; and
- audit planning and reporting

The results of this review are set out in the table below. I am satisfied that this review confirms that proper internal audit arrangements are in place.

**Councillor Actions**

Members are to note that at the January 2023 Full Council meeting, it was resolved unanimously to appoint Mulberry and Co for the financial year 23-24 and look to appointing a new auditor for the financial year 2024-25.

The RFO has now contacted the internal audit forum and obtained the 3 following quotes:

1. Company A

The quote from company A comes in two parts:

- A rate of £65 per hour (excl VAT) if we commit to the audit for 2024/25 and 2025/6 by 29 February 2024;
- A rate of £70 per hour (excl VAT) if we commit for 2024/25 only.

The time to be spent on the audit is estimated at between 4-6 hours per annum giving a total maximum cost before travel expenses of either £390 under the first option or £420 under the second.

2. Company B

- A total cost of £675 excl VAT plus the cost of travel estimated at £10 per trip.

3. Company C (remote audit)

Company C was unable to offer a quotation as they did not have capacity to take on an audit at the current time.

Both quotations cover the same work programme and meet the WPC requirements for audit. Please note that the quotes include one from the current auditor who were not excluded from the process as the auditor allocated will be new to Windlesham Parish Council and so will provide the necessary independence for the audit.

Councillors are asked to note the summary of the quotations and agree the following recommendations:

- On this basis of the quotes received I would recommend that Company A be appointed given the fact that they are the lower quote (for either option).
- I would further recommend that Company A be appointed for both audit years 2024/25 and 2025/26 in order to fix the cost of the audit process at the quoted rate and avoid the risk of further cost increases.

R Midgely - RFO

January 2024

Area of Review	Work completed	Findings	Conclusion
Scope of internal Audit	The annual internal audit review covers all areas required by the AGAR internal audit report. This is evidenced by the interim and final audit reports.	<p>Clear evidence is laid out by the auditor within their report to support the opinion for each control objective.</p> <p>Testing always includes transactions from the whole financial year and extensive financial statement review</p> <p>A two-stage audit process ensures that the Council has regular audit review and that all accounting periods are reviewed.</p> <p>Audits are properly timed to ensure statutory accounts are reviewed before submission to external audit.</p>	Satisfactory
Independence of Internal Audit	RFO confirms that Company A is employed to carry out both the internal audit.	Company A are members of the Association of Chartered Certified Accountants and as such have to follow strict professional rules and guidelines when it comes to professional ethics.	Satisfactory
Competence of Internal Audit	Company A are experienced local government auditors, with over 80 town and parish council audits.	The RFO should ensure that the auditor assigned to Windlesham Parish Council holds the necessary competencies.	Satisfactory

Relationships with Clerk and the Authority	Both Company A and Company B have previously worked with WPC; each has good professional relations with the Clerk and Council	Auditor has access to councillors to report matters arising, as set out in financial regulations. Confirmed in engagement letter.	Satisfactory - strong professional relationship in place
Audit Planning	<ul style="list-style-type: none"> <li>- Audit appointment formally set out in engagement letter</li> <li>- Internal auditor has evidence of appropriate testing in place to support findings in annual internal audit report</li> </ul>	<p>Auditor properly appointed via engagement letter and approval at council process.</p> <p>Sufficient resources made available by the Council as part of budget setting process.</p>	Satisfactory - evidence is in place in audit reports.
Audit Reporting	Reporting carried out promptly after each of 2 visits. Report sets out testing to support each control objective in the AGAR.	The Council is satisfied that comprehensive reporting is carried out and appropriate recommendations for improvement are made.	Satisfactory, audit reports are timely and comprehensive.
Length of Appointment		There is no regulatory or best practice guidance in this area as long as the principles of competence and independence are maintained. Independence will be maintained with either Company A or B as a new auditor will be allocated to the WPC audit.	Satisfactory

## Agenda Item 11 – Council Risk Assessment

Full Council – 23<sup>rd</sup> January 2024

### **1. Background**

- 1.1 It is a requirement of the Council's financial regulations that it should carry out an annual risk assessment. The purpose of this review is to ensure that council resources are correctly directed at protecting the Council from risks that might prevent the Council from meeting its objectives.
- 1.2 It is also a key requirement of the external auditors that a risk assessment is carried out each financial year. They require a copy of the Council's annual risk assessment, approved at a Council meeting, to be sent to them as a working paper to support the financial statements at year end.

### **2. Work Completed**

- 2.1 An updated risk assessment for the Council has been completed and is attached for Councillors to consider.
- 2.2 The document works by
  - Identifying risks facing the Council and existing controls in place - A score is then allocated to the risk
  - identify further controls that are not yet operating, but that could be put in place by the Council. A reduced risk score can then be applied to the risk
- 2.3 Risks can be reviewed against the colour coded table at the front of the document, in order to assess the severity of the risk.
- 2.4 Changes made to the document have been listed in the table at the bottom of the document, giving a record of amendments made at each review of the document.
- 2.5 In addition to the financial risk assessment the following risk assessments are in place
  - Use of Lightwater Recreation Ground Risk Assessment
  - Use of Bagshot Chapel
  - Lone Working
  - Office Health & Safety assessment

All risk assessments are attached for information.

### **3. Key Risks**

- 3.1 After mitigation the risk assessment has not identified any areas of high risk. There are however 9 risks, highlighted in amber on the risk assessment, that are rated as medium risk, and should therefore be kept under review.

3.2 Members are asked to note the nature of these risks. Whilst the majority of these risks are being managed by the Clerk or RFO, it should be noted that member input is required for some of the risks identified.

4. **Action Required**

4.1 The risk assessment document has been completed after a review of the Council's business processes and meets the objectives of

- identifying risk areas where the Council has work to do
- providing a robust assessment of risk and mitigating controls for presentation to the auditors

4.2 Councillors are asked to review the risk assessment document attached and either;

- approve the risk assessment
- identify any amendments or improvements to the risk assessment

January 2024

## WINDLESHAM PARISH COUNCIL

### RISK ASSESSMENT

	<b>4 Very High</b>	<b>3 High</b>	<b>2 Medium</b>	<b>1 Low</b>
<b>4 DISASTER</b> Significant service failure / total loss of public confidence / fatality / major financial crisis.	RED 16	RED 12	AMBER 8	GREEN 4
<b>3 MAJOR</b> Significant service disruption / serious public criticism / serious injury / large financial cost.	RED 12	RED 9	AMBER 6	GREEN 3
<b>2 NOTICEABLE</b> Some service delivery disruption / reduced public confidence / minor injury / unplanned financial cost.	AMBER 8	AMBER 6	GREEN 4	GREEN 2
<b>1 MINIMAL</b> Minor service delivery disruption / adverse public comment / no injury / low financial cost	GREEN 4	GREEN 3	GREEN 2	GREEN 1

#### Key

<u>Score</u>	<u>Colour</u>	<u>Action</u>
1 to 4	GREEN	Monitor
5 to 8	AMBER	Keep under review
9 to 16	RED	Need further mitigation or contingency plan

**Risk Register - Adopted December 2016**

**Reviews and amendments: February 2018 C/17/183  
 January 2019 C/18/184  
 February 2020 C/19/204  
 March 2021 C/20/218  
 February 2022 C/21/156  
 January 2023 C/22/167  
 January 2024**

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
1	Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance including flooding and fire	<p>The office has moved to using Office365 and a hosted telephony system. Data is therefore backed up to the cloud and can be accessed from any PC/tablet/phone etc. using O365 log-ins.</p> <p>Remote access to the telephone system is now also possible.</p> <p>All accounting information is backed up to the servers of the software provider, RBS Rialtas.</p> <p>Anti-virus software has been maintained by Zentech IT since mid 2015-16</p> <p>Chairman and members informed</p> <p>Temporary offices used</p>	Clerk	2	3	6		Clerk	2	3	6

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			<p>Since the router was "hacked", further security measures have been implemented to lock down the router and prevent any further security issues.</p> <p>Fire and risk assessments in place and reviewed yearly with full Council.</p>									
2	Precept	Government changes rules on precept setting	Campaign SSALC and NALC Government have been requested to confirm precept limits prior to Parish setting budget.	Clerk	2	4	8	Council to accept the risk.		2	4	8
3	Precept	Inadequate precept setting. Precept not confirmed to SHBC on time or Members unable to reach an agreement.	<p>Council starts budget planning in October for the following year. Annually in November.</p> <p>Council agrees precept at the full council meeting. In the event Members cannot reach and agreement Financial Regulations allow for a default position of a 5% increase.</p> <p>Clerk receives notification from SHBC, Clerk/RFO submits precept demand in January</p>	RFO Clerk	1	4	4			1	4	4
4	Financial	Inadequate records Financial irregularities	Council's Financial Regulations set out the requirements. These are based on the model NALC financial	RFO Clerk	1	3	3	Members to complete audits throughout the year	Clerk Council	1	3	3

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			<p>regulations, and are adequate for Council's requirements</p> <p>Committees review finances at quarterly meetings and Full Council review 10 x per year.</p> <p>Financial Regulations are reviewed by full council yearly. New regulations released by NALC inform any changes.</p>									
5	Financial	Bank and banking's leading to; Inadequate checks Bank mistakes Loss Charges	<p>The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts.</p> <p>Any errors in processing are discovered when the RFO reconciles the bank accounts monthly against the statement, Informing the bank immediately.</p> <p>Reconcile bank accounts on a monthly basis and report the reconciliations to Full Council on a quarterly basis</p>	RFO Clerk	1	3	3	Members complete audits throughout the year	Clerk Council	1	3	3
6	Financial	Inadequate funds to meet liabilities	<p>Setting of precept as above</p> <p>Village committees and Full Council regularly review budget vs actuals</p> <p>Financial regulations manages the process</p>	RFO Clerk	1	3	3	Members to complete audits throughout the year	Clerk and Council	1	3	3

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
7	Financial	Cash loss	<p>Councils financial regulations in place Any cash received is banked weekly.</p> <p>Expenditure signed off by Full Council Internal auditor checks twice per year.</p>	RFO Clerk	1	3	3	Members to complete audits throughout the year	Clerk and Council	1	3	3
8	Financial	<p>Incorrect payments of tax/NI Incorrect payment of salaries or allowances. Incorrect hours claimed for overtime</p>	<p>All staff appointments and salaries approved by Full Council. Salaries reviewed and approved at full council by 1 April each financial year.</p> <p>Pay is processed by the Clerk using the in house payroll system and payments are made to staff, authorised by two authorised signatories, one of whom is a Councillor</p> <p>Tax and NI and pension payments are calculated using a payroll software programme and payments made to agencies as calculated,</p> <p>All overtime hours recorded and time off or payment agreed with the Chairman.</p> <p>Personnel files are held by WPC Committees and Full Council check all expenditure Internal audit checks twice a year.</p>	Clerk	2	3	6		Clerk	1	3	6

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
9	Financial	Invoices incorrectly paid	<p>All invoice payments are signed by two signatures, this includes cheques and electronic payments</p> <p>All invoices agreed and minuted at Full Council. All members have sight of invoices via retrospective payment approval list</p> <p>Invoices only paid when service has been received/items delivered</p> <p>All invoices are checked by Clerk and entered onto Omega by the RFO.</p> <p>Financial Regulations in place and reviewed yearly</p> <p>Internal audit reviews invoice process</p>	RFO Clerk	1	3	3	Should a member check a number each month/quarter	Clerk and Council	1	3	3
10	Financial	Grants incorrectly awarded	<p>Grant procedure in place and reviewed yearly.</p> <p>All grants discussed and agreed at either Village Committee level or Full Council Precept includes grants</p>	RFO Clerk Members	1	3	3	No further action		1	3	3
11	Financial	Grants receivable	<p>Grants received come with conditions Grants held in a reserve account Procedures in place</p>	RFO Clerk	1	3	3	No further action		3	3	3
12	Financial	Annual returns incorrect or late	<p>Internal audit in place Annual return discussed and signed by Full Council</p>	RFO Clerk Members	1	3	3	No further action		1	3	3

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			External auditors review compliance									
13	Financial	Election costs not budgeted.	Precept budgets each year to build a reserve for a known election year.  When by-elections occur, funds come from existing budget or reserves. Council manages budget to accommodate costs.	Clerk	3	3	9	All those agreeing to stand need to be aware of their responsibilities  Meetings held at SHBC for potential new Councillors to outline the requirements of Councillors.		2	3	6
14	Financial	VAT not managed correctly	Financial regulations in place and a review of Procedures in place.  Financial system generates VAT requirements VAT return completed quarterly	RFO Clerk	1	3	3	Council to review becoming VAT registered	RFO Clerk Members	1	3	3
15	Financial	Collapse of the banks and money lost by the council.	All funds are held in UK banks. The Council is not covered under the FA Deposit Protection Scheme as the precept level exceeds eur500,000 (or UK equivalent).  Long term banks and investment arms used to invest money	RFO clerk	1	3	3	Council to formally review investments and bank limits yearly	RFO Clerk Members	1	3	3
16	Financial and management systems	Awarding contracts incorrectly	Financial Regulations in place. Reviewed yearly Three quotes to be sought for goods/works/services above £3000 in value. For between £400 and £3,000, the Clerk/RFO will	Clerk	1	3	3		No further action	1	3	3

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			strive to obtain 3 estimates. Full Council review and agree awarding contract. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.									
17	Financial and management systems	Contracts with third party not completed in line with contract. Contractors not in possession of adequate liability insurance  Contractors not properly qualified to carry out work.  Councillors making decisions outside the agreed policy	Process in place as above. All new contracts monitored by Council	Clerk	3	3	9	Councillors are not allowed to contact directly potential new contractors, this must be completed via the Clerk	Clerk	2	3	6
18	Financial and management systems	Inadequate insurance.	Insurance reviewed yearly with insurance agent. Include public liability.  Full council discuss appropriate coverage.  Fidelity checks in place.	Clerk	1	3	3	No further action		1	3	3
19	Financial and management systems	Data Protection Policy not in place	Policy in place and reviewed yearly. Included in Standing orders. The Council is registered with the Information Commissioners Office. GDPR compliance audit took place in May 2018 –	Clerk	2	3	6	Policy to include safeguards on registration.	Clerk	1	3	3



No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
23	Liabilities	Illegal activity on payments	All activity and payments within the powers of the Council. Council holds the power of general competence All resolutions to be minuted. Council follows the financial regulations. Internal audit twice a year	Clerk	1	3	3	Member audit review to be implemented	Clerk Council	1	3	3
24	Liabilities	Health& Safety of Council buildings not safe Risk of injury of employees, suppliers or members of the public	Previous health and safety records endorsed by Council cannot be located. Depot safety standards not acceptable, depot now closed. Previous health and safety reports are on file. Staff are made aware of safe working practices Council health and safety statement agreed at full council. Appropriate insurance reviewed annually and in place Health and safety procedures in place and reviewed yearly by Council Play ground equipment reviewed every year and the full Council receives a report and agree actions.	Clerk	3	3	9	All new risks to be assessed immediately and agreed with appropriate action by Full Council	Clerk and Council	2	3	6
25	Liabilities	Risk to third party, property or individuals.	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	Clerk	1	3	3	No further action		1	3	3
26	Liabilities	Non-compliance with employment law	Employment law adhered to.	Clerk	1	3	3		Clerk/ Council	1	3	3

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			Personnel service provided by HR Dept and support from SALC All personnel files held on site									
27	Liabilities	Breach of confidentiality	Members agree a code of conduct  Members reported if they contravene	Members	1	3	3	No further action		1	3	3
28	Liabilities	Potential attack on staff when working.	Door is locked and notice on the door Procedures in place when the public enter the building	Clerk and staff	2	4	8	Lone worker policy implemented	Clerk/ members	2	4	8
29	Governance	No succession planning of management	Training Program for new staff agreed on commencement. Staff changes in 2015/16 caused issues for Council.  Training budget allows all staff to receive the appropriate training, for roles they need to carry out.  Yearly appraisal to be completed on all staff and management.  Clerk completed and passed CiLCA January 2020	Clerk and Chairman	4	4	16	Council to establish contingency arrangements should key staff leave.  Financial contingency to cover cost of temporary staff to be agreed  WPC to adopt a new appraisal system that includes continuous assessment.  Operations Manual to be kept up to date and reviewed annually  Members to consider a resilience plan	Clerk/Council	3	2	6

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
30	Governance	Incorrect or inaccurate minutes of meetings	<p>Agenda agreed with the Chairman and issued a minimum of three working days before meeting.</p> <p>Agenda displayed for the public.</p> <p>Meetings run in accordance with standing orders.</p> <p>Draft minutes to be circulated to the Chairman for comment</p> <p>Minutes approved by committee/full council and signed by the Chairman</p>	Clerk	1	3	3	No further action		1	3	3
31	Governance	Members do not follow members interests code	<p>Procedure in place</p> <p>Members informed yearly and information updated</p> <p>Information held on file and on Parish web site.</p> <p>Members informed at the start of each meeting</p> <p>Duty of responsibility with members.</p>	Clerk/members	2	3	6	<p>Members informed to update information in year. They have a legal responsibility to ensure all details are correct</p> <p>Clerk to update formally at the May Council meeting.</p>	Clerk	2	2	4

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
32	Governance	<p>Elections – new Councillors not properly inducted/trained; not signed acceptance of office forms; do not submit register of interests within 21 days of election</p> <p>Members do not always follow Good Councillor Code, WPC Standing orders and code conduct.</p>	<p>Induction training offered to Councillors</p> <p>Induction pack put together by Council officers and provided to all Councillors</p> <p>Acceptance forms signed at May meeting and all register of interests are to be submitted to the Clerk at May meeting</p> <p>Training is encouraged but mandatory</p> <p>Any Member breaking the code could be referred to the monitoring officer.</p>	Clerk/Members	3	3	9	<p>Members training budget increased for years in which an ordinary election falls</p> <p>SALC training available for all Councillors</p> <p>Clerk to list all training completed by members.</p>		2	3	6
33	Other operations issues	A pandemic stops or reduces the ability for council to operate	<p>Government agrees to allow meetings to be held remotely if legislation permits</p> <p>Meetings can be held remotely so residents can view</p> <p>Questions are forwarded to the public prior to the meeting.</p> <p>Clerk will complete any separate risk assessments required to operate and comply. Members to sign off.</p> <p>All staff have computer equipment to operate remotely.</p>	Clerk/members	2	4	8	<p>Clerk responsible to interpret any requirements introduced by the Government and produce appropriate documentation.</p> <p>Members to follow guidelines</p> <p>All records of actions required by members to be kept by the clerk</p> <p>When the pandemic is over a task group to work with the clerk to identify how the</p>		2	4	8

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
								Council coped and Council to agree any future actions.				
34	Council reputation	Resources insufficient to meet the council priorities	<p>Council set priorities each year</p> <p>Annual revenue budget is planned and agreed by Council</p> <p>Clerk responsible to full Council to deliver priorities.</p> <p>Budget reviewed by full Council quarterly</p>		1	3	3	Council to set a three-year budget as recommended by the auditor. Also, council to agree to actions from the independent report.		1	2	2

Date of amendment	Amendment Made
February 2018	Section 8 – All Officers running payroll must be given training in running software package Moved from “Further control measures” to “Control Measures in Place” as Clerk has attended relevant training
February 2018	Section 9 – Members to complete invoice checks throughout the year Moved from “Further control measures” to “Control Measures in Place” as all members have sight of content of invoices via the payment approval list
February 2018	Section 16 – All new service contracts to be monitored. Process to be agreed by Full Council. Moved from “Further control measures” to “Control Measures in Place”
February 2018	Section 18 – Clerk to confirm status with the commissioner – Council is ICO registered Deleted from “Further control measures” as listed under “Control Measures in Place”

	Added – New GDPR rules to come in May 2018. Clerk has attended basic training on this – THIS WILL REQUIRE FURTHER UPDATING
February 2018	Section 26 – Training budget should be reviewed to ensure all staff are fully trained for roles they need to carry out. Yearly appraisal to be completed on all staff and management. Both statements moved from “Further control measures” to “Control Measures in Place”

Date of amendment	Suggested Amendment
January 2019	<p>Section 1 – Control measure removed – “All data is stored by officers on small server held at the Council office. This is backed up at least daily to server at Council’s IT Provider, Freedom IT. In event of disaster, clerk / officers to purchase new computer and log on to backed up data held at Freedom IT.”</p> <p>Replaced with – “ The office has moved to using Office365 and a hosted telephony system. Data is therefore backed up to the cloud and can be accessed from any PC/tablet/phone etc. using O365 log-ins. Remote access to the telephone system is now also possible. “</p> <p>Further control measure - “In early 2018 the office system is moving to Office 365 and a new hosted telephony system. This provides cloud-based back up and allows remote access by the Clerk to both the shared drive and telephone system.” REMOVED, as new systems now in place .</p>
January 2019	Section 4 – Amend from “To be re-reviewed January 2019 FC” to “To be re-reviewed February 2019 FC.”
January 2019	<p>Section 18 – Amended to include “GDPR compliance audit took place in May 2018 – GDPRinfo.com appointed as DPO.”</p> <p>“New GDPR rules to come in May 2018. Clerk has attended basic training on this.” – this has been REMOVED from Further Control Measures.</p>

January 2019	Section 26 - Added – “Clerk completed and passed CiLCA April 2018” REMOVED from Further Control Measures – “Clerk to complete CILCA”
January 2019	NEW SECTION ADDED – SECTION 29 – RE: ELECTIONS

<b>Date of amendment</b>	<b>Suggested Amendment</b>
February 2020	Section 1 – Further Control measure added: “December 2019 – Following an incident where the Council’s router was “hacked”, further security measures have been implemented to lock down the router and prevent any further security issues.”
February 2020	Section 4 – Further control measures added: Financial regulations reviewed March 2019. NALC released new Financial regulations in August 2019. These were adopted by Council in October 2019.
February 2020	Section 9 – Control Measures in place – “All invoices are checked by Clerk” has been amended to “All invoices are checked by Clerk and entered onto Omega by the Assistant Clerk.”
February 2020	Section 23 – Control measures in place – amended to include “Council holds the power of general competence”.
February 2020	Section 29 – Elections amended to take out the reference to the year 2019, so guidance is in place for any election taking place.

<b>Date of amendment</b>	<b>Suggested Amendment</b>
January 2021	Section 25 – Liabilities - Non-compliance with employment law Further control measures – Council to consider having independent personnel support. Added: “HR Support has been agreed by the Personnel Committee (January 2021). The scope of that support is still to be detailed”
January 2021	Section 26 – Governance – No succession planning of management

	Control measures in place – added “Assistant Clerk completed and passed CiLCA April 2020”
January 2021	Section 33 added

<b>Date of amendment</b>	<b>Suggested Amendment</b>
January 2022	Section 3 – Precept - Members unable to reach agreement – Reference to Financial Regs added: “In the event Members cannot reach and agreement Financial Regulations allow for a default position of a 5% increase.”
January 2022	Section 4 – Inadequate records and financial irregularities– added “Committees review finances at monthly meetings and Full Council review 6 x per year.”
January 2022	Section 5 - Bank and banking’s leading to; Inadequate checks Bank mistakes. Loss Charges – amended “Reconcile bank accounts on a monthly basis and report the reconciliations to Full Council on a quarterly basis”
January 2022	Section 8 - Incorrect payments of tax/NI Incorrect payment of salaries or allowances. Incorrect hours claimed for overtime – removed “The Clerk has attended CIPP payroll training” – amended - Personnel files are held by WPC Committees and Full Council check all expenditure Internal audit checks twice a year.
January 2022	Section 10 – Grants incorrectly awarded – amended “All grants discussed and agreed at either Village Committee level or Full Council”
January 2022	Section 26 – Non-compliance with employment law – amended “Employment law adhered to. Personnel service provided by HR Dept and support from SALC All personnel files held on site” – remove – “ HR Support has been agreed by the Personnel Committee (January 2021). The scope of that support is still to be detailed.”

January 2022	Section 32 - Elections – new Councillors not properly inducted/trained - amended to “Training is encouraged but mandatory”
January 2022	Section 33 - A pandemic stops or reduces the ability for council to operate - amended – “Government agrees to allow meetings to be held remotely if legislation permits”
January 2022	Section 34 - Resources insufficient to meet the council priorities – further controls amended – “Council to set a three-year budget as recommended by the auditor. Also council to agree to actions from the independent report.”
February 2022	Section 13 – Election Costs -control measures amended – “An asset register is kept up to date and a detailed review carried out every 3-5 years”
February 2022	Section 22 – Damage & Risk to Street Furniture – amended –“ An asset register is kept up to date and a detailed review carried out every 3-5 years”
February 2022	Section 24 – Liabilities – amended “All new risks to be assessed immediately and agreed with appropriate action by Full Council”
February 2022	Section 29 – Governance no succession planning of management – further control measures amended – “Operations Manual to be kept up to date and reviewed annually” “Members to consider a resilience plan”
February 2022	Section 32 – Governance code of conduct – Control measures amended – “Any Member breaking the code could be referred to the monitoring officer.”
January 2024	Section 15 – Financial funds on deposit – Control measures amended – “The Council is not covered under the FA Deposit Protection Scheme as the precept level exceeds eur500,000 (or UK equivalent).”

Event	Use of Lightwater Recreation	Signed & Date	J Whitfield - 
Date			
Assessment carried out by	Joanna Whitfield 2024		

	What could go wrong	Pre mitigation			Mitigation measure	With mitigation		
		Probability	Impact	Risk		Probability	Impact	Risk
Vehicle movements	Collisions with other vehicles and pedestrians	3	3	9	<ul style="list-style-type: none"> <li>Event organisers must ensure that all vehicular movement is under the direction of Marshals wearing high visibility jackets and all measures outlined in their risk assessment are adhered to.</li> </ul>	2	3	6
Access for emergency services.	Delay in casualty receiving 1st aid.	2	2	4	<ul style="list-style-type: none"> <li>Event organisers must ensure that a clear route is kept for emergency vehicles and that access to field parking is kept to a minimum</li> </ul>	1	3	3
First aid cover	Insufficient and/or unsuitable first aid cover Untrained person(s) administering 1st aid	2	2	4	<ul style="list-style-type: none"> <li>Event organisers must ensure that there is sufficient qualified first aid provision in line with the numbers in attendance and in accordance with the measures outlined in their risk assessment.</li> <li>Where possible the use of glass/china cups/bottles should be avoided to minimise the risk breakages and glass fragments being embedded in the field, which could lead to risk of injury</li> </ul>	1	2	2
Intrinsic hazards from event stallholders	Various injuries	1	2	2	<ul style="list-style-type: none"> <li>Event organisers must ensure that all stall holders and activities are properly licenced and insured appropriately in addition to adhering to the measures outlined in their own risk assessment.</li> </ul>	1	2	2
Electrical Equipment	Electrocution	1	3	3	<ul style="list-style-type: none"> <li>Event organisers require permission to access the Lightwater Pavilion electric supply.</li> <li>It is the responsibility of the event organisers to ensure that all Portable electrical equipment in use on Parish Council Land is compliant with the most recent legislation and has a valid PAT certificate. All Generators must also be inspected and compliant with the most recent legislation prior to use.</li> </ul>	1	3	3
Use of Generators	<ul style="list-style-type: none"> <li>Contact with Equipment resulting burns or electric shock</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Event organisers must ensure that all generators must be enclosed by standard barrier fencing and kept at a safe distance from the public</li> </ul>	1	3	3
	<ul style="list-style-type: none"> <li>Leaking fuel causing fire or slipping</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>It is the responsibility of the event organiser to ensure that all generators are serviced and tested annually. Each generator must have its own fire extinguisher.</li> </ul>	1	3	3
	<ul style="list-style-type: none"> <li>Fire</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Event organisers must ensure that suitable fire extinguishers are supplied. Spare fuel must be stored in safe a container and the unit switched off when refuelling.</li> </ul>	1	4	4
Disposal of waste	Fire risk, Health risk	2	2	4	<ul style="list-style-type: none"> <li>Event Organisers must ensure that all waste is removed from the area immediately following the event and disposed of appropriately.</li> </ul>	2	2	4
Fire (Hot activities e.g. BBQ)	Burns and scalds.	2	2	4	<ul style="list-style-type: none"> <li>Event organisers to ensure that crowd control barriers are used to keep public away from hot / hazardous areas , keeping all areas clear of rubbish and trip hazards and to ensure that fire extinguishers and blankets are suitably available</li> </ul>	1	2	2
Bonfire/Fireworks/Lighting of Beacons	Risk of fire and burns	3	5	15	<ul style="list-style-type: none"> <li>Event organisers must               <ol style="list-style-type: none"> <li>consult the relevant authorities at least seven days before the event.</li> <li>comply with any recommendations or instructions of:                   <ol style="list-style-type: none"> <li>the relevant authorities.</li> <li>equipment/product manufacturers.</li> </ol> </li> <li>organise the event in accordance with the latest guidance from the Health and Safety Executive, in particular:                   <ol style="list-style-type: none"> <li>fire safety.</li> <li>keeping spectators a safe distance away from the display with the use of barriers.</li> </ol> </li> </ol> </li> </ul>	2	5	10

					<p>(c) providing an adequate number of marshals or stewards to control spectators.  (d) having available means of extinguishing a fire.  (e) providing sufficient first aiders.  (f) Safe management of gas cannisters</p> <p>(4) ensure the display is at least 20 metres away from premises or vehicles or any flammable or other dangerous materials</p> <p>Additionally, it is important that you adhere to all requirements placed on you by your insurer.</p>			
Surface of field (pot holes etc)	Slips, trips, falls.	2	2	4	<ul style="list-style-type: none"> <li>The field will be checked before event for any significant holes</li> </ul>	1	2	2
Sports Pavilion Access	Risk of injury	3	2	6	<ul style="list-style-type: none"> <li>No access will be granted to the pavilion, which will be locked at all times</li> <li>Use of the Pavilion electric requires written permission from the Parish Council and the event organiser is responsible for ensuring that all electrical equipment using the supply is compliant with current safety legislation. The Parish Council holds a current electrical certificate for the supply and will accept no liability for equipment/cabling plugged into the supply.</li> <li>Event Organisers must ensure that all Volunteers are briefed</li> </ul>	2	2	4
Lost & Found Children/ Vulnerable adults	Risk of Harm	3	5	10	<ul style="list-style-type: none"> <li>It is the responsibility of the event organiser to have a robust lost/found persons policy, including a well signposted meeting point and means of communication between stewards and marshals.</li> <li>The policy must include a procedure for securing the area if necessary.</li> </ul>	3	1	3

Scale	Probability	Impact
1	Very unlikely to occur	No First Aid required or negligible damage to property
2	unlikely to occur	First Aid required ( no A&E requirement) or visible damage to property.
3	Even probability of occurrence	A&E visit required (Ambulance), damage to property exceeding £1000
4	Very likely to occur	Significant injury requiring hospitalisation, property
5	Will almost certainly occur	Death or significant damage to multiple properties

**Windlesham Parish Council**  
**Risk Assessment for Bagshot Chapel Carol Service**

**REVISED FOR CAROL SERVICE AT BAGSHOT CHAPEL, SCHOOL LANE, BAGSHOT. DECEMBER 2023**

<b>Activity Risk</b>			
<b>Risk</b>	<b>Description of Risk</b>	<b>Mitigation Measures</b>	<b>Comments/Questions</b>
Chapel Set up and Dismantling	Risk of injury from arranging seating	Staff and Members to be made aware of manual handling procedures	Pews to be moved by no fewer than two people.
Trip, Slip Hazards	Risk of injury from badly placed boxes, furniture or cables.	The Chapel to be checked prior to the start of the meeting.	If any hazards are identified they are to be removed or signage put in place to highlight and raise awareness. Such as a 'mind the step' sign.
Emergency Exit	In the event of an emergency Members and attendees unable to exit the building.	All exit points to be identified upon arrival	Attendees to be made aware of the nearest emergency exits at the start of the service.
Accident due to inadequate lighting	Chapel is situated within a cemetery and the path is not lit.	Temporary flood lights will be used to light a the path.	
Electrical Hazard	Electrical equipment and cables posing risk to public	All electrical equipment will be plugged into existing sockets (next electrical inspection due 2028) and any cables will be laid out to avoid creating slip or trip hazards.	
Vulnerability and risk of injury/harassment	Any person entering the building alone could be at risk of potential harm.	A minimum of two people will be in attendance at all times.	A Councillor will be designated to open and lock the building.

## Risk Assessment for lone worker WPC December 2023

		Probability of risk				
		1 Very Low	2 Low	3 significant	4 High	5 Very High
Impact of risk	1 Low	1	2	3	4	5
	2 Moderate	2	4	6	8	10
	3 Substantial	3	6	9	12	15
	4 Critical	4	8	12	16	20

Overall rating
Probability x impact of risk
1-5 = LOW
6-8 = MODERATE
9+ = HIGH

Ref	Description of the risk	Inherent risk level (no controls)	Processes in place (i.e., 'how' risks are being mitigated)	Mitigation Controls (i.e., decisions needed)	Lead risk owner	Residual risk level (after existing controls)
	Violence and verbal abuse against staff, including when lone working	12	<ul style="list-style-type: none"> <li>When ever possible two members of staff to be on site</li> <li>If any instance occurs when staff are subjected to violence, follow up help will be offered to staff.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be made aware of health and safety act 1974.</li> <li>Council to be aware of their responsibilities to the Health and Safety act 1974</li> <li>If staff are working alone Council to agree who will be the point of contact. In the event that only one member of staff is present -public access must be by appointment only.</li> <li>ALL visitors must provide a name and address when making an appointment to visit the office.</li> <li>When working alone staff members must log any appointments along with contact details on the survey</li> </ul>		6

Ref	Description of the risk	Inherent risk level (no controls)	Processes in place (i.e., 'how' risks are being mitigated)	Mitigation Controls (i.e., decisions needed)	Lead risk owner	Residual risk level (after existing controls)
		6		<p>monkey database  <a href="https://www.surveymonkey.co.uk/r/3MS8VM6">https://www.surveymonkey.co.uk/r/3MS8VM6</a></p> <ul style="list-style-type: none"> <li>• All staff to be trained on actions and behaviours when working alone.</li> <li>• Door to office to be kept locked when working alone.</li> </ul>		3
	The environment is a risk	6	<ul style="list-style-type: none"> <li>• All electrical certification in place</li> <li>• Offices regularly maintained.</li> <li>• Fire safety procedures in place</li> <li>• Health and Safety assessments are carried out annually and the office continually monitored for trip slip hazards.</li> <li>• All cleaning chemicals are stored safely.</li> </ul>			3
	Theft by visitors	8	No Council money left on site	<ul style="list-style-type: none"> <li>• Staff limit their own valuables they bring to work</li> <li>• Council to consider having a notice on the wall to deter thieves.</li> <li>• Staff must not work alone after 22:00</li> </ul>		3

Ref	Description of the risk	Inherent risk level (no controls)	Processes in place (i.e., 'how' risks are being mitigated)	Mitigation Controls (i.e., decisions needed)	Lead risk owner	Residual risk level (after existing controls)
	Staff become ill when working alone	8	<ul style="list-style-type: none"> <li>Staff do not work if they are ill</li> <li>Staff who do become ill must contact relevant medical services</li> <li>If staff experience injury or a medical emergency whilst working alone and are conscious, smart phones will be used to voice activate a call to the emergency services.</li> </ul>	<ul style="list-style-type: none"> <li>Staff who have a known medical condition must not work alone if the condition could compromise safety</li> <li>If a medical emergency arises and the internal door is locked, the emergency services will need to smash the glass door panel to gain access.</li> </ul>		3
	Staff are stressed and mental health compromised when working alone	8	<ul style="list-style-type: none"> <li>Staff to discuss concerns with Council/ or request HR services</li> </ul>			3
	Staff attending off site meetings alone	12		<ul style="list-style-type: none"> <li>ALL appointments off site require full details of when, where and who the member of staff will be meeting to be recorded</li> <li>When working off site the lone worker must inform another Member of Staff or the Chair of Council of their whereabouts. Those notified should be informed upon the lone workers return</li> <li>If the lone worker is unable to speak</li> </ul>		6

Ref	Description of the risk	Inherent risk level (no controls)	Processes in place (i.e., 'how' risks are being mitigated)	Mitigation Controls (i.e., decisions needed)	Lead risk owner	Residual risk level (after existing controls)
				<p>directly to a member of staff or the Chair of Council, a text should be sent detailing their whereabouts and who they are with. Upon return, a follow up text should be sent.</p> <ul style="list-style-type: none"> <li>• Lone worker to take Council Mobile Phone when offsite. The phone is tracked by the Apple 'Find My App'.</li> <li>• Council to consider purchasing small attach alarms for staff</li> </ul>		
	Risk of injury or medical emergency whilst alone working off site	6	<ul style="list-style-type: none"> <li>• Staff Members must be aware of their surroundings and consider safety at all times.</li> <li>• If an area has obvious hazards, Staff must not put themselves at risk and should report to either their line manager or the Chair of Council.</li> <li>• If staff experience injury or a medical emergency whilst working alone and are conscious, smart phones will be used to voice activate a call to the emergency services.</li> </ul>			5

## Risk assessment template

**Company name: Windlesham Parish Council**

**Assessment carried out by: Jo Whitfield**

**Date of next review: 8/6/25**

**Date assessment was carried out: 8/6/24**

The company has 5 staff who work from a small building consisting of two offices, a small kitchen and toilet facilities. The kitchen provides facilities for making drinks and warming food in a microwave. The office is locked from 4:30pm to 7:30am Monday to Friday and at the weekends. The building also has 24 hour/7 days security alarm.

How was the risk assessment done?

The advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) was followed:

To identify the hazards, they:

- walked around the office, noting things that might pose a risk;
- checked the HSE advice on employees with disabilities: [www.hse.gov.uk/disability/](http://www.hse.gov.uk/disability/);
- Noted that to their knowledge no previous accidents had occurred.

They noted what was already being done to control the risks and recorded any further actions required. They pinned a copy of the findings on a noticeboard in the open office to encourage staff to help put the actions into practice. The manager will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>• Lighting and temperature suitably controlled.</li> <li>• Adjustable blinds at window to control natural light on screen</li> <li>• Noise levels controlled.</li> </ul>	be linked to computer use.			
<b>Working at height</b> <b>Filing on top shelves, putting up decorations etc.</b>	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> <li>• Staff stand on a dedicated stool designed for the purpose of filing on high shelves.</li> </ul>	No further action			
<b>Stress</b>	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> <li>• Staff understand what their duties and responsibilities are. Staff can talk to supervisors or manager if they are</li> </ul>	Remind staff they can speak confidentially to their manager or supervisors if they are feeling unwell or or ill at ease because of work.	Manager	On going	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>feeling unwell or at ease about things at work.</p> <ul style="list-style-type: none"> <li>• 'No bullying' policy.</li> </ul>				
<b>Electrical</b>	<p>Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.</p>	<ul style="list-style-type: none"> <li>• Staff encourage to report (to Clerk) any defective plugs, discoloured sockets or damaged cable/equipment.</li> <li>• Defective equipment taken out of use safely and promptly replaced.</li> <li>• Staff told not to bring in their own appliances, toasters, fans etc.</li> <li>• Pat Testing carried out every two years</li> </ul>	No further action			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>Electrical condition surveys carried out in line with recommendations and acted upon</li> </ul>				
Asbestos Asbestoscontaining materials (ACMs) are present in some partition walls	Staff carrying out normal activities at very low risk. Asbestos only a risk if fibres are released into air and inhaled.	<ul style="list-style-type: none"> <li>Systems in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working.</li> <li>No Asbestos in the office building.</li> <li>Only present in the disused pavilion and council chamber.</li> <li>Asbestos unlikely to be disturbed during normal activities.</li> </ul>	At next staff meeting, remind staff that the asbestos must not be disturbed and to report any accidental damage to the partition walls immediately.	Manager	On going	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>Staff told to report any accidental damage immediately.</li> </ul>				
<b>Fire</b>	If trapped, staff could suffer fatal injuries from smoke inhalation/ burns	<ul style="list-style-type: none"> <li>Separate fire risk assessment for each building carried out.</li> <li>Evacuation plans displayed in a prominent place in each building.</li> </ul>	No further action			
<b>Chemicals</b>	All staff could be at risk of chemical burns	<ul style="list-style-type: none"> <li>Only household cleaning products are used and are kept under the sink and stored in child proof bottles.</li> </ul>	No further action			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Lone Working</b>	Staff could suffer injury or ill health while out of office, eg visiting other council facilities, or while working alone in the office.	<ul style="list-style-type: none"> <li>A separate lone working policy is in place</li> </ul>	No further action			

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Agenda Item 12–Fixed Asset register–review of inventory of land and assets  
Full Council 23rd January 2024

The fixed asset register has been reviewed and is attached.

The balance of assets held is £375,923

Members should note that, as per our audit requirements, fixed assets can only be stated at original cost or proxy cost, never valuation. The replacement value column is for insurance purposes.

Members are asked to note the fixed asset register as attached.

Jo Whitfield  
Clerk  
January 2024

Windlesham Parish Council  
Schedule of Assets

NOT FOUND

BROKEN

Transacti on #	Category	Asset details								Location details				
		Ref	Description	Order Number	Identification	Date Acquired	Replacement Value	Original cost/value	Useful life estimate	Priority Cycle	Location	Present use or capacity	Custodian	
	Office equip	081	B Chapel furniture				£3,500.00	£ 2,333.00	10	5	Bagshot Chapel			
	Office equip	082	Lightwater Pavilion furniture				£3,500.00	£ 2,333.00	10	5	Lightwater Pavilion			
	Office equip	084	Chamber sound system				£2,000.00	£ 1,976.00	3	5	Chamber			
	Office equip	085	Chamber furniture				£4,500.00	£ 2,997.00	3	5	Chamber			
	Office equip	086	Chain of office				£800.00	£ 836.00	3	5	With Chairman			
	Office equip	087	Office equip & furniture				£3,590.00	£ 2,275.00	3	5	Office			
	Office equip	088	Computer & office machines (1 PC, screens, laptop, printer)				£1,250.00	£ 3,292.00	1	4	Office			
	Office equip		Office laptop	ED NO LONGER UPDATING E405		05/09/2019	£405.00		5	4	Office			
	Office equip	128	Councillor iPads and keyboards			28/10/2021	£13,482.00	£9,846.00	4	4	Councillors			
	Office equip	132	Office iPhone SE			18/11/2022	£440.00	£440.00	4	3	Office			
	Office equip		HP 800 G4 Core i5-8500t desktop computer			15/02/2023	£329.00	£329.00	3	3	Office			
	Office equip	129	2 x HP Elite display screens refurbished			15/02/2023	£228.00	£228.00	3	3	Office			
	Office equip		2 x HP E24 G5 FHD Monitor			14/12/2023	£300.00	£290.00	3	3	Office			
	Office equip		HP Elitebook 17 and dock			31/10/2023	£1,100.00	£929.00	3	3	The Clerk			
	Office equip		HP Elitebook 17 and dock			01/11/2023	£1,100.00	£929.00	3	3	Assistant Clerk			
	Office equip		HP Elitebook 17 and dock			14/12/2023	£1,100.00	£929.00	3	3	Cemetery Coordinator			
	Office equip		HP 850 G5 - Core i7-8650U, 32GB, 512GB SSD, 15.6", W10P (Refurb)			30/04/2023	£550.00	£472.00	3	3	RFO			
	Office equip		Left hand corner cantilever desk			15/02/2023	£250.00	£250.00	5	5	Office			
	Office equip	129	4 x HP Elite display screens			30/08/2021	£1,048.00	£320.00	4	3	Office			
	Office equip	130	HP laptop Assistant Clerk	ED NO LONGER UPDATING E421			£300.00		4	3	Home			
	Office equip	131	HP laptop Cemeteries Administrator	ED NO LONGER UPDATING E430			£300.00		4	3	Home			
	Office equip	120	Kyocera Laser Printer	:D BROKEN AND REPLACED E2062		29/02/16	£2,148.90		5	3	Office			
	Office equip		Epson WorkForce Pro WF-CS890DWF			30/04/2023	£500.00	£ 399.00	3	1	Office			
	Office equip	121	HP Desk top - Clerks PC			29/2/16	£350.00	£ 275.00	5	3	Office			
	Office equip	122	Fujitsu Scan Snap			15/4/15	£570.00	£ 420.00	10	3	office			
2942	Office equip	099	Fire safe			01/10/2013	£921.00	£ 824.00	20		Office	Burial records	PC	
2956	Office equip	100	Projector - Epson EB-S11DL			01/10/2013	£400.00	£ 269.25	5	3	Chamber	Planning		
	Office equip	124	Assistant Clerk PC	MOVED NO LONGER UPDATING E511		01/02/2017	£450.00		3	3	Office	Office		
	Office equip	125	Netgear Nighthawk Wifi extender			22/6/2017	£130.00	£ 135.62	5	3	Chamber	provision of internet in Chamber		
	Office equip	126	Panel heaters - Parish Office			31/03/2018	£1,415.00	£ 1,415.00	5	3	office	office	Parish Clerk	
	Office equip	127	new telephone system			30.01.18	£1,134.00	£ 1,134.00	3	5	officer	office	Parish Clerk	
	Office equip		office chair			31/05/2018	£114.00	£114.00	5	4	Office	office	Parish Clerk	
	Machinery	123	Stihl brushcutter (new) s/n 181352802	41472000135/0010	181352802	16/6/16	£550.00	£ 550.00	3		W Cem	Not in use		
	Machinery	089	Clarke FG3000 generator				£250.00	£ 215.00	5		W Cem	Not in use		
2865	Machinery	095	Electrical Hedgecutter yx-STIHSE71-24		974792288	09/09/2013	£205	£ 150.00	5		Windlesham Cem	Cem maintenance		
2866	Machinery	096	Backpack blower br430 yx-stibr430		290679774	09/09/2013	£618	£ 303.20	5		Windlesham Cem	Cem maintenance		
2771	Machinery	102	Rake X4			05/08/2013	£25.00	£ 23.98	5		HMLD	Ground staff		
	Machinery		strimmer harnesses x2				£	£ 1.00						
	Machinery		Large wheel barrow				£	£ 1.00						
	Machinery		Ladders x3				£	£ 1.00						
	Machinery		hose and trolley				£	£ 1.00						
	Machinery		Petrol cans x4				£	£ 1.00			Windlesham shed			
	Machinery	127	AED - Defib			01/05/2018	£2,000.00	£2,000.00	5	4	Lightwater Square - public access	Emergency Assistance		
	Land & Buildings	027	Bagshot Cemetery shed			24/09/1997	£900.00	£ 599.00	10		Chapel Lane, Bagshot	Storage		
	Land & Buildings	028	Council Office				£100,000.00	£ 16,035.00	Indefinite		1	The Avenue, Lightwater	Parish Offices	Parish Clerk
	Land & Buildings	029	Council Chamber			01/01/1922	£100,000.00	£ 1,000.00	5 years		1	The Avenue, Lightwater	Parish Chamber	Parish Clerk
	Land & Buildings	030	Lightwater Pavilion			01/01/1975	£250,000.00	£ 15,016.00	5 years		1	Broadway Rd, Lightwater	Recreational facility	Council acts as managing trustee
	Land & Buildings	031	Lightwater Recreation Shed				£2,000.00	£ 1,284.00	10		Broadway Rd, Lightwater	Storage		
	Land & Buildings	032	Bagshot Chapel			01/01/1902	£	£ 1.00	Indefinite			Bagshot Cemetery	Heritage Day	Parish Clerk
	Land & Buildings	033	Hook Mill Lane Depot			07/03/2000	£250,000.00	£ 30,449.00	Indefinite		5	Hook Mill Lane, Lightwater	Parish Depot	
	Land & Buildings	034	Lightwater Cemetery shed			06/06/2008	£1,000.00	£ 733.00	15		5	The Avenue, Lightwater	Storage	
	Land & Buildings	035	Sitesafe 96			01/11/1991	£3,554.00	£ 1,365.00	20		5	HML Depot	Not in use	£210,000.00
	Land & Buildings	036	Sitesafe 66			01/11/1991	£3,554.00	£ 1,155.00	20		5	Windlesham Cemetery, Church Road, Windlesham	Not in use	
	Land & Buildings	037	Windlesham Cemetery Shed			01/01/1955	£2,000.00	£ 7,595.00	1		5	Windlesham	Not in use	
	Land & Buildings	038	Titan underground sewage tank			15/08/2003	£	£ 3,434.00	10		1	Windlesham	Not in use	
	Infrastructure Assets	039	Kings Lane Play Equip			25/07/2019	£40,000.00	£ 35,000.00	20			Recreation		
	Infrastructure Assets	040	Kings Lane noticeboard			21/11/2019	£1,704.00	£ 1,704.00	10			Information		
	Infrastructure Assets	041	WFOS Play Equip			01/01/1986	£40,000.00	£ 9,400.00	10			Recreation		
	Infrastructure Assets	041	Freemantle Rd Play Equip			21/01/1998	£30,000.00	£ 2,404.00	10			Recreation		
	Infrastructure Assets	042	Lightwater Rec Plaig Equip			01/01/1999	£45,000.00	£ 44,507.09	10		5	Broadway Road, Lightwate	Recreation	
	Infrastructure Assets		Lightwater outdoor gym			25/11/2022	£13,000.00	£ 11,995.00	15		5	Broadway Road, Lightwate	Recreation	
	Infrastructure Assets		Bagshot outdoor gym				£10,000.00	£ 9,999.00						
	Infrastructure Assets	043	SLF Play Equip			28/09/1985	£55,000.00	£ 52,074.11	15		5	School Lane, Bagshot	Recreation	
	Infrastructure Assets	044	SLF Play area			15/09/2011 (included in 043 above)	£	£ 1.00	Indefinite		5	School Lane, Bagshot	Recreation	
	Infrastructure Assets	045	SLF Combat cableway			15/09/2011 (included in 043 above)	£	£ 1.00	10		5	School Lane, Bagshot	Recreation	
	Infrastructure Assets	046	SLF gates			27/07/2007	£	£ 266.00	10		1	School Lane, Bagshot		
	Infrastructure Assets	047	Bagshot Clock			31/01/2007	£12,000.00	£ 8,011.00	10		2	High Street, Bagshot		
	Infrastructure Assets	048	Planters				£2,500.00	£ 1,456.00	5		5			
	Infrastructure Assets	049	Notice boards - 2 x wooden				£1678 (per unit)	£ 2,103.00	10		1	W Cem	Information	
	Infrastructure Assets	050	Bench seats				£1,200.00	£ 997.00	10			Recreation		
	Infrastructure Assets	051	Dog/litter bins				£2,500.00	£ 1,434.00	10		5	Various greenspace locations		
	Infrastructure Assets	090	Bus Shelter			29/08/2012	£11,150.00	£ 8,562.00	20		5	Updown Hill Windlesham		
	Infrastructure Assets	091	Hanging basket columns x 10			14/03/2012	£10,000.00	£ 6,738.00	20		5	Bagshot and Windlesham Village Centre	Summer planting	PC
2751	Infrastructure Assets	101	Bollard			05/08/2013	£600.00	£ 126.68	10		5	School Lane Field	Installed	PC
2993	Infrastructure Asset	104	Remembrance Sunday polite signs x 3			05/11/2013	£600.00	£ 135.00	5		5	HMLD	Storage	PC
3094	Infrastructure Asset	107	Heritage lights in Windlesham			14/02/2014	£12,000.00	£ 8,972.04	15		5	Windlesham Village	Installed	SCC
3140	Infrastructure Asset	108	Stone block for QEII plaque			03/03/2014	£250.00	£ 250.00	25		5	Lightwater Rec Ground	Installed	WCC
2828	Infrastructure Asset	092	Glasdon Bin			01/08/2013	£250.00	£ 232.88	20		5	HMLD	Installed	PC
2864	Infrastructure Asset	094	Bench at Poplar Avenue			09/09/2013	£650.00	£ 645.00	20		5	HMLD	Installed	PC
	Infrastructure Asset	95	Bench Yaverland Drive			01/02/2017	£650.00	£ 650.00	20		5	Yaverland drive Bagshot	Installed	PC

£233,000.00

Windlesham Parish Council  
Schedule of Assets

NOT FOUND      BROKEN

Transaction #	Category	Asset details								Location details			
		Ref	Description	Order Number	Identification	Date Acquired	Replacement Value	Original cost/value	Useful life estimate	Priority Cycle	Location	Present use or capacity	Custodian
	Infrastructure Asset	96	8 new noticeboards			30/10/2017	£13,424.00	£ 11,135.00	10	5	around the parishes	Installed	Parish Clerk
	Infrastructure Asset		2 x new Glasdon waste bins			01/05/2018	£500.00	£300.00	20	5	Bagshot cemetery	Installed	Parish Clerk
	Infrastructure Asset		Height restriction barrier			04/10/2018	£3,000.00	£2,400.00	25	5	Lightwater rec.	Installed	Parish Clerk
	Community Asset	97	Bagshot Jubilee Lamp			1/1/1890	£ 1.00	1.00	100	4	Bagshot Square	Community Asset	Parish Clerk
	Community Asset	002	Bagshot Cem Wall				£ 1.00	1.00	10	5	Bagshot Cemetery	Community Asset	Parish Clerk
	Community Asset	003	Land at High Curley				£ 1.00	Indefinite	1		High Curley	Community Asset	Parish Clerk
	Community Asset	005	Bagshot Cem gates				£ 1.00	25	2		Bagshot Cemetery	Community Asset	Parish Clerk
	Community Asset	006	Lightwater Cem Wall				£ 1.00	25	5		Lightwater Cemetery	Community Asset	Parish Clerk
	Community Asset	007	Lightwater Cemetery				£ 1.00	Indefinite	2		Lightwater Cemetery	Community Asset	Parish Clerk
	Community Asset	008	Bagshot War Memorial				£75,000	£ 1.00	20	3	St Anne's Church	Community Asset	Parish Clerk
	Community Asset	009	Windlesham War Memorial				£35,000	£ 1.00	50	3	St John's Church	Community Asset	Parish Clerk
	Community Asset	010	Lightwater War Memorial				£20,000	£ 1.00	50	3	Lightwater Village	Community Asset	Parish Clerk
	Community Asset	011	Kings Lane Play Space				£ 1.00	20	5		Kings Lane, Windlesham	Community Asset	Parish Clerk
	Community Asset	012	Windlesham Cem Wall				£ 1.00	15	5		Windlesham Cemetery	Community Asset	Parish Clerk
	Community Asset	013	Riverside Avenue OS				£ 1.00	Indefinite	5		Riverside Ave, Lightwater	Community Asset	Parish Clerk
	Community Asset	014	Mill Pond OS				£ 1.00	Indefinite	5		Mill Pond, Windlesham	Community Asset	Parish Clerk
	Community Asset	015	Mill Pond to School Rd				£ 1.00	Indefinite	3		Mill Pond, Windlesham	Community Asset	Parish Clerk
	Community Asset	016	Hawkes Leap OS				£ 1.00	Indefinite	3		Hawkes Leap, Windlesham	Community Asset	Parish Clerk
	Community Asset	017	Bosman Drive OS				£ 1.00	Indefinite	3		Bosman Drive, Windlesham	Community Asset	Parish Clerk
	Community Asset	018	Windlesham Cemetery				£ 1.00	Indefinite	5		Windlesham Cemetery	Community Asset	Parish Clerk
	Community Asset	019	School Lane Field OS				£ 1.00	Indefinite	2		School Lane, Bagshot	Community Asset	Parish Clerk
	Community Asset	020	School Lane bridge & boardwalk				£ 1.00	20	5		School Lane, Bagshot	Community Asset	Parish Clerk
	Community Asset	021	Stirling memorial				£ 1.00	50	5		Windlesham Cemetery	Community Asset	Parish Clerk
	Community Asset	022	Windlesham New Memorial wall				£8,000	£ 1.00	25	5	Windlesham Cemetery	Community Asset	Parish Clerk
	Community Asset	023	Lightwater Recreation Ground gate				£8,000	£ 1.00	15	5	Lightwater Recreation Ground	Community Asset	Parish Clerk
	Community Asset	024	Lightwater Recreation fencing				£30,000	£ 1.00	5	3	Lightwater Recreation Ground	Community Asset	Parish Clerk
	Community Asset	025	Lightwater Cemetery gates				£2,000	£ 1.00	15	5	Lightwater Cemetery	Community Asset	Parish Clerk
	Community Asset		Bagshot cemetery fence and gate NEW		Nov-18		£3,500	£2,130.00	20	3	Bagshot cemetery	Community Asset	Parish Clerk
	Community Asset		Windlesham cemetery gates and fence NEW		Nov-18		£4,500	£3,900.00	20	3	Windlesham cemetery	Community Asset	Parish Clerk
	Community Asset	28	phone box Bagshot		Jan-18		£ 1.00	25			Bagshot	Community Asset	Parish Clerk
	Community Asset	29	Mr Atkins Memorial Bench		Jan-18		£709.00	£ 709.00	25		Windlesham	Community Asset	Parish Clerk
	Community Asset		Margaret Williams memorial bench		Aug-18		£500.00	£500.00	25		School Lane Field	Community Asset	Parish Clerk
	Community Asset		Silent Soldiers x 9 originally 12, 3 stolen		Jul-18		£2,100.00	£1,200.00		5	Various locations	Community Asset	Parish Clerk/Cllr Stacey has one
	Community Asset		3 x litter bins at Lightwater Recreation ground		Mar-22		£750.00	£750.00	10	5	Lightwater Recreation Ground	Community Asset	
	Community Asset		Bagshot VAS signs x2		Mar-19		£6.00	£4,640.00		3	Bagshot	Infrastructure Asset	Parish Clerk
	Community Asset		2 X benches WC Lees		Mar-19		£1,400	£1,053.00		3	WC Lees Windlesham	Community Asset	Parish Clerk
	Community Asset		4 x VAS signs Lightwater		Mar-19		£12,000.00	£11,225.00		3		Infrastructure Asset	Parish Clerk
	Community Asset		Bagshot Chapel roof replacement		Nov-19		£15,000.00	£11,500		5	Chapel Lane, Bagshot	Infrastructure Asset	Parish Clerk
	Infrastructure Assets		Security bollards		Jul-20		£2,400	£2,357		5	Lightwater Recreation Ground	Infrastructure Asset	Parish Clerk
							£1,293,274.90	£ 375,923.23					

2849	Machinery	103	Wooden shoring (KILN DRIED REGULARISED TREATED WOOD X 6)		09/09/2013		£120.00	£ 129.18	5		HMLD	Ground staff	NOT FOUND. (WOODEN SHORING NO LONGER ALLOWED DUE TO H&S)
	Machinery	065a	HML depot sundry tools				£500.00	£ 500.00			HML Depot site safe	Not in use	SOLD IN 2015/2016
	Machinery	074	Teleshoring grave shoring				£1,000.00	£ 726.00	3			Not in use	NOT FOUND
	Machinery	078	Stihl brushcutter (Old)				£550.00	£ 463.20	3		W Cem	Not in use	NOT FOUND
3024	Machinery	106	Grit Spreader		10/12/2013		£900.00	£ 986.00	5		HMLD	Storage	NOT FOUND
3187	Machinery	114	Tool box and mixed tools		31/03/2014		£100.00	£ 149.99	5		HMLD	Not in use	NOT FOUND
2855	Machinery	093	Tools - Shoring Equipment (Load lock cargobar x 12)		01/08/2013		£420.00	£ 275.88	10		HMLD	Gravedigging	NOT FOUND
	Machinery	079	Honda self-propelled mower				£849.00	£ 588.00	2		W Cem	Not in use	BROKEN
	Machinery	080	W Shed sundry tools				£250.00	£ 250.00			W Cem	Not in use	A FEW BROKEN MIXED TOOLS, NOT WORTH ANYTHING
							£4,689.00	£ 4,068.25					

**Windlesham Parish Council**  
**Schedule of Land and Building Assets**  
**As at October 2023**

Asset ID	Description of Asset	street name	post town	Postcode	map ref	Other Information
School Lane Field	Approximately 4.5 acres of landscaped informal recreational area with pond, boardwalk, on-site car park, cycle rack, disabled access, play equipment, all weather path, bins, benches, picnic tables, notice board, etc.	School Lane Field	Bagshot	GU19 5BP	(Grid Ref: SU/49091630)	Freehold Community Space
Heywood Drive	Mature woodland glade with established path	Heywood Drive	Bagshot	GU19 5DL	(Grid Ref: SU/49041630)	Managed under formal agreement with Surrey Heath Borough Council, Community facility not owned by Windlesham PC
Freemantle Road Bagshot	Freehold parcel of triangular land abutting SHBC land, mostly open. Includes fenced equipped play equipment, benches, bins.	Freemantle Road	Bagshot	GU19 5LL	(Grid Ref: SU/49141638)	Managed under formal agreement with Surrey Heath Borough Council, Community facility not owned by Windlesham PC
Lightwater Recreation Ground	Formal football pitch with changing pavilion, formal public car park, fenced play equipment, memorial perimeter trees, benches, bins			GU18 5SJ	(Grid Ref: SU/49311622)	Managed under formal agreement with Fields in Trust, Community facility not owned by Windlesham PC
High Curley Lightwater Land at Riverside Ave.	Freehold heathland and woodland at Lightwater Country Park Small open grassed amenity areas	Riverside Avenue	Lightwater		(Grid Ref: SU/49131614) (Grid Ref: SU/49331619)	Freehold Community Space Freehold Community Space
Lightwater Memorial Garden	Sole trustees of deregistered charity land comprising small grassed area with planted flower beds and garden, containing bench seats, specimen trees. Also notice board, village sign and bins.				(Grid Ref: SU/49301622)	Freehold Community Space
Woodland r/o Lightwater Cem.	Amenity area comprising mature and semi-mature mixed woodland situated between Stonehill Road and Lightwater Country Park.	The Avenue	Lightwater	GU18 5RG	(Grid Ref: SU/49201623)	Freehold Community Space
Hook Mill Ln Lightwater	Allotments with small informal car park.	Hook Mill Ln	Lightwater	GU18 5UD	(Grid Ref: SU/49391623)	Leasehold
Hook Mill Ln Depot	Storage and maintenance depot with 3 buildings and hardstanding	Hook Mill Ln	Lightwater	GU18 5UD	(Grid Ref: SU/49391623)	Freehold Local Authority Occupied
Kings Lane, Play Space	Freehold area with play equipment installed beneath large mature beech trees, also containing notice board, bench seats, bins and perimeter fence.	Kings Lane	Windlesham	GU20 6HR	(Grid Ref: SU/49411640)	Freehold Community Space
Windmill Field OS	Large Open Space containing equipped play area	Windmill Field	Windlesham	GU20 6QD	(Grid Ref: SU/49371636)	Managed under formal agreement with Surrey Heath Borough Council, Community facility not owned by Windlesham PC
Bosman Drive	Freehold area of amenity land	Bosman Drive	Windlesham		(Grid Ref: SU/49281649)	Freehold Community Space
Hawkes Leap	Small freehold area of amenity land.	Hawkes Leap	Windlesham		(Grid Ref: SU/49281647)	Freehold Community Space
Mill Pond OS	Large area of freehold land Riparian owner.	Mill Pond	Windlesham		(Grid Ref: SU/49281647)	Freehold Community Space
School Road to Mill Pond Road	Strip of freehold land connecting Snows Ride estate with School Road by means of asphalt pathway	School Road	Windlesham		(Grid Ref: SU/49261646)	Freehold Community Space
Bagshot Cemetery	Cemetery	Chapel Lane	Bagshot	GU19 5BP		Local Authority Freehold Cemetery
Lightwater Cemetery	Cemetery	The Avenue	Lightwater	GU18 5RG		Local Authority Freehold Cemetery
Windlesham Cemetery	Cemetery	Church Road	Windlesham	GU20 6BL		Local Authority Freehold Cemetery
Council Office	Council Offices	The Avenue	Lightwater	GU18 5RG		Freehold Local Authority Occupied
Council Chamber	Council Chamber	The Avenue	Lightwater	GU18 5RG		Freehold Local Authority Occupied
Bagshot Chapel	Chapel at Bagshot Cemetery	Chapel Lane	Bagshot	GU19 5BP		Freehold Local Authority Cemetery Building

**Agenda Item 13a – Fees and Charges 2024**  
**Full Council – 23<sup>rd</sup> January 2024**

**Background**

The Council's Financial Regulations state that "the Council will review all fees and charges at least annually, following a report of the Clerk". This paper and associated recommendations ensure this requirement is complied with.

**Allotments**

Allotment charges are currently set at rates set out below.

**Charges for 2023-2024**

Full Plot £36

Half Plot £21

No refunds are given during the year because of the cost of administration.

**Charges for 2024-2025**

Members are to note that at the February 2023 Full Council meeting (minute reference C/22/187) it was unanimously resolved to raise the allotment rent from September 2024 to:

Full Plot £40

Half Plot £25

**IMPORTANT**

The Allotment Act 1950 section 10 states that:

Section 10 amends the rent collection systems and allotments authorities may charge such rent "... as a tenant may reasonably be expected to pay for the land"

This obscure phrase was applied by a court in 1981 to refuse a council permission to raise its rent from 30p a rod to £1 a rod.

In practice, rents for allotment gardens are low, ranging from perhaps £1 a year to £50 per year per plot. Many councils run their allotments at a loss.

Please note: The rent is commonly fixed by the tenancy agreement, which means that it cannot be altered without the consent of the tenant. This in turn means that it may be necessary to give a tenant notice to quit in order to increase the rent. The current agreements require the Council to give twelve months' previous notice in writing expiring on or before the sixth day of April or on or after the twenty ninth day of September in any year;

**Members are asked to decide if they wish to:**

- a) Note the 2023-2024 charges and the 2024-25 charges, as resolved under minute reference: C/22/187 and consider if they wish to review charges in July 2024 in order to serve notice of an increase in September 2024 for implementation in September 2025 on the anniversary of the contract.

Agenda item 13b – Fees and Charges 2022-23  
Full Council – 23<sup>rd</sup> January 2023

1. Background

1.1 The Council's Financial Regulations state that "the Council will review all fees and charges at least annually, following a report of the Clerk". This paper and associated recommendations ensure this requirement is complied with.

2. Cemeteries

2.1 Cemetery charges were reviewed by each Committee as follows:

- Bagshot – August 2023 – increased by 10%
- Lightwater – July 2023 – increased by 10%
- Windlesham – November 2023 – recommendation to increase fees by 20% for Non-residents and 15% for Residents.

2.2 The current cemetery fee structure is attached at Appendix 1 below.

*Recommendation*

To approve the Windlesham Committee recommended increase for Windlesham Cemetery and for each village committee to conduct its own review of the burial fees and charges during the next municipal year.

Actions Required by Councillors

Members are asked to:

- a) Approve the recommendation from the Windlesham Committee to increase fees by 20% for Non-residents and 15% for Residents
- b) Approve the current fees for 2023-24 and recommend each village committee conduct a review of the burial fees and charges during the next municipal year.

Jo Whitfield  
Clerk to the Council  
January 2024



**WINDLESHAM PARISH COUNCIL BAGSHOT CEMETERY FEES**  
**Effective From: 1<sup>st</sup> September 2023**

	<b>Non-Resident fees</b>	<b>Resident Fees</b> applies only to the deceased whom resided within the Windlesham Parish boundary.
<b>Interments</b>		
Coffin re-opening for a 2 <sup>nd</sup> burial	£1,442	£727
<b>Ashes Interments</b>		
Ashes interred in a grave or at memorial wall	£594	£253
<b>Memorials</b>		
Permission for memorial at grave plot	£200	£200
Permission for additional inscription on existing memorial	£100	£100
Plaque at memorial wall (with or without ashes)	£75	£75
<b>Administration Charges</b>		
Burial and grave register searches	£25 p/h	£25 p/h
Transfer of the Exclusive Right of Burial (if not part of a current funeral)	£150	£150

**NB:** Proof of residency will be required in the form of a driving licence or utility bill. A search of the electoral roll will also be done.



## WINDLESHAM PARISH COUNCIL LIGHTWATER CEMETERY FEES

**Effective From: July 2023**

	<b>Non-Resident fees</b>	<b>Resident Fees</b> applies only to the deceased whom resided within the Windlesham Parish boundary.
<b>Purchase of the Exclusive Right of Burial (50 years):</b>		
Full sized grave plot for immediate use	£2,145	£891
Full sized grave plot for future use (when purchased at same time as #1)	£2,145	£891
Full sized double side by side plot for immediate use	£5,720	£2,376
Conversion of two existing single plots to one double side by side plot (please note all plots will be required to have the same number of years of Exclusive Right of Burial and may incur additional costs).	£1,430	£594
Child sized grave plot (aged 0-16 years)	No charge	No charge
Ashes grave plot (half sized grave plot)	£996	£416
<b>Interments</b>		
Coffin at double depth	£2,279	£1,197
Coffin at single depth (and re-opening for a 2 <sup>nd</sup> burial)	£1,586	£800
Coffin interment for a child	£330	No charge
<b>Ashes Interments</b>		
Ashes interred in a grave or at memorial wall	£594	£253
<b>Memorials</b>		
Permission for memorial at grave plot	£220	£220
Permission for additional inscription on existing memorial	£110	£110
Plaque at memorial wall (with or without ashes)	£83	£83
<b>Administration Charges</b>		
Burial and grave register searches	£28 p/h	£28 p/h
Transfer of the Exclusive Right of Burial (if not part of a current funeral)	£165	£165

**NB:** Proof of residency will be required in the form of a driving licence or utility bill. A search of the electoral roll will also be done.



**WINDLESHAM PARISH COUNCIL CEMETERY FEES –  
WINDLESHAM CEMETERY**  
Effective From: 1<sup>st</sup> February 2024

		<b>Non-Resident fees</b>	<b>Resident Fees</b> <small>applies only to the deceased whom (a) resided within the Windlesham Parish boundary (b) was an ex-resident of Windlesham Parish who moved from the Parish to live in assisted care within the last 12 months.</small>
	<b>Purchase of the Exclusive Right of Burial (50 years):</b>		
1	Full sized grave plot for immediate use	£3,000	£1,024
2	Full sized grave plot for future use (when purchased at same time as #1)	£3,600	£1,265
3	Child sized grave plot (aged 0-16 years)	£720	No charge
4	Ashes grave plot (half sized grave plot)	£1200	£460
	<b>Interments</b>		
5	Coffin interment - first	£3,000	£1,251
6	Coffin interment - second	£1,800	£978
7	Coffin interment for a child	£360	No charge
	<b>Ashes Interments</b>		
8	Ashes interred in a grave or at memorial wall	£720	£322
	<b>Memorials</b>		
9	Permission for memorial at grave plot	£438	£288
10	Permission for additional inscription on existing memorial	£216	£144
11	Plaque at memorial wall (with or without ashes)	£90	£86
	<b>Administration Charges</b>		
12	Burial and grave register searches	£30 p/h	£29 p/h
13	Transfer of the Exclusive Right of Burial (if not part of a current funeral)	£180	£173

**NB:** Proof of residency will be required in the form of a driving licence or utility bill. A search of the electoral roll will also be done.

## Agenda Item 14 – Review of Standing Orders - Full Council 23<sup>rd</sup> January 2024

Councillors last reviewed and approved Standing Orders in November 23.

Since then the following changes have been made to the model NALC template for Standing Orders.

- All references to the Chairman have been amended to 'Chair'.
- All pronouns have been amended to reflect, 'he/she/they' or 'his/her/their'
- Clause 19c wording has been updated to:

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 19(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

### Action required:

Members are asked to approve Standing Orders with amendments as presented.

Jo Whitfield  
Clerk to the Council  
January 2024



**Standing Orders 2023 version**

**This document should be read in conjunction with the Members and Officers Codes of Conduct as well as the Financial Regulations.**

**ADOPTED FULL COUNCIL 28<sup>th</sup> November 2023  
To be Reviewed May 2024**

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## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion and must be approved by the original proposer.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he /she/they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he /she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he /she/they is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his /her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not**

include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice

- d **Meetings shall be open to the public unless their presence is**
- **prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his her/their comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of**

- their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q If a Member is unable to attend a meeting, apologies must be reported in writing to the Clerk giving specific reasons in line with the adopted guidelines. It is considered that recording the reason for a Councillor's absence in public documents is not compatible with General Data Protection Regulations (GDPR). To ensure compliance the Minutes will not record reasons submitted for apologies.
- r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
  - 
  -

NB: To exercise their voting rights a Member must be in attendance during the entire debate.
- s **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his her/their-casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- t **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- u The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent; the name and time of any member who either enters or leaves the meeting once the meeting is in progress and prior to its conclusion.
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his her/their right to participate and vote on that matter**

- w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- x **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- y A meeting shall not exceed a period of 2.5 hours or 10pm.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-**

**committee whose terms of reference and members shall be determined by the committee.**

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

**5. ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his /her/they acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of representation on or work with external bodies and arrangements for reporting back;
  - xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xii. Review of inventory of land and other assets including buildings and office equipment;
  - xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xiv. Review of the Council's and/or staff subscriptions to other bodies;
  - xv. Review of the Council's complaints procedure;
  - xvi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection

legislation (*see also standing orders 12, 21 and 22*);

- xvii. Review of the Council's policy for dealing with the press/media;
  - xviii. Review of the Council's employment policies and procedures;
  - xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
  - xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- k Any member appointed as Chair or Vice Chair of Council shall not be appointed as Chair of a Committee or Sub-Committee
  - l Any member wishing to stand as Chair or Vice Chair of Council or Chair or Vice Chair of a Committee or Sub-Committee must commit to attending any relevant training within 6 months of appointment, or provide evidence of relevant training attended within the previous 24 months.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the Chair of a committee [or a sub-committee] does not call an extraordinary meeting within a day of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. **ANNUAL PARISH MEETINGS**
- a **The Parish Meeting must assemble on a day between 1 March and 1 June (inclusive) in every year.**
  - b The Parish Meeting shall be held on such days and at such times as may be fixed by the Parish Council.
  - c **The proceedings of the Parish meeting must not commence earlier than 6pm**
  - d **The Parish Meeting may be convened by**
    - i. **The Chair of the Parish Council**
    - ii. **Any two Parish Councillors**
    - iii. **Any six local government electors for the parish**
  - e **An agenda specifying the time and place, and business to be conducted at the meeting must be signed by the conveners and affixed in some conspicuous place or places in the parish.**
  - f An agenda will be set by the Parish Council in conjunction with conveners of the meeting, if called by six local government electors of the Parish.
  - g **Not less than 7 clear days public notice is to be given, the notice specifying the time, place and business to be transacted. If, however the business proposed relates to the establishment or dissolution of the Parish Council, 14 clear days notice is required.**
  - h **A Parish Meeting shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
  - i **The Chair of the Parish Council has a right to attend the Parish Meeting whether they are a local government elector for the parish or not. If they are not such an elector, their only vote at the meeting will be the casting votes as Chair of the meeting.**
  - j **The Chair of the parish council, if present, shall preside at a parish meeting and if he is absent the vice-Chair (if any) shall, if present, preside. If the Chair and the vice-Chair of the parish council or the Chair of the parish meeting, as the case may be, is absent from an assembly of the parish meeting, the parish meeting may appoint a person to take the chair, and that person shall have, for the purposes of that meeting, the powers and authority of the Chair.**

- k **The quorum of the Parish Meeting is two, unless a document has to be executed, in which case it is three (LGA 1972, s13(2))**
- l The conveners may give such publicity to the meeting as seems desirable.
- m **Voting at a Parish Meeting: each local government elector may, at a parish meeting or at a poll consequent thereon, give one vote and no more on any question.**

**A question to be decided by a parish meeting shall, in the first instance, be decided by the majority of those present at the meeting and voting thereon, and the decision of the person presiding at the meeting as to the result of the voting shall be final unless a poll is demanded.**

**In the case of an equality of votes, the person presiding at the meeting shall have a casting vote, in addition to any other vote he may have.**

- n **A poll may be demanded before the conclusion of a parish meeting on any question arising at the meeting; but no poll shall be taken unless either the person presiding at the meeting consents or the poll is demanded by not less than ten, or one-third, of the local government electors present at the meeting, whichever is the less.**
- o **Minutes are to be prepared and signed at the same or the next following Parish Meeting. Any minute's purporting to be so signed shall be received in evidence without further proof. Until the contrary is proved, a Parish Meeting, in respect of which a minute has been made and properly signed, is deemed to have been duly convened and held, and everyone present is deemed also to have been duly qualified to attend and vote.**
- p Standing Order 2 – Disorderly Conduct at Meetings applies

## 8. **PREVIOUS RESOLUTIONS**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 10, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 8(a) has been disposed of, no similar motion may be moved for a further six months.

9. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting. Where there is only one candidate, they will be elected.

10. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- c. The decision of the Proper Officer as to whether or not to include the motion

on the agenda shall be final.

**11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

**12. MANAGEMENT OF INFORMATION**

*See also standing order 21.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

13. **DRAFT MINUTES**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate

record of the meeting to which they relate, ~~he~~-he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 13(e) and standing order 21(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

#### 14. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless ~~he~~-he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which ~~he~~-he/she/they has a disclosable pecuniary interest. ~~He~~-He/she/they may return to the meeting after it has considered the matter in which ~~he~~-he/she/they had the interest.
- c Unless ~~he~~-he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which ~~he~~-he/she/they has another interest if so required by the Council’s code of conduct. ~~He~~-He/she/they may return to the meeting after it has considered the matter in which ~~he~~-he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the**

meeting for which the dispensation is required.

- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 14(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 14(e) if having regard to all relevant circumstances any of the following apply:**
  - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. it is otherwise appropriate to grant a dispensation.**

## 15. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the Council.
- b Where the notification in standing order 15(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties

of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d).

- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 16. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 10, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his/her/their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
*(see also standing order 24);*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose; do we use a book
- xv. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 24).

17. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor quarterly in each year a statement to summarise:
  - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council’s receipts and

payments (or income and expenditure) for the last quarter and the year to date for information; and

- ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 19. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 19(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

- ~~c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity, unless it proposes to use an existing list of approved suppliers (framework agreement).~~
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

20. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel Committee is subject to standing order 12.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair or if ~~s/he~~he/she/they is not available, the vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to the Council.
- c Following consultation with the Personnel Committee and upon a resolution from the Committee, the Chair, Vice Chair and Chair of Personnel will conduct the annual appraisal of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair or in his/her/their absence, the vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chair or vice-Chair of the Personnel Committee this shall be communicated to another member of the Personnel Committee which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 12(a), persons with line management responsibilities shall have access to staff records referred to in standing order 20(f).

21. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 22.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond**

to requests for information held by the Council.

- b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

22. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 12.*

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

23. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 16(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 24(a), the Council’s common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

25. **COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

26. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

27. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to

the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 10.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

## Agenda Item 15—Review of Financial Regulations - Full Council 23<sup>rd</sup> January 2024

Councillors last reviewed and approved Financial Regulations as a complete document in May 2023.

Since then, no major changes have been made to the model NALC template for Financial Regulations, and only two minor additions to reflect the appointment of the RFO.

### Additions

#### **16. Risk management**

16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk, **with the RFO** shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

16.2. When considering any new activity, the Clerk, **with the RFO** shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

Action required:

Members are asked to review and approve the Financial Regulations attached.

Jo Whitfield  
Clerk to the Council  
January 2024



# **WINDLESHAM PARISH COUNCIL FINANCIAL REGULATIONS**

**These Financial Regulations were adopted by the Council  
at its meeting held on 16<sup>th</sup> May 2023.**

# WINDLESHAM PARISH COUNCIL FINANCIAL REGULATIONS 2020 FOR ENGLAND

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## 1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and

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<sup>1</sup> Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts; and;

- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## 2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman, or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by Full Council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. Annual estimates (budget) and forward planning**

3.1. The RFO must each year, by no later than late October prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each village committee.

3.2. Each village committee shall consider the annual budget proposals in respect of shared council costs and their own individual forecast of revenue and capital receipts and payments. Each village committee will prepare recommendations to be presented to Full Council at their November meeting to inform the overall Council budget.

3.3 In the event that an agreement cannot be reached regarding setting a budget for the ensuing year, Council will agree a default budget. This default budget will be set at the previous years' budget, plus a 5% increase or the value of RPI, whichever is the greater.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. Budgetary control and authority to spend**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- Full Council for all items over £15,000;
- a duly delegated committee of the council for items over £5000 up to £15,000;
- the Clerk in conjunction with the Chair and Vice Chair for any items between £2,500-£5000
- the Clerk for any items below £2,500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council and the village committees with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council or a village committee (if the reserve falls under the control of the committee) as part of the budgetary control process.

## **5. Banking arrangements and authorisation of payments**

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The Council shall delegate authority for payment of invoices to the RFO, who shall prepare a schedule of payments, forming part of the Agenda for the Meeting and, together with the relevant invoices, retrospectively present the schedule to the relevant village committee or at a meeting of Full Council. The council / committee shall review the schedule for compliance. The approved schedule shall be signed by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was reviewed. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council or under delegated authority by the Clerk.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available village committee or Full Council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate village committee or Full Council meeting;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate village committee or Full Council meeting; or

c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate Full Council meeting.

d) If an expenditure item has been approved by either Full Council, the relevant Committee or under delegated authority; and the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments be submitted to the next appropriate village committee or Full Council meeting.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not

exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate Full Council meeting.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set and in accordance with any policy statement approved by the committee.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. Instructions for the making of payments**

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by BACS payment from the Council's bank account or on occasion by cheque, or otherwise, in accordance with a resolution of the relevant village committee or Full Council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two signatories, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and the invoice.

6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.7. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.14. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier. A programme of regular checks of standing data with suppliers will be followed.

6.17. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or village committee in writing before any order is placed.

6.18. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.19. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

## **7. Payment of salaries**

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee or Full Council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

## **8. Loans and investments**

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. Income**

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. Full council or the relevant village committee will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. Orders for work, goods and services**

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. Contracts**

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

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<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>3</sup> Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £400 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **12. Payments under contracts for building or other construction works**

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. Assets, properties and estates**

13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

#### **14. Insurance**

14.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

14.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

14.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

14.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

#### **15. Charities**

15.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

#### **16. Risk management**

16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk, with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

16.2. When considering any new activity, the Clerk, with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **17. Suspension and revision of Financial Regulations**

17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

**Item 16—To consider the use of free SALC Legal advice for the Lightwater Pavilion Project  
Full Council 23<sup>rd</sup> January 2024**

Members may be aware that the Surrey Association of Local Councils offers all its member councils 20 minutes of free legal advice.

For clarity, this relates to the Full Council's membership of SALC so the Full Council needs to authorise the approval of its use.

The Lightwater Committee is currently in discussion with Fields in Trust who have suggested the Council become the sole trustee of the land at Lightwater Recreation Ground, to facilitate the Pavilion development. Discussions are now at a stage that requires the Council to seek its own legal advice, to guide its potential course of action.

**Members are asked to consider approving the use of the free 20 minutes advice provided by SALC partners for this purpose.**

## Item 17- tree re planting Full

Council 23<sup>rd</sup> January 2024

### Bosman Drive Tree Re-planting

Following the Parish wide tree survey, 3 trees covered by tree protection orders, at Bosman Drive were felled. The SHBC tree officer has stipulated that these trees must be replaced, and in addition an additional Horse Chestnut must be planted to replace a dying tree which will ultimately be felled. The tree officer also recommended that these trees be watered twice a week from April until September for the first 2 years with 20L at each visit or as one visit using 40L and a ring of composted bark mulch of about 100mm deep applied to each tree to about 1m in radius. To be topped up annually.

Windlesham Committee have considered the options available to them (see attached papers presented at the November Committee meeting) and it was unanimously resolved to plant 1 x Western Hemlock and 2 x Liriodendron Tulip trees as replacements for the 3 trees which were felled, and it was also agreed that an additional Horse Chestnut tree would be planted as recommended.

**The indicative cost to plant and maintain the above trees will be £6,500**

Additionally, it was agreed that a Horse Chestnut tree sapling, supplied by the residents should be planted by Council appointed contractors along with the other trees but would not form part of the 'essential' tree re planting required by SHBC. However, a formal decision regarding the ongoing maintenance of the Horse Chestnut tree sapling was not made apart from asking residents to become involved in its care.

### Windlesham Cemetery Tree Re-planting

Between 2017 and 2022, it was necessary to remove 5 trees from Windlesham Cemetery. Members are to note that the Windlesham Cemetery is in a conservation area and there is a requirement for Council to replace the trees that have been felled.

**Following extensive research and liaison with the SHBC tree officer, the Windlesham Committee have unanimously resolved to replant 2 x Hornbeam trees and 1 x sweet chestnut tree along the cemetery driveway and 2 x Liriodendron Tulip trees planted in the old and new sections at an indicative cost of £1,910.**

Members are to note that the contractor selected to replant the trees in Windlesham Cemetery has agreed to carry out the initial maintenance free of charge.

For a location map, quotes and further information please see the attached papers as presented to the Committee.

### Lightwater Tree Replanting

Members are asked to note that following a Parish wide tree survey in 2022, it had been necessary to fell a number of trees in Lightwater. At the January Lightwater Committee meeting Members reviewed the trees in question and resolved to obtain quotes for replanting and initial maintenance of 2 x European Limes which had been felled at Lightwater Recreation Ground.

Whilst quotes are yet to be acquired, based on the costings for Bosman drive an indicative cost to plant and maintain the above Lime trees will be approximately £3,500.

### Funding Options

If Council is minded to approve the above tree replanting and maintenance, it is recommended that it is funded from the Tree EMR which currently stands at £49,100.

### Action

Members are asked to:

1. Approve the recommendation from Windlesham committee to replant and maintain the trees at Bosman Drive, spending up to a value of £6,500 to be funded from the Tree EMR.
2. Approve the recommendation from Windlesham Committee to replant the trees in Windlesham Cemetery, spending up to a value of £1,910 to be funded from the Tree EMR.
3. Approve the recommendation from Lightwater Committee to replant the trees at Lightwater Recreation Ground, spending up to a value of £3,500 to be funded from the Tree EMR

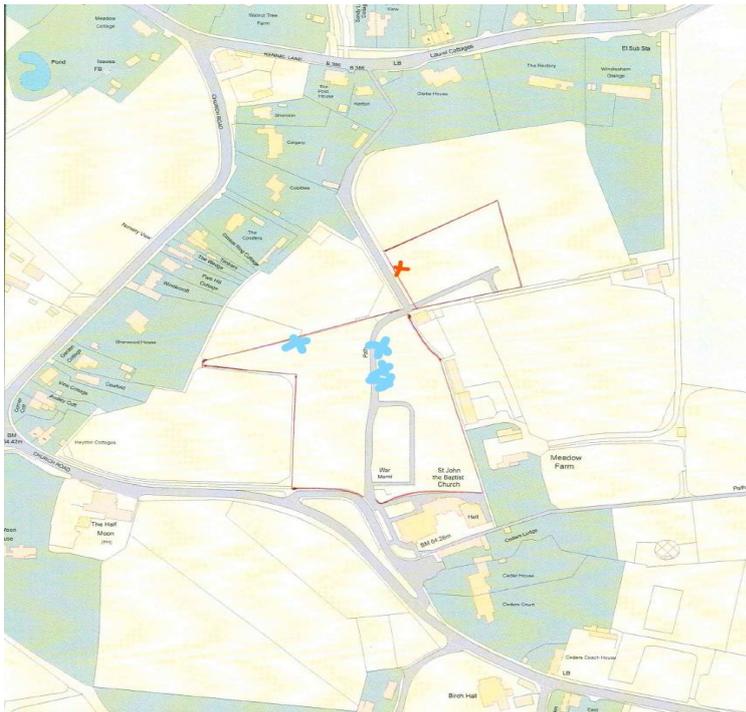
Please note that if all of the above replanting and maintenance is agreed the Tree EMR could be reduced to approximately £37k.

## **Item 8- Windlesham Cemetery**

### **b) Tree re planting**

#### Historical Background Information

Members will be aware that between 2017 and 2022, it has been necessary to remove 5 trees from Windlesham Cemetery. The location of these trees can be seen below.



At a meeting of the committee held on the 14<sup>th</sup> December 2022, Members resolved to replace the 3 felled Beech trees on the main drive with Hornbeam trees and the felled Oak tree situated along the back fence line of the oldest part of the cemetery, with a Sweet Chestnut tree.

Members were also informed that because the cemetery is within a conservation area, the conditions placed on WPC by the SHBC tree officer stipulated that the Aspen tree be replaced with a Dawn Redwood. Despite this, members agreed they would prefer to replace the Aspen with a tree native to this country and requested that the Assistant Clerk contact the SHBC tree officer to ask if a Sweet Chestnut tree could be planted in replacement. Delegated authority was given to obtain quotes for purchasing and planting the trees.

Subsequently, at the June 2023 Committee meeting, the new committee reviewed the quotes presented and Members raised concerns regarding the position and species of the trees (in particular the Sweet Chestnut) and requested that the Assistant Clerk met with the SHBC tree officer again to gain further recommendations on these points. It was also noted that the quotes provided did not include a maintenance plan, and therefore the Committee requested that this project be required to include ongoing maintenance.

### Current Status

At the September 2023 Committee meeting Members decided that Cllr Hardless and Cllr Richardson would work with the Assistant Clerk to investigate suitable tree species, position, and maintenance plans.

In November, Cllr Richardson and the Assistant Clerk met with the SHBC Tree Officer who sent the following e-mail following the visit.

“The hornbeams for the main access route remains a strong species for the site but does require regular watering during establishment. Sweet Chestnut was discussed but there was concerns over fruit and leaf drop, however there is already a Horse chestnut along that row and it didn't seem to be too problematic and generally the clearance of leaves etc is normal general maintenance anyway and the reintegration of the leaves etc back into the soil provides a nutrient bonus to trees and shrubs.

The rear to the site where the Aspen was removed, the Dawn redwood is still a good suggestion, however, we did discuss other species, oak is an option but OPM could be a potential problem, willow has a high propensity to break out in maturity whilst the risks are incredibly low it can be a concern. The slight dampness of the soil around the site means that some species are not suitable, but whatever tree goes back in needs to be of a landscape value to replace what was lost in maturity, the wider site benefits extensively from a mix of species and I see no reason to not continue that trend as it offers an amenity to the cemetery and visitors.

Other species to consider as previously referenced are: *Tsuga heterophylla* (Western Hemlock) and Douglas fir *Pseudotsuga menziesii*, other species suitable are Tulip or Ginko which are good trees, as we discussed natives should always be preferred but we need to consider our tree selections these days to account for climate breakdown. Other possible species could be Scots pine but it would be a less progressive choice considering the area.”

Following the discussions at the cemetery and the tree officers e-mail, the following list of suitable trees has been compiled:

#### Tree species

Hornbeam

Sweet Chestnut

Dawn Redwood

Tsuga Heterophylla (Western Hemlock)

Douglas Fir

Liriodendron Tulip

Ginkgo Biloba

#### Tree position

The tree officer saw no issues planting next/near to the original trees.

## Maintenance

Best practice suggests that newly planted trees are watered about twice a week from April until September for the first 2 years with 20L at each visit or as one visit using 40L and a ring of composted bark mulch of about 100mm deep applied to each tree to about 1m in radius. To be topped up annually.

## **Quote Specification**

- All contractors approached, were asked to provide a quote for the supply of Hornbeam, Sweet Chestnut, Dawn Redwood, Western Hemlock, Douglas Fir, Liriodendron Tulip and Ginkgo Biloba
- Planting: Deciduous trees- minimum 10-12cm in circumference  
Conifers- minimum 2-3 metres in height
- Maintenance: Watered 20L twice a week from April until September for the first 2 years or watered 40L once a week from April until September for the first 2 years.

## **Challenges and comments**

Contractors commented that the tree species specified were not easily available from suppliers and in some cases not be sourced at the recommended size.

Advice from the SHBC tree officer has been sought regarding planting trees under the recommended size of between 10-12cm and it is hoped this advice will be available in time for the meeting.

## **Quotations**

Three contractors were approached to quote and of those three, just two responded.

### Quote 1

Trees	Planting extras	Labour	Maintenance	Cost
Dawn Redwood 12-14cm girth- £260 Liriodendron Tulip 8-10cm girth - £105 Ginko biloba 12-14cm - £400 Western Hemlock under 6cm girth - £80 Unable to quote for Sweet Chestnut,	Minure, stakes and ties = £25	Approx £55/tree dependant on the size of tree planted  Approx 55 x 5 = £ 275	Complete maintenance package to include- mulching, pruning dead branches if needed, watering (20L per tree per visit) = £24 per tree per visit. Recommended watering 20L twice a week.	Trees = £Dependant on what species members decide to plant  Planting extras = £25  Labour = £275  2 years Maintenance = £12,480

Hornbeam, Douglas Fir.			£24 x 5 (trees) x 2 (visits per week) x 26 weeks = £6,240/1 year £12,480/2 years	
Overall cost for the trees depends on what trees members decide to plant.				

### Quote 2

Trees	Labour, fertilizer & bark mulch	Maintenance	Stump Removal	Total Cost
Hornbeam (15L)- approx. 6cm girth £144	£600	Water at least once a week using 40L per tree poured into a ring of composted bark mulch about 100mm deep applied to each tree to about 1m in radius which will be topped up each year.  No charge	Removal of 3 stumps- £480	Trees- £dependant on what trees are chosen, but for example, 3 x Hornbeam, 1 x Sweet Chestnut and x 1 x Liriodendron = £855  Labour, etc = £600  Maintenance = £ no charge  Stump Removal = £480  Approx total cost = £ 1,935
Sweet Chestnut (30L) – 8-10 cm girth £306				
Dawn Redwood (15L) – approx. 6cm girth £99				
Western Hemlock (15L) – approx. 6cm girth £90				
Douglas Fir (15L) - approx. 6cm girth £99				
Liriodendron Tulip (15L) - approx. 6cm £117				
Ginkgo biloba (30L) – approx. 8-10cm £585				

Members are asked to consider the quotes and decide-

- 1) Which tree species they would like to plant and in which locations

- 2) If they would like to go ahead with either of the above quotes, dependant on the SHBC Trees Officers recommendation regarding the size of tree when planted**
- 3) To make a recommendation to Full Council to fund the tree re planting and ongoing maintenance for 2 years from the Trees EMR**

### **Item 12- Bosman Drive Tree Re planting**

Following a Parish wide tree survey in 2022, it has been necessary to complete essential tree maintenance on a number of trees (under TPO) on Bosman Drive and this has included the felling of 3 trees. It was also noted that the Horse Chestnut at the same location had deteriorated in condition and following an application to SHBC, it was confirmed a replacement tree should be planted in order to establish for a few seasons before the original tree is inevitably removed.

#### **Quoting criteria:**

The SHBC decision notice stipulates that the replacement tree species may be selected from the following list:

1. Liriodendron tulipifera
2. Corsican pine
3. Western Hemlock
4. Metasequoia glyptostroboides - Dawn redwood

Plus another Horse Chestnut to be planted close to the original tree.

It is recommended that the tree must be a nursery container grown standard with a minimum girth of 12 -14cm (measured at 1 metre above ground level) 1.3m-1.5m in height for conifers and planted in accordance with good horticultural practice and maintained to ensure establishment.

The SHBC Tree Officer has recommended the following Maintenance following planting:

Best practice suggests that newly planted trees are watered about twice a week from April until September for the first 2 years with 20L at each visit or as one visit using 40L and a ring of composted bark mulch of about 100mm deep applied to each tree to about 1m in radius. To be topped up annually.

#### **Quotations**

3 contractors were approached to quote but only 2 have responded.

#### **Quote 1**

Trees	Extras	Services/labour	Maintenance	Total Costs
- Liriodendron tulipifera (Tulip) £350 12-14cm	Below is a list of items needed for x4 trees:	- Plant x4 standard 12-14cm trees in Bosman Drive on designated green and in the position stated by Surrey Heath	Annual maintenance package for the 4 trees planted. This has been priced for one year but there would need to a minimum of three years	4 x trees = £1,400 Extras = £926.36 Services/labour =£500 Maintenance for 2 years = £19,200  <b>Total = £22,026.36</b>
- Pinus nigra (Corsican Pine) £350 12-14cm	- Hessian ties - Mulch Mats - Mycorrhizal fungi - Tree guards			

<p>- Tsunga heterophylla (Western Hemlock) Cannot source at correct size currently.</p> <p>- Metasequoia glyptostroboides (Dawn Redwood) £350 12-14cm</p> <p>- Arsculus hippocastanum (Horse Chestnut) £350 12-14cm</p> <p>- All trees are from different suppliers so unless more become available so that we can order them from one single supplier, there could be an additional £55 per tree</p>	<p>- Tree stakes - Tree edging circle - Mulch - Tree Gator</p> <p>£926.36</p>	<p>Borough Council. - Trees to be in an approximate 1.5m diameter borderline steel circle with 100mm edging. 100mm depth of soil dug out and mulch mats laid before 100mm of mulch added. - Trees to be triple staked and supported with hessian ties and protected with tree guards. - Rootgrow mycorrhizal fungi to be added during planting for help with establishment. - Tree gators to be fitted around the tree for watering.</p> <p>£500</p>	<p>maintenance until trees are established.</p> <p>- Watering with 40L of water once a week during the dry period into the tree gator bags. - Continuous checking for any pests and diseases and feeding if required to keep the trees healthy. - If any tree fails in the first three years it will be replaced free of charge. - 100mm of mulch to be removed and replaced once a year for the programme. - 18 month formative prune. - Stakes to be removed along with guards once tree is ready. £9,600/year</p>	<p>With potential additional £55/tree for delivery</p>
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## Quote 2

Trees	Extras	Labour	Maintenance	Total Costs
<p>Dawn Redwood, Metasequoia 45L 12-14cm girth- £260</p>	<p>40L manure Ties Stakes</p>	<p>Approx £55/tree dependant on its size</p>	<p>Complete water maintenance package for 4 trees- Mulching/weeding/watering trees and pruning dead branches if needed.</p>	<p>4 x trees = £ dependant on species of tree planted Extras = £25 Labour = Approx £220 Maintenance for 2 years = £4,992</p>
<p>Liriodendron Tulip 8-10cm</p>	<p>£25</p>		<p>20L water per tree per visit - We would recommend this is put into place between May</p>	

<p>girth r/balled- £105</p> <p>Tsuga heterophy lla (Western Hemlock) 10L 6-8cm girth- £80</p> <p>This supplier could not source the Corsican Pine or Horse Chestnut.</p>			<p>and September for the first 2 summers the tree has been planted.</p> <p>Additional waters may be needed in extreme weather conditions/heatwaves. This can then be extended for a further year if needed but can be looked at after the first 2 years dependent on how trees are/drainage. No watering package would be needed outside of this period. This is industry best practice for other councils who use this service. Price is £24.00 per tree.</p>	
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**Members are asked to decide what species of tree they would like to plant and if they would like to proceed with either of the above quotes.**

**An approval at Full Council for the spend to be taken from the Tree Works EMR would need to be agreed.**

## Item 18 – To discuss a response to the Surrey Rights of Way Consultation

Work is beginning on a review of Surrey County Council's Rights of Way Improvement Plan (ROWIP). Surrey County Council is seeking the views of Windlesham Parish Council prior to drafting the new ROWIP so that the document reflects local priorities.

Surrey County Council is responsible for around 2164 miles (3482 km) of public footpaths, bridleways, restricted byways and byways open to all traffic across the whole of Surrey County.

Surrey County Council's ROWIP is an important strategic policy document, which SCC is required by law to have in place. It sets out how Surrey County Council can make sure the public rights of way network meets the needs of the public, now and in the future. The process of reviewing the ROWIP, and the engagement being carried out before the new ROWIP is drafted, will help the council to better understand the needs of Surrey County residents.

An online questionnaire has been set up for parish and town councils to respond.

The questionnaire closes on 10 March 2024.

Members should note that WPC must only supply one official response.

However, a public questionnaire for individual councillors or members of the public is available at <https://www.surreysays.co.uk/environment-and-infrastructure/rowip-public>

### Action

Members are asked to decide if they would like to contribute to the above consultation and if so to give delegated authority to the Clerk and 1 Member of each Committee to submit a Council response.

## Item 20–Clerks Update

Full Council 23<sup>rd</sup> January 2024

### Greenspace Procurement – Update

Councillors will recall that at the November Full Council meeting, it was resolved unanimously to approve a spend of up to £10k to engage a procurement consultant to manage the greenspace tender process. It was also resolved to delegate authority to the Clerk in conjunction with Cllrs Turner, R Jennings-Evans, Harris, Malcaus Cooper, White, Du Cann, and 2 Windlesham Village Councillors to review quotes and appoint a consultant.

Since that meeting, the Clerk has contacted 4 procurement consultants and invited them to quote.

Of the consultants contacted 1 has declined and 1 has not responded whilst 2 have submitted quotes for review. The nominated Councillors have been sent the quotes for review and a meeting is scheduled for the 29<sup>th</sup> of January to finalise the appointment.

### Annual Parish Meeting – Update

Members are reminded that the Annual Parish Meeting has been called for the 19<sup>th</sup> March 2024 and the Clerk has now invited the electorate (via Facebook and Council noticeboards) to suggest items for the agenda.

At the November meeting, it was also resolved to book a speaker (suggested by Cllr Malcaus Cooper) for the event. To date, the Clerk has been unsuccessful in obtaining contact details for the suggested speaker.

### Chairman's Community Reception

Members may be aware that each year the Chairman of the Parish Council hosts an annual Community Reception to thank volunteers, from all villages, for their hard work within the community.

Historically, this event has been held prior to the new municipal year (May), in venues rotating around the three villages, normally in the village where the Chairman is an elected councillor.

#### 2024 Date and Venue

At the Full Council meeting held on the 16<sup>th</sup> May 2023 Members earmarked Saturday the 27<sup>th</sup> April 2024, between 3pm-5pm, as a suitable date and time to hold the Chairman's Reception and All Saints Church Hall, Lightwater has now been booked for this date. A calendar invite will be sent out shortly to all Councillors.

#### Attendance List and Award Recipient Nominees

All Councillors have been sent a list of previous attendees and asked to document any change in organisation representatives or contract details using track and trace.

Members have also been asked to notify the Clerk/Assistant Clerk of nominations for award recipients which can be included on the February agenda for consideration.

### Cemetery Review

Quotes have been requested from four organisations and to date only two quotes have been received. At the November meeting Council was of the opinion that the quotes submitted were not detailed enough and requested quotes covering the following:

- Evaluating the current condition of all our Cemeteries
- Undertaking cemetery mapping of each cemetery.
- Providing recommendations on ensuring optimal future burial provision.
- Conducting compliance reviews of the current cemetery regulations.
- Offering insights on the budgetary implications associated with the above considerations.

The Clerk has also contacted Brookwood Cemetery for assistance, however at the time of writing had not received a response.