



Windlesham Parish Council

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The Council Offices
The Avenue
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GU18 5RG

MINUTES OF A MEETING OF R R R WINDLESHAM PARISH COUNCIL Held on Tuesday 16th April 2024, at 7.30pm held at St Anne's Church Centre, 43 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
Sarah Wakefield – Assistant Clerk
Cllr Hoad – Surrey Heath Borough Council
Helen Hansen-Hjul – Windlesham Resident

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

It is to be noted that Councillors attending remotely are not eligible to vote

Cllr Turner took the Chair

		Action
C/23/220	Apologies for absence Apologies for absence were received and accepted from Cllrs Lewis, Marr, McGrath, Hartshorn, and D Jennings-Evans. Cllrs Hardless was in remote attendance.	
C/23/221	Declarations of interest Cllrs Richardson and Cllr Hardless declared a non-pecuniary in item 6 on the agenda due to being predetermined on the matter of the CGR request. <u>Cllr Richardson stated that she would recuse herself from any discussion or voting at any point during the meeting.</u> <u>Cllr Hardless was in remote attendance and, therefore was unable to vote.</u>	

	<p>Cllr Turner acknowledged that his Windlesham colleagues had recently noted that they were unhappy with his role and approach. Consequently, he sought the opinion of those present, inquiring whether they were content for him to continue chairing the meeting or if they would prefer the Vice Chair to assume the role.</p> <p>Cllr Hills proposed, and it was agreed unanimously that Cllr Turner would continue in the Chair.</p> <p>Finally, Cllr Turner requested that during the discussions Members remained calm and were civil and respectful to each other.</p>	
C/23/222	<p>Public question time</p> <p>Q: Helen Hansen-Hjul asked the Council to explain reasons according to schedule 12A of the LGA 1972 as to why the only substantive agenda item was to be discussed in the confidential part of the meeting.</p> <p>A: The Clerk explained that the decision stemmed from the inclusion of legal advice, which may lead to discussions involving individuals. Moreover, depending on the trajectory of discussions, it was possible that this could form the early stage of a challenge or dispute.</p>	
C/23/223	<p>To agree exclusion of the press and public.</p> <p>To agree that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/23/225 To consider a motion from Cllr Turner for Members to discuss all aspects of the recent request to SHBC to carry out a second Community Governance Review. The aim of the review would be to separate Windlesham North and South Wards from the existing Parish Council</p> <p>Councillors Willgoss, Malcaus, and Harris expressed their preference for discussing as much information as possible in the open meeting, acknowledging the constraints that sometimes prevent this from happening.</p> <p>Cllr Malcaus Cooper also noted that the current CGR request has been very emotive highlighting the necessity for the Council to understand the implications and consider how they move forward. Additionally, she pointed out that some complex issues would need to be resolved should the CGR and possible de-grouping go ahead. Cllr Malcaus Cooper also stated that she would like to see the Council communicate with residents as soon as possible to explain the process.</p> <p>Councillor Turner acknowledged that he was still awaiting information from SHBC following a FOI request and expressed his view that it was premature to come to any conclusions without having sight of this information.</p>	

	Cllr Harris proposed, Cllr Hills seconded, and it was agreed unanimously that all items would remain in the confidential part of the meeting for the discussion. However, resolutions where possible will be recorded in the open minutes.	
	<p>Prior to the start of the confidential discussion, Cllr Malcaus Cooper stated that she had no intention of falling out with anybody. Specifically with her fellow councillors. She emphasised the importance of disagreeing agreeably and maintaining a respectful approach to differing perspectives.</p> <p>Cllr Richardson also made a statement informing Members that throughout the planning of the CGR request, the WVC Councillors had consistently focused on general concerns without ever naming individuals or specific issues. She emphasized that her primary motivation for becoming a councillor was to advocate for the residents. She added that any potential disagreement with Windlesham Parish Council would only arise if she found it challenging to fulfil this representation role effectively, concluding that she would always choose residents first.</p> <p>Cllr Richardson and Cllr Hardless recused themselves.</p>	
C/23/224	<p>Exclusion of the press and public.</p> <p>Agreed the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/23/225 To consider a motion from Cllr Turner for Members to discuss all aspects of the recent request to SHBC to carry out a second Community Governance Review. The aim of the review would be to separate Windlesham North and South Wards from the existing Parish Council</p>	
C/23/225	<p>To consider a motion from Cllr Turner for Members to discuss all aspects of the recent request to SHBC to carry out a second Community Governance Review. The aim of the review would be to separate Windlesham North and South Wards from the existing Parish Council</p> <p>Members were presented with a timeline and all available information relating to the CGR request, including guidance on Community Governance Reviews.</p> <p>Following a lengthy discussion the following resolutions were made:</p> <p>Please note that at 21:55 Council agreed to suspend Standing Orders to continue the discussion.</p> <ol style="list-style-type: none"> 1. Cllr Harris proposed, Cllr Hills seconded, and it was agreed unanimously to delegate authority to the Clerk in conjunction with the Chair and Vice Chair to obtain advice on the initiation of the CGR and if accepted by SHBC, all other aspects of the CGR process, including legal advice if 	

	<p>necessary. It was also resolved that if required, any associated costs up to £40k will be funded from the general reserve.</p> <p>2. Cllr Jennings-Evans proposed, Cllr Harris seconded, and it was resolved that subject to any advice obtained the Council delegated authority to the Clerk in conjunction with the Chair and Vice Chair to write to SHBC regarding the handling of this matter.</p> <p>3. Cllr Turner proposed, Cllr Willgoss seconded, and it was resolved unanimously to delegate authority to the Clerk, in conjunction with the Chair of the Communications Committee and the Communications Officer to publish a communication regarding the CGR process.</p> <p>4. Cllr Turner proposed, Cllr Willgoss seconded, and it was resolved unanimously to delegate authority to the Clerk, and the following nominated Councillors to hold discussions with SHBC. The nominated Councillors are as follows: Cllr Turner, Cllr Jennings-Evans, Cllr Harris, and Cllr Willgoss, with any other Bagshot or Lightwater Councillor acting as a substitute if required.</p> <p>It was also resolved that Cllr Turner will respond to the Leader of the Council regarding his previous communication.</p> <p>5. Cllr Turner proposed Cllr Malcaus Cooper seconded and it was unanimously resolved to form a working party to carry out an impact risk assessment to identify, analyse and evaluate potential impact or consequences that could arise should a CGR be initiated. It was also resolved that the working party would consist of all Members of the Lightwater and Bagshot Committees.</p>	
	There being no further business the meeting closed at 22:30	



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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL **Held on Tuesday 23rd April 2024, at 7.00pm held at St Anne's Church Centre, 43** **Church Road, Bagshot**

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	-	Harris	P	Hardless	A
Du Cann	P	Hartshorn	P	Lewis	A
Gordon	A	Jennings-Evans	P	Marr	P
Hills	PA	Malcaus Cooper	P	McGrath	A
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
C/23/226	Apologies for absence Apologies for absence were received and accepted from Cllrs Gordon, Hardless, McGrath, Lewis, and D Jennings-Evans.	
C/23/227	Declarations of interest None	
C/23/228	Public question time No public were present	
C/23/229	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: Members agreed to discuss all items in the open meeting.	
C/23/230	Full Council Minutes	

	<ul style="list-style-type: none"> The minutes of the Full Council meeting held on 26th March 2024 were approved and signed by Cllr Turner 	Cllr Turner
C/23/231	Committee and Sub-Committee Minutes <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 26th March 2024, were approved and signed by Cllr White. 	Cllr White
C/23/232	Finance <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £18,989.10 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £18,989.10 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/23/233	Bank Reconciliations <p>Members were asked to review the bank reconciliations for February 24 and March 24.</p> <p>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.</p>	
C/23/234	Finance – Budget Monitoring Report <p>Members were presented with a 2023-24 outturn report detailing any overspends, transfers or virements for approval along with the year-end position.</p> <p>Additionally the Clerk informed Members that at the recent Lightwater Committee meeting, the committee had made the following recommendation to Full Council: To engage the services of a solicitor, to write to a resident, regarding the removal of part of the cemetery hedge. It is recommended that this be funded from the legal budget line.</p> <p>Councillors noted the Actual vs Budget report as of 31st March 2024 along with the corresponding Balance Sheet and Income and Expenditure reports.</p> <p>Members also resolved to approve the request from the Lightwater Committee and fund any solicitor fees regarding the unlawful hedge removal.</p>	The Clerk
C/23/235	Community Infrastructure Levy Report <p>Members were presented with a report detailing all CIL income and expenditure.</p>	

	Members noted that there had been no CIL payments between October 23 and April 24 as well as any expiry dates falling within 2024.							
C/23/236	<p>Year-end internal audit report - to review and approve recommendations</p> <p>Council was presented with the year-end internal audit report detailing the recommendations as follows:</p> <table><tr><th>Interim Audit - Points Forward Audit Point</th><th>Audit Findings</th><th>Council comments</th></tr><tr><td>H. ASSETS AND INVESTMENTS <i>Internal audit requirement</i> <i>Asset and investments registers were complete and accurate and properly maintained</i></td><td>I would recommend the asset register is populated with a minute reference of full council approval.</td><td>This recommendation will be incorporated into the new administrative procedure.</td></tr></table> <p>Members thanked the Clerk and the team for all their hard work.</p> <p><i>19:23 Cllr Hills joined the meeting.</i></p> <p>It was resolved unanimously to accept the recommendations and approve the internal audit report.</p> <p>It was also resolved to communicate the audit findings to the wider public.</p>	Interim Audit - Points Forward Audit Point	Audit Findings	Council comments	H. ASSETS AND INVESTMENTS <i>Internal audit requirement</i> <i>Asset and investments registers were complete and accurate and properly maintained</i>	I would recommend the asset register is populated with a minute reference of full council approval.	This recommendation will be incorporated into the new administrative procedure.	Comms Officer
Interim Audit - Points Forward Audit Point	Audit Findings	Council comments						
H. ASSETS AND INVESTMENTS <i>Internal audit requirement</i> <i>Asset and investments registers were complete and accurate and properly maintained</i>	I would recommend the asset register is populated with a minute reference of full council approval.	This recommendation will be incorporated into the new administrative procedure.						
C/23/237	<p>Annual Return (AGAR) – to review, approve and sign off the Annual Governance Statement</p> <p>The Annual Governance Statement was presented to Council and it was unanimously resolved to approve the Annual Governance Statement and permission was given for the Chair of the meeting, Cllr Turner and the Clerk to sign the document.</p>							
C/23/238	<p>Annual Return (AGAR) – to review, approve and sign off Accounting Statements for 2022-23</p> <p>Councillors were presented with and read the Accounting Statements for 2023-24 and it was unanimously resolved to approve the Accounting Statements and permission was given for the Chair of the meeting, Cllr Turner to sign the annual accounting statements for the annual return 2023-24.</p>							
C/23/239	<p>To discuss Bagshot Chapel Drainage</p> <p>Members were presented with 5 quotes to review and asked to review the information provided and decide:</p> <table><tr><th>QUOTE</th><th>£</th><th>Gravedigger estimated costs</th><th>Total cost</th></tr></table>	QUOTE	£	Gravedigger estimated costs	Total cost			
QUOTE	£	Gravedigger estimated costs	Total cost					

	<table><tr><td>A</td><td>£14,653.71 + VAT</td><td>£1,000 - £3,250</td><td>£15,653.71 - £17,903.71</td></tr><tr><td>B</td><td>Total £13,953</td><td>£1,000 - £3,250</td><td>£14,953 - £17, 203</td></tr><tr><td>C</td><td>£11,750 + VAT</td><td>£1,000 - £3,250</td><td>£12,750 - £15,00</td></tr><tr><td>D</td><td>£11,260 + VAT</td><td>Not required</td><td>£11,260</td></tr><tr><td>E</td><td>£11,250.00 + VAT</td><td>£1,000 - £3,250</td><td>£12,250-£14,500</td></tr></table> <p>a) If they wish to install soakaways and trench / French drain.</p> <p>If Members wish to proceed, they are asked to:</p> <p>b) Decide which contractor/s they would like to engage, noting that the works will be funded from the Bagshot CIL</p> <p>Members also reviewed 2 quotes for a local grave digger to be available should it be required.</p> <p>Quote A - £650 per day Quote B - £250 per day</p> <p>It was resolved unanimously to appoint contractor C to install the drainage and quote B, to provide support service if required.</p>	A	£14,653.71 + VAT	£1,000 - £3,250	£15,653.71 - £17,903.71	B	Total £13,953	£1,000 - £3,250	£14,953 - £17, 203	C	£11,750 + VAT	£1,000 - £3,250	£12,750 - £15,00	D	£11,260 + VAT	Not required	£11,260	E	£11,250.00 + VAT	£1,000 - £3,250	£12,250-£14,500	Operations/ Cemeteries Coordinator
A	£14,653.71 + VAT	£1,000 - £3,250	£15,653.71 - £17,903.71																			
B	Total £13,953	£1,000 - £3,250	£14,953 - £17, 203																			
C	£11,750 + VAT	£1,000 - £3,250	£12,750 - £15,00																			
D	£11,260 + VAT	Not required	£11,260																			
E	£11,250.00 + VAT	£1,000 - £3,250	£12,250-£14,500																			
C/23/240	<p>Outside Organisations - To receive any reports from representatives on outside organisations.</p> <p>Nothing to report.</p>																					
C/23/241	<p>Clerks update</p> <p>The Clerk reported the following:</p> <p>Following the recent announcement of a Community Governance Review (CGR) request to degroup the Parish Council, the unforeseen demand on officer time to deal with associated queries and additional meetings has unfortunately resulted in the workstream being disrupted. Consequently, projects have not advanced at the anticipated pace. Going forward the Council will need to prioritise resources, taking into account any additional workload.</p> <p>Sale of Hook Mill Lane Depot In line with the resolution at the February Full Council meeting a notice of intent to sell the land at Hook Mill Lane was placed in the Surrey Advertiser. Council has received 4 expressions of interest.</p> <p>Bagshot Cemetery Wall Repair The repair of the perimeter wall at Bagshot Cemetery is underway and should be completed the week commencing 22nd April.</p> <p>Greenspace Procurement</p>																					

	<p>The initial market engagement process is currently underway. A full report will come to the Full Council in due course.</p> <p>Community Reception Preparations for the community reception are almost complete and we are looking forward to the event which is being held at All Saints Church Hall on the 27th April 2024</p> <p>Windlesham Neighbourhood Plan SharePoint The above SharePoint site is currently being set up and is undergoing testing.</p> <p>War Memorials – Routine Structural Surveys The Operations Coordinator is in the process of obtaining quotes to carry out routine structural surveys on all war memorials within the Parish. Additionally, quotes are being sought to refurbish the lettering on the Lightwater and Windlesham memorials. Please note that all three war memorials are Grade II listed and all works will be approved by SHBC planning.</p>	
C/23/242	<p>Consultation regarding Forest Management</p> <p>Members were asked to consider if they wished to respond to the following consultation.</p> <p>Re: Forest Management carried out by The Crown Estate (SA-FM/COC-002666 & SA-PEFC-FM-002666) of The Estate Office, Windsor Great Park, Windsor, Berks, SL4 2HT</p> <p>Members reviewed the consultation and resolved not to respond.</p>	
C/23/243	<p>Correspondence</p> <p>The Clerk informed Members that the Chair of Council had received an invitation to the SHBC Annual meeting being held on the 15th May 2024.</p> <p>The election for the Parish Council Chair for 2024-25 is scheduled for May 14, 2024. Therefore, the Clerk will reply to SHBC, expressing the Council's hope that the new Chair will be available to attend.</p>	
C/23/244	<p>Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p>	
	There being no further business the meeting closed at 19:56	

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2024	3776CN	595	NEIL CURTIS	NEIL	-360.00	0.00	-360.00	4005	400	-360.00	CN AGAINST INV3776
31/03/2024	3776A	596	NEIL CURTIS	NEIL	180.00	0.00	180.00	4005	400	180.00	Corrected inv to replace 3776
TOTAL INVOICES					-180.00	0.00	-180.00			-180.00	
VAT ANALYSIS CODE OTS @ 0.00%					-180.00	0.00	-180.00				
TOTALS					-180.00	0.00	-180.00				

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/03/2024	104498	592	PRINT	PRINT	438.00	13.00	451.00	4600	325	162.06	Printing for APM
								4600	425	166.44	Printing for APM
								4600	525	109.50	Printing for APM
29/03/2024	61 (29 MAR 24)	593	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Meeting 13 March 24
								4950	425	5.70	Meeting 13 March 24
								4950	525	3.75	Meeting 13 March 24
31/03/2024	3776	594	NEIL CURTIS	NEIL	360.00	0.00	360.00	4005	400	360.00	LW int - Wakefield, Dexter
TOTAL INVOICES					813.00	13.00	826.00			813.00	
VAT ANALYSIS CODE OTS @ 0.00%					748.00	0.00	748.00				
VAT ANALYSIS CODE S @ 20.00%					65.00	13.00	78.00				
TOTALS					813.00	13.00	826.00				

Top Level for Month No 1			Order by Invoices Entered								
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2024	MARCH 24	597	AB EXPENSES	AB EXP	29.55	0.00	29.55	4435	225	29.55	AB exp - 31 March 24
01/04/2024	2754	598	SURREY ALC	SALC	2,861.98	0.00	2,861.98	4430	225	2,861.98	NALC/SALC subs 24-25
01/04/2024	30729	599	RIALTAS BUSINESS	REALTAS	3,229.00	645.80	3,874.80	4420	225	3,229.00	RBS Annual subs/support 24-25
02/04/2024	1824	88	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Win Cem main - March 24
02/04/2024	248114-1	600	SLCC ENTERPRISES LTD	SLCC	357.00	0.00	357.00	4430	225	357.00	Membership JW - 24-25
03/04/2024	2038979	601	SURREY HEATH	SHBC01	65.39	13.08	78.47	4220	410	65.39	L'water gym insp - April 24
03/04/2024	2038978	602	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,070.99	Greenspace contract - April 24
								4165	410	3,070.99	Greenspace contract - April 24
								4165	510	1,732.36	Greenspace contract - April 24
03/04/2024	202406	603	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	37.00	Hire fee - 19/26 Mar (FC/APM)
								4950	425	37.00	Hire fee - 19/26 Mar (FC/APM)
								4950	525	26.00	Hire fee - 19/26 Mar (FC/APM)
TOTAL INVOICES					16,647.26	2,659.75	19,307.01	16,647.26			
VAT ANALYSIS CODE OTS @ 0.00%					3,348.53	0.00	3,348.53				
VAT ANALYSIS CODE S @ 20.00%					13,298.73	2,659.75	15,958.48				
TOTALS					16,647.26	2,659.75	19,307.01				

Top Level for Month No 1

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/04/2024	4061131	604	VIKING	VIKIN	105.48	21.10	126.58	4435	225	105.48	office stationery - misc items
01/04/2024	4361/2024/25	605	ICCM	ICCM	100.00	0.00	100.00	4430	225	100.00	ICCM membership 24-25
31/03/2024	1661	606	ZENTECH IT	FRE01	392.38	78.48	470.86	4430	225	287.38	Licences M'soft 365 - Apr 24
								4425	225	105.00	Support - Mar 24
09/02/2024	162165	607	BARCHAM	BARCHAM	685.00	137.00	822.00	4195	210	685.00	4 x trees (Bosman Drive, Wind.
								395		-685.00	4 x trees (Bosman Drive, Wind.
								6000	210	685.00	4 x trees (Bosman Drive, Wind.
TOTAL INVOICES					1,282.86	236.58	1,519.44			1,282.86	
VAT ANALYSISCODE OTS @ 0.00%					100.00	0.00	100.00				
VAT ANALYSISCODE S @ 20.00%					1,182.86	236.58	1,419.44				
TOTALS					1,282.86	236.58	1,519.44				

Top Level for Month No 1

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/04/2024	EXP - MAR 24	608	LUCY SHANNON	SHANNON	65.98	0.00	65.98	4435	225	65.98	L Shannon exp - Mar 24
TOTAL INVOICES					65.98	0.00	65.98			65.98	
VAT ANALYSISCODE OTS @ 0.00%					65.98	0.00	65.98				
TOTALS					65.98	0.00	65.98				

15/04/2024

Windlesham Parish Council

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11:43

PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Windlesham PL for Month No 1

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/04/2024	3881	122	ZENTECH LTD <i>NEIL CURTIS</i>	FREOT <i>NEIL</i>	360.00	0.00	360.00	4005	500	360.00	Ashes internment x 2 Wind.
TOTAL INVOICES					360.00	0.00	360.00			360.00	
VAT ANALYSIS CODE OTS @ 0.00%					360.00	0.00	360.00				
TOTALS					360.00	0.00	360.00				



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GU18 5RG

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

Held on Wednesday 17th April 2024 at All Saints' Church Hall, Broadway Road, Lightwater.

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

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

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

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		Action
PLAN/23/158	Apologies for absence Apologies were received and accepted from Cllr Marr and Cllr Richardson.	
PLAN/23/159	Declarations of interest There were no declarations of interest.	
PLAN/23/160	Public question time No members of the public were present.	
PLAN/23/161	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	
PLAN/23/162	Members to consider a response to the Bracknell Forest Council draft Bracknell Town Centre Masterplans Supplementary Planning Document (SPD). The public consultation runs from Monday 8 April 2024 until Monday 20 May 2024.	

	Members unanimously resolved to defer this item to the next planning meeting.	
PLAN/23/163	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications		
24/0283/FFU	Pennyhill Park Hotel And Spa, Rfu Training Facility, London Road, Bagshot, Surrey, GU19 5EU Erection of new temporary training accommodation building and a new temporary store. No objection with the following comment: Members noted that this application was for temporary buildings and asked that the 5 years was adhered to.	FPA	23 rd April 2024
24/0297/FFU	4A Guildford Road, Bagshot, Surrey, GU19 5JH Installation of rooflights and amendments to the external fenestration to in. No objection	FPA	1 st May 2024
24/0304/FFU	Playground, Gomer Road, Bagshot, Surrey Replacement playpark including equipment, landscaping and community planting beds No objection	FPA	2 nd May 2024
24/0311/CES	3 Freemantle Road, Bagshot, Surrey, GU19 5NF Certificate of lawfulness for the proposed erection of a single storey rear extension. No objection	CPD	
24/0297/FFU	Rear Of, 4 Guildford Road, Bagshot, Surrey, GU19 5JH Amendment: Please note amended site address. Installation of rooflights and amendments to the external fenestration to include the repositioning/installation of windows. No objection	FPA	26 th April 2024
24/0320/FFU	7 South Farm Lane, Bagshot, Surrey, GU19 5NT Erection of a rear conservatory No objection	FPA	6 th May 2024
24/0324/FFU	The Annexe, The Farm House, Hall Grove Farm Industrial Estate, Bagshot, Surrey, GU19 5HP External and internal works to convert an existing building currently used for ancillary residential purposes associated with the main house to provide further	FPA	7 th May 2024

	<p>accommodation for The Annex and the erection of a replacement single-storey side extension and front porch.</p> <p>No objection</p>		
24/0346/FFU	<p>38 London Road, Bagshot, Surrey, GU19 5HN Change of use from residential dwelling (C3) to a private medical clinic (E). Part retrospective to include the re-surfacing of driveway and parking area with gravel and tarmac.</p> <p>COMMENT as follows: Members had concerns regarding the extra volume of vehicles entering and leaving the site and asked that there is adequate parking, so that vehicles do not spill onto the road.</p>	FPA	8 th May 2024
	Lightwater Applications		
23/0897/DTC	<p>Buckhurst, Lightwater Road, Lightwater, Surrey, GU18 5XQ Submission of details to comply with condition 4 (Tree Protection Plan) attached to planning permission 23/0183/FFU for the erection of two storey rear extension, single storey front extension to include balcony on first floor, garage conversion and extension of existing dormer to include roof light.</p> <p>Members noted the application.</p>	FPA	6 th May 2024
24/0309/FFU	<p>Hillcrest, The Ridgeway, Lightwater, Surrey, GU18 5XS Erection of a single storey side extension.</p> <p>No objection</p>	FPA	6 th May 2024
24/0337/FFU	<p>89 Macdonald Road, Lightwater, Surrey, GU18 5XZ Erection of front boundary metal fencing, piers and electric gates.</p> <p>No objection with the following comment: Members asked that the proposed pillars do not affect sight lines and that the electric gates do not slow traffic down when vehicles turn in.</p>	FPA	7 th May 2024
	Windlesham Applications		
24/0292/FFU	<p>Holly House, Beech Walk, Windlesham, Surrey, GU20 6HB Erection of a first floor side extension and conversion of garage.</p> <p>No objection with the following comment: Members asked that consideration is made regarding tree protection.</p>	FPA	23 rd April 2024

24/0296/FFU	<p>63 Chertsey Road, Windlesham, Surrey, GU20 6HE Erection of two storey rear and side extension, new front porch, loft conversion including insertion of rear dormer, installation of roof mounted solar panels, changes to external materials and removal of existing chimney.</p> <p>Objection for the following reasons: Members had concerns that this application is for a sizeable two-storey rear extension for the full width of the house (5m x 14.284m) and a two-storey side extension. In addition, the loft will be converted into habitable space and it appears from the elevations that this will involve raising the height of the dwelling, effectively creating a three storey house. This objection is on the basis of scale and dominance, which are material considerations for planning purposes. In addition, the proposal does not comply with Policy WNP2.1 of the Windlesham Neighbourhood Plan, which stipulates that extensions of existing dwellings should “maintain the general scale of development in the surrounding area without creating any overbearing presence”. Although the garage has been retained, it appears to have been reduced in length and it is questionable whether it is large enough to accommodate a vehicle. Members query why the application has not been treated as liable to CIL as the rear extension alone creates more than 100 square metres gross internal area. Members also expressed concern regarding construction vehicles parking on the road.</p>	FPA	1 st May 2024
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There being no further business, the meeting closed at 11:19



Windlesham Parish Council

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

Held on Wednesday 23rd April 2024 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	A	Richardson	P
Du-Cann	P				

In attendance: Jo Whitfield – Clerk to the Council
2 Members of the public were present

Cllr White took the Chair

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

		Action
PLAN/23/164	Apologies for absence Apologies for absence were received and accepted from Cllr Stevens.	
PLAN/23/165	Declarations of interest None	
PLAN/23/166	Public question time No members of the public were present.	
PLAN/23/166	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	
PLAN/23/167	To consider planning applications and planning appeals received prior to this meeting:	

	Windlesham Applications	
24/0355/FFU	Essex House , Snows Paddock, Windlesham, Surrey, GU20 6LH Erection of replacement walls and gate.	FPA

	<p>Members commented that there are several other houses on Snows Paddock with the proposed type of arrangement of pillars, walls, railings and planting, therefore in principle, we do not object to this application. However, they felt that the immediate neighbours at Farthings have made some very pertinent comments and suggestions in their submission of 16 April and request that SHBC consider them.</p> <p>In particular, it was agreed that a wrought iron gate (one is currently present) would be preferable to a large solid wooden gate. This would be more in line with Windlesham Neighbourhood Plan Policy WNP2.3 (roadside landscapes) which supports planning applications which “create viewpoints revealing interesting old and new buildings and gardens and which enhance the roadside landscape without reducing personal security or privacy.”</p>	
24/0343/FFU	<p>Ming Restaurant, Ming, London Road, Windlesham, Surrey, GU20 6PG</p> <p>Erection of detached two storey with roof accommodation block of flats comprising 4no 2-bed and 2no 1-bed flats and 2no 5-bed detached two storey dwellings with roof accommodation with car parking and landscaping following demolition of existing restaurant building.</p> <p>Members commented that there have been a number of applications in relation to this site. The original application (21/0855/FFU), to which Windlesham Parish Council objected, was refused, as was the appeal. A further application (23/0311/FFU) was approved, subject to 17 conditions. The first condition was that development should begin within one year of the date of permission (18 May 2023). This new application is essentially a request for an extension of time in respect of the period allowed for the commencement of the works, there being no changes to the scheme.</p> <p>Members are concerned that by the applicant's own admission (letter dated 28 March 2024 from D&M Planning), none of the pre-commencement conditions have yet to be submitted and/or discharged.</p> <p>If this application is granted, it is requested that the applicant is required to commence the works promptly, ideally within a year, bearing in mind that the reason given for the original one-year period was “to prevent an accumulation of unimplemented planning permissions.”</p> <p>Members also noted residents' concerns about the potential loss of privacy if the current hedging or any trees are removed. They have requested that any approval be contingent upon preserving the existing level of privacy.</p>	FPA

There being no further business, the meeting closed at 18:43



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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER
VILLAGE COMMITTEE**
**Held on Tuesday 16th April 2024 at 6:15pm at St Anne's Church Centre, Church Road,
Bagshot**

Councillors	
Harris	P
Hartshorn	A
R Jennings-Evans	P
D Jennings-Evans	A
Malcaus Cooper	P
Stevens	P
Turner	P

In attendance: Sarah Wakefield- Assistant Clerk

Cllr Harris took the Chair

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

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		Action
LVC/23/47	Apologies for absence Apologies were received and accepted from Cllr D Jenning-Evans and Cllr Hartshorn.	
LVC/23/48	Declarations of Interest There were no declarations of interest. Cllr Malcaus Cooper and Cllr Harris declared a pecuniary interest in item 9. Cllr Malcaus Cooper is the Chair of the Lightwater Society, the group who will be providing the insurance and Cllr Harris is also involved with the Lightwater Society.	
LVC/23/49	Public question time	

	<p>Members received the following question via e-mail from Lightwater resident, Mr Herren:</p> <p>Q.Would the council please state what activities are going to take place on the Lightwater Recreation Ground that justify the huge, proposed expenditure on a new pavilion.</p> <p>A. Members thanked Mr Herren for his question and noted his comments. Members commented that the current building is not fit for purpose, and that the Parish Council has a duty of care to maintain it. They also confirmed that Council has had a long-term plan to replace rather than refurbish the existing property, with a recent building condition report estimating £147K of work needs to be spent to bring the existing building up to a reasonable standard. Members also wanted to stress that the project is still in its early stages with no budget yet agreed for the project.</p>	
LVC/23/50	<p>Exclusion of the press and public.</p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>LVC/23/59- Lightwater Recreation Ground- to discuss legal advice</p> <p>LVC/23/60- Public Questions- to discuss a request from a Lightwater resident with regards a hedge.</p>	
LVC/23/51	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the Lightwater Village Committee meeting held on the 9th January 2024 were approved and signed by Cllr Harris.</p>	Cllr Harris
LVC/23/52	<p>Payments for approval</p> <p>There were no payments for approval.</p>	
LVC/23/53	<p>Committee finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report up until the 31st March 2024.</p> <p>Cllr Malcaus Cooper proposed, Cllr R Jennings-Evans seconded, and it was agreed with 4 in favour and 1 against to put a recommendation to Full Council, to move any underspend (to be confirmed by the RFO) from the Lightwater budget lines to the Pavilion EMR.</p> <p>Members noted the rest of the report.</p>	
LVC/23/54	Lightwater Cemetery	

	<p>a) Historical memorial repair</p> <p>It was noted that at the January 2024 committee meeting, members unanimously resolved to complete a walk around of the cemetery to consider if there were any memorials of historical interest that they would like to repair. Cllrs Turner and Stevens conducted a walk around of the cemetery in February and confirmed that they did not identify any memorials for repair and members were asked to confirm that they were in agreement.</p> <p>Members unanimously resolved to not undertake repairs on any memorials in Lightwater Cemetery.</p> <p>Cllr Malcaus Cooper proposed, Cllr Turner seconded, and it was unanimously resolved that a recommendation is put forward to Full Council to transfer the spend of up to £10K, previously agreed for the historical memorial repair work in Lightwater Cemetery, to the Lightwater Cemetery EMR.</p> <p>b) To discuss a survey of the land at Lightwater Cemetery</p> <p>Members were asked to decide if they would like to proceed with a topographical survey of the land at Lightwater Cemetery and if so, to decide if they would like to give delegated authority to the Clerk, in conjunction with the Chair and Vice-Chair to seek quotes based on agreed criteria and award based on best value and or suitability. Members were also asked to decide an upper spend for the survey and how it should be funded.</p> <p>Members discussed the topic in detail, and it was confirmed a survey would help to assist in the definition of the boundaries, the identification of different tree species and the position of trees, bushes and vegetation.</p> <p>Cllr Harris proposed, Cllr Malcaus Cooper seconded, and it was unanimously agreed to give delegated authority to the Clerk in conjunction with the Chair and vice chair to seek quotes and appoint a surveyor, based on a criterion drawn up by Cllr Harris. Members also agreed an upper spend limit of £10K, to be funded from the Lightwater Cemetery EMR.</p> <p>c) To discuss landscaping options in the cemetery</p> <p>Members noted that it was recommended that the discussion of landscaping options in the cemetery were deferred until a topographical survey had been completed but were asked to decide if they would like to seek quotes to replace the cemetery boundary fence and if so, to consider funding options.</p> <p>Members asked that investigations were undertaken to determine the SHBC boundary on the side of the Country Park.</p> <p>Members unanimously resolved to proceed with seeking quotes for chestnut paling and rural post and rail fencing with two gateways to be brought back to the next committee meeting.</p>	<p>Clerk, Chair & Vice Chair</p> <p>Assistant Clerk</p>
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	<p>d) To discuss a section of hedge/fence at the cemetery</p> <p>Members noted that in March 2024, a section of hedge which runs along the cemetery boundary was removed.</p> <p>Members were asked to decide what course of action, if any, they would like to take.</p> <p>Members unanimously resolved to seek quotes to get costs to replace the hedge and to make a recommendation to Full Council to get approval to seek legal advice and take any actions resulting from that.</p> <p>Members also confirmed that the boundary around the cemetery should be reinstated once the topographical survey had been completed.</p>	
LVC/23/55	<p>Grant Applications-</p> <p>a) To consider a grant application from Lightwater Community Cinema</p> <p>Members unanimously resolved to grant £750 for the above purposes, provided a copy of the organisation's constitution was submitted.</p> <p>b) To consider a grant application from Lightwater Society</p> <p>Members unanimously resolved to grant £250 for the above purposes, providing the purpose of the grant was re worded, and that the application form was re submitted to reflect the correct organisation/group.</p>	
LVC/23/56	<p>Clerks Update</p> <p>No updates.</p>	
LVC/23/57	<p>Correspondence</p> <p>No correspondence.</p>	
LVC/23/58	<p>Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>LVC/23/59- Lightwater Recreation Ground- to discuss legal advice</p>	

	LVC/23/60- Public Questions- to discuss a request from a Lightwater resident with regards a hedge.	
LVC/23/59	<p>Lightwater Recreation Ground</p> <p>Members were provided with information regarding negotiations with Fields in Trust and matters associated with the Pavilion and Recreation Ground and were asked to decide if they would like to give delegated authority to the Clerk in conjunction with the Chair and Vice-Chair to seek quotes and appoint a law firm for legal advice regarding these matters. Members were also asked to set an upper spend and decide how to fund the legal advice.</p> <p>Members unanimously resolved to give delegated authority to the Clerk in conjunction with the Chair and vice chair to seek quotes and appoint a law firm for legal advice regarding matters associated with the Pavilion and Recreation Ground. An upper limit of £14,999, to be funded from the Lightwater Pavilion Budget line was also agreed.</p> <p>Members also resolved with 4 in favour and 1 against to defer seeking quotes for the grass crates and lime trees.</p>	Clerk, Chair & Vice Chair
LVC/23/60	<p>Public Questions: Cemetery hedge:</p> <p>Members reviewed an e-mail which had been sent in from a Lightwater resident regarding the hedges in his front garden.</p> <p>Members unanimously resolved to advise the resident to cut back the hedging to the edge of his boundary as per the Council's tree policy.</p>	Assistant Clerk

There being no further business, the meeting closed at 19:05

Agenda Item 9 – To appoint members to committees
Full Council 14th May 2024

Listed below are the committees of the Council to be appointed to for the year 2024-25. Ward members will sit on their own village committees and Personnel and Planning should consist of a minimum of 6 members - 2 representatives per village. Additional Members may join as long as the two per village minimum is met.

Chairs and Vice-Chairs of Committees will be voted at the first meeting of that committee, after the Annual Full Council meeting.

Terms of reference for the village committees, Planning, Communications and Personnel committees are attached and will need to be agreed by Full Council and noted by each committee at their first meetings.

Bagshot Village Committee

Cllr Bakar
Cllr Du Cann
Cllr Gordon
Cllr Hills
Cllr White
Cllr Willgoss

Lightwater Village Committee

Cllr Turner
Cllr Harris
Cllr Hartshorn
Cllr Malcaus Cooper
Cllr Jennings-Evans
Cllr
Vacancy

Windlesham Village Committee

Cllr Hardless
Cllr Richardson
Cllr Lewis
Cllr McGrath
Cllr Marr

Personnel Committee

To be decided at the May Full Council meeting.

Planning Committee

To be decided at the May Full Council meeting.

Communications Committee

To be decided at the May Full Council meeting.

1. Members are asked to agree Membership to the Committees listed below:
 - a) Bagshot Village Committee
 - b) Lightwater Village Committee
 - c) Windlesham Village Committee
 - d) Personnel Committee
 - e) Planning Committee
 - f) Communications Committee
2. Appointment of any new committees, the number of members (including if appropriate, substitute councillors) and receipt of nominations to any new committees.
3. Review of delegation arrangements, including the scheme of delegation and terms of reference to existing committees and sub-committees. (See attached, noting amendments in yellow)

Windlesham Parish Council

1. ARRANGEMENTS FOR DISCHARGE OF FUNCTIONS BY THE COUNCIL TO COMMITTEES

Subject to the appointment of the Bagshot Committee, Lightwater Committee, Windlesham Committee, Planning Committee, Communications Committee and Personnel/Staffing Committee as the Council's Standing Committees at the Annual Full Meeting of the Council, the following Terms of Reference and Delegated Functions are discharged to those Committees with the exception of the statutory and reserved duties listed below:

- a. Power to issue the Annual Precept;*
- b. The determination of borrowing limits;*
- c. Duty to consider an Auditor's Report;*
- d. Appointment of Committees and Members to serve on those Committees;*
- e. Fixing of Dates & Times of Council/Committee meetings;*
- f. Co-option of a Member to serve on the Council;*
- g. Delegation of Council Functions to Committees, and any other Functions that may be reserved by the Council including those duties indicated in the Standing Committees that will be referred up to Council.*

2. INTRODUCTION

2.1 This document sets out the manner in which Windlesham Parish Council has delegated its powers.

2.2 The legal basis of the delegation conferred by the Document is contained in the following provisions of the Local Government Act 1972:

"S. 101 Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

(a) by a Committee, a sub-committee or an officer of the authority, or

(b) by any other local authority

(2) Whereby virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee arrange for the discharge of any of those functions of a local authority and whereby virtue of this section any functions of a local authority may be discharged by a sub- committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(4) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub- committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

(5) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation

to the functions of the individual authorities.

(6) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority."

2.3 It is desirable that in the interests of certainty in decision making and to avoid lengthy discussions in Council meetings, Standing Orders should discourage, so far as is legally possible, action being taken by the Council after the matter has been 'decided' by a Committee, or Sub-committee. If the Council feel, however, that action is necessary then normally it should refer the matter back to the Committee concerned.

2.4 The intention of the delegation scheme is that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level and that officers are given power over the day-to-day administration of the Council.

3. THE 3 VILLAGES COMMITTEES - BAGSHOT/LIGHTWATER/WINDLESHAM (Committees appointed by Full Council)

3.1 Membership of the Committee

a. The Committee shall comprise of members, co-opted or elected at term or mid-term via a casual vacancy, of the village the committee is named after. i.e. Lightwater members will be members of the Lightwater Committee, Bagshot members will be members of the Bagshot Committee and Windlesham Members will be members of the Windlesham Committee. All other Councillors may act as nominated substitutes.

b. Subject Matter Experts, whether from within or outside of Council may be invited to attend the meetings in a non-voting capacity.

c. Any changes in membership of the Committee after the Annual Full Meeting of the Council shall be subject to approval at the next Full Council Meeting.

d. The quorum of the Committee shall be a third of the Committee or three of its members, whichever is the greatest.

e. Chairman of the Committee

i. The Committee shall elect its own Chairman at the first meeting of the Committee following the Annual Meeting of the Council.

f. The Committee may elect a Vice-Chairman for the same term of office as the Chairman of the village committee.

g. Minutes of Committee Meetings

h. Meeting minutes shall be taken by a member of staff.

i. The minutes of each meeting of the Committee shall be made available for scrutiny at the next meeting of Full Council.

4. POWERS OF THE COMMITTEE

The [Village] Committee shall be granted full delegated powers to deal with the following functions of the Council:

- a. Upon renewal of an existing Contract, tendering and procuring Contracts for its area. Full Council, as the legal entity, will sign off all contracts, subject to correct tendering process being followed and demonstration that the Committee can meet the expenditure.
- b. Burial Ground regulations and fees.
- i. The Committee shall ensure that its policies, regulations and fees as outlined in 4b above are reviewed annually.
- ii. The Committee shall consider and make rulings in respect of complaints or queries regarding regulations and fees as outlined in 4.b above.
- iii. The Committees shall extend resident-reduced fees to all residents of the parish in perpetuity
 - c. Spending its budget
 - d. Awarding Grants
 - e. Engaging and participating in Community events
 - f. Agree an annual budget to present to Full Council in the October Budget meeting
 - g. By means of a working party review planning applications within the village area and make recommendations to the planning committee or Full Council.
 - h. By means of a working party, make written representations for approval by the planning committee for submission to Planning Appeals or Hearings, if required.
 - i. To receive reports on Planning Decisions if supplied by the relevant planning authority
 - j. To receive and if necessary by means of a working party make recommendations to the planning committee, on the following: (a) Local Plans, (b) County Structure Plans, (c) Local Transport Plan, (d) Planning Strategy Documents/Planning Guidance, (e) Surrey Heath Borough Council Local Plan (Core Strategy Development Plan), etc
 - k. To comment on transportation and highways matters including public footpaths, bus services, traffic orders, traffic calming, street lighting, street cleansing, litter/litter bins, bus shelters, highway maintenance, highway schemes, etc.,
 - l. To receive and if necessary comment on information Reports submitted by the County Councillor for the Ward relating to any matters affecting the Village of Windlesham.
 - m. To receive and if necessary comment on environmental Issues including Air Quality Management Areas, Recycling facilities/initiatives, Monitoring Noise and other traffic pollution concerns, Health & Safety Risk Assessments/Reports,
 - n. Applications for Grant aid falling within the purview of the Committee. Full Council, as the legal entity, will sign off all grant aid applications, subject to the Committee demonstrating it can meet all the obligations required of the grant awarding body
 - o. To authorise, in advance, Members' attendances at Conferences/Seminars or other Meetings falling within the purview of the Committee,
 - p. To contribute to the Full Council's newsletter
 - q. To consider and accept tenders/quotations for works/equipment etc. falling within approved estimates, otherwise, the matter to be referred to Full Council for approval (this is if the cost of a project exceeds the estimate or is greater than the delegated committee's power and providing the village committee has the funds to do so) if a supplementary budget is required.
 - r. To incur expenditure on the budgeted and approved estimates for the current financial year on all budget headings that fall solely to that village, up to the respective amounts detailed in such estimates.

- s. To make recommendations to Full Council for any new capital schemes, including estimates for such schemes, for inclusion in the draft budgets for the next financial year and also items for inclusion in the draft revenue budgets.
- t. Decisions by committee that are to be considered by Full Council in order to meet statutory and legal requirements under due diligence and good governance arrangements are solely for endorsement. Council may ask questions and seek clarity but shall not unpick decisions made by committee.
- u. Should Council or Councillors feel that a decision made is not in the best interest of Council, this decision will be able to be called in. (Call in procedure to be linked to standing orders)

5. RESPONSIBILITIES AND AREAS OF OPERATION OF THE COMMITTEE

- a. The Chairman of the Committee or, in the absence of the Chairman, the Vice-Chairman or, should a Vice-Chairman not be elected or present, another member of the Committee shall discuss the Committee's rulings with the public or the press when so required.
- b. The Committee shall ensure that any decisions or rulings which might be considered controversial or may result in adverse publicity for the Council are referred to the Proper Officer of the Council and or the Council as appropriate at the earliest opportunity and by means of extraordinary meetings if need be.
- c. The Committee shall ensure that the Responsible Financial Officer is informed of any decisions or rulings which have financial implications.

6.FINANCES

- a. Subject to 1, 2 and 3 above the [Village] Committee shall be responsible for managing its budget.
- b. The Committee budget shall be accrued by the precept generated in that village (SHBC base rate calculations apply) and any income generated by the village (if applicable).
- c. All Council wide costs will be shared by the village committees on the percentage basis detailed in appendix A. All village specific expenditure will be met by each village committee as detailed in appendix A.
- d. Subject to Financial Regulations the spending limit of each village committee shall be no more than £15,000 per single item.

May 2024

APPENDIX A

TOP LEVEL COSTS

All top-level (Council-wide) costs will be considered a top level cost and will not be split between the village committees on the percentage basis stated above. Top level costs are the following:

- Staff cost centre 220 – Salaries, Pension, HMRC & Training
- Administration cost centre 225
- Hook Mill Lane Depot cost centre 235
- Allotments cost centre 215
- Council office and chamber cost centre 235
- Bagshot chapel cost centre 235
- High Curley SSSI
- Trees -all expenditure from EMR

PRECEPT

The Council Precept for the 2024-25 year is £505,201.

Precept by Village after top level costs are accounted for, with North Windlesham part of Windlesham (figures supplied by SHBC)

- | | |
|-----------------------|---|
| • TOP LEVEL: £242,255 | |
| • BAGSHOT: £97,290 | This equates to 37% of the remainder of precept |
| • LIGHTWATER: £97,290 | This equates to 37% of the remainder of precept |
| • WINDLESHAM: £68,366 | This equates to 26% of the remainder of precept |

ASSET MANAGEMENT

All assets are to be managed by individual village committees apart from Hook Mill Lane depot, Bagshot Chapel, High Curley and the Council Office and Chamber. All income derived from village-based assets (cemeteries income or by the sale of an asset) will be retained by that village committee.

Hook Mill Lane – in the event of the sale of this asset, the proceeds will be split between the villages on the same percentage basis listed above.

Village committees will be responsible for the costs and management of the following assets:

- Bagshot – cemetery, war memorial, School Lane Field, Freemantle Road play area, Jubilee lamp, Bagshot clock, all street furniture owned by WPC in Bagshot
- Lightwater – cemetery, Lightwater pavilion, Lightwater recreation ground and play area, war memorial and all street furniture owned by WPC in Lightwater
- Windlesham – cemetery, war memorial, Windmill Field play area, Kings Lane play area

GREENSPACE CONTRACT BREAKDOWN

Total grass + vegetation in the 3 villages = 55,364m² (figure provided by SHBC contract manager)

Lightwater = 39%
Bagshot = 39%
Windlesham = 22%

These percentages are to be applied to the budgeted cost of the Greenspace contract in any given year.

Please note the greenspace contract does not include the maintenance of Windlesham cemetery. If at any point in the future this were to be added into a wider greenspace contract, this would affect the percentage breakdown listed.

COUNCILLOR COSTS

Councillor costs (allowances, training budget and expenses) will be based on the number of committee seats and costs split according – Bagshot 6/18, Lightwater 7/18 and Windlesham 5/18.

Committee Name	Frequency of meetings
Full Council	x 10 meetings annually
Personnel	Quarterly (as current committee x4)
Planning	2 x per month except December where there will be 1 meeting.
Communications	x 4 Quarterly
Bagshot	x 4 Quarterly
Lightwater	x 4 Quarterly
Windlesham	x 4 Quarterly
TOTAL MEETINGS	53 MEETINGS PER YEAR

This only addresses the number of meetings and not their duration.

Windlesham Parish Council

Personnel Committee – Terms of Reference

The role of the Personnel Committee is to consider all matters relating to the appointment and management of Council staff.

Membership of the committee will consist of a minimum of 6 members, with a minimum of 2 representatives from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.

1. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
2. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

FUNCTIONS:

The Personnel Committee will have the following duties and shall be empowered, within the current structure, to:

Re: Recruitment

- a) Have full delegated authority to recruit in accordance with operational need, subject to budget availability and to oversee the full employment process for all positions. To delegate responsibility to the Parish Clerk or to an interview panel as they consider appropriate.
- b) Appoint a panel/sub-committee of Councillors to be responsible for the recruitment (to include interviewing), as per the recruitment policy. This would consist of the Chairman, Vice Chair of Council, Chairman of Personnel, Vice Chairman of Personnel and at least one other nominated Councillor, ensuring that membership included at least one representative from each village.

Re: Staff

- c) Provide support to and management of the Parish Clerk. Monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave and delegate authority for the day-to-day management of the Clerk to the Chairman of Council in conjunction with the Chairman of Personnel.
- d) Review employee's remuneration and make recommendations thereon to the Council.
- e) Review Conditions of Employment, Contracts of Employment and Job Descriptions as appropriate to ensure they meet the needs of the Council and comply with relevant legislation and established good practice.
- f) Review the staffing structures in conjunction with the Clerk to ensure they are sufficient to deliver the aims of The Council.
- g) Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system.
- h) Provide appropriately trained Members to conduct the Appraisal(s) of the Parish Clerk.
- i) Set appropriate SMART objectives for the Parish Clerk based on the aims and priorities of The Council.
- j) In conjunction with the Clerk, ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.
- k) Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding.

Re: Policies and legislation

- l) Develop, implement, and review Employment related Policies using appropriate employment law
- m) Manage the Council's compliance with Employment legislation.

- n) Manage Disciplinary and Grievance procedures in accordance with appropriate council policy and processes and review them as necessary.
- o) Where necessary recommend appropriate actions to The Council.
- p) If required appoint an appeals panel drawn from Members of the Personnel Committee or from an external body as appropriate to the circumstances.

Re: External Support

- q) Give authority and award contracts to HR Services (current retained HR advice provider) and Surrey ALC and or any appropriate body/company to conduct necessary reviews and make recommendations to the committee

Delegated Spending Authority

In order to undertake its functions, the Personnel Committee is authorised to spend to the following limits:

- 1) Up to £10,000 in recruitment costs (advertising, external support etc) per recruitment campaign, allocated from the HR and legal fees budget when such expenditure is agreed by a resolution of the committee.
- 2) To the upper level of the agreed salary scale banding for any new employee, subject to budget availability.
- 3) All expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Council.

The Chairman shall:

- a) Agree the minutes of the Personnel Committee at Full Council meetings subject to approval.

Windlesham Parish Council

Planning Committee – Terms of Reference

The role of the Planning Committee is to ensure that Windlesham Parish Council makes full representations on all planning matters that affect the Parish of Windlesham.

3. Membership of the committee will consist of a total of 6 members, with a minimum of 1 representative from each village. All other Councillors may act as nominated substitutes.
4. The Chairman and Vice-Chairman of the Council, if not nominated members of the committee, may attend as ex-officio members.
5. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.
6. Non-members of the Council may be members of the committee.

FUNCTIONS:

The committee shall:

- b) Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- c) Appoint sub-committees or working parties to undertake any specific project work as required.
- d) The committee shall have spending powers to a maximum of £500. The committee shall make recommendations to Full Council on all expenditure in excess of this sum.
- e) Consider and make representations on planning applications.
- f) Make representations on planning appeals notified to the Parish Council and attend public inquiries if considered necessary.
- g) Represent the Council upon all matters relating to local authority development plans.
- h) To recommend all matters in relation to street naming to Full Council.
- i) Manage the Neighbourhood Planning and Village Design Statement processes.
- j) Develop and maintain a list of Community Assets for nomination to SHBC.
- k) Manage the Planning budget (if any) and vire, where necessary, between budget lines held and managed by the committee.
- l) Undertake project work outside of the above remit as directed by Full Council.
- m) Review the Terms of Reference annually and make recommendations to Full Council.

The Chairman of the Committee shall:

- a) Agree the minutes of the Planning Committee at each Full Council meeting, subject to approval.

Windlesham Parish Council

Communications Committee – Terms of Reference

The role of the Communications Committee is to consider all external Council communications.

Membership of the committee will consist of a minimum of 5 members. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.

Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

FUNCTIONS:

The Communications Committee will have the following duties and shall be empowered, within the current structure, to:

- Develop and implement a communications strategy, based on the current media policy.
- Create and update a consistent corporate identity to be used in Parish Council communications.
- To prepare a draft budget for consideration at the Budget meetings in Sept/Oct each year.
- Liaise with local organisations with regard to communications.
- To make use of a full range of media opportunities to promote Windlesham Parish Council, including social media.
- Any other communications issues as requested by Full Council.

Delegated Spending Authority

In order to undertake its functions, the Communications Committee is authorised to spend to the following limits:

- With affect form 1st April 24 this committee will have a budget as agreed by Full Council,
- All expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Council.

The Chairman shall:

- Agree the minutes of the Communications Committee at Full Council meetings subject to approval.

Scheme of Delegation

The power to delegate functions is set out in the Local Government Act 1972 s 101. The intention of the delegation scheme is **to allow the Council to act with all reasonable speed**. Decisions should be taken at the most suitable level.

The Parish Council scheme of delegation is an essential policy to enable the Parish Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Parties.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Full Council with its findings which may include recommendations.

Contents List

Full Council Functions

The following matters are to be dealt with by the Full Council:

- 1.1 Approval of Budget and setting the Precept.
- 1.2 Reviewing all budget requests from committees
- 1.3 Approval of the Annual Return and Audit of Accounts.
- 1.4 Agreeing how the budget will be split by village
- 1.5 Review budget performance throughout the year and agree any virements
- 1.6 Authorisation of any borrowing.
- 1.7 Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.8 Making of Orders under any statutory powers.
- 1.9 Making, amending or revoking By-laws.
- 1.10 Appointment of Standing Committees.
- 1.11 Appointing Parish Council representatives to outside bodies.
- 1.12 All other matters which must, by law, be reserved to the Full Council
- 1.13 Approval of the Risk management strategy
- 1.14 Agreeing any actions of the internal and external auditors.
- 1.15 Planning applications and appeals in conjunction with the village committees
- 1.16 Recruitment and Appointment of Parish Clerk

2 Delegation to Committees

The following matters are delegated to the Parish Council's Committees to make decisions on behalf of the Parish Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Parish Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

Full Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to Full Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Full Council.

2.1 All Village Committees

- 2.1.1** Creation and Appointment to Working Groups.
- 2.1.2** Appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.
- 2.1.3** Committees can only spend to the budget level set
- 2.1.4** Upon renewal of an existing Contract, tendering and procuring Contracts for its area. Full Council, as the legal entity, will sign off all contracts, subject to correct tendering process being followed and demonstration that the Committee can meet the expenditure.
- 2.1.5** Burial Ground regulations and fees.
 - 2.1.5.1** The Committee shall ensure that its policies, regulations and fees as outlined in 4b above are reviewed annually.
 - 2.1.5.2** The Committee shall consider and make rulings in respect of complaints or queries regarding regulations and fees as outlined in 4.b above.
 - 2.1.5.3** The Committees shall extend resident-reduced fees to all residents of the parish in perpetuity
- 2.1.6** Spending its budget
- 2.1.7** Awarding Grants
- 2.1.8** Engaging and participating in Community events
- 2.1.9** Agree an annual budget to present to Full Council in the October Budget meeting
- 2.1.10** By means of a working party review planning applications within the village area and make recommendations to the planning committee or Full Council.
- 2.1.11** By means of a working party, make written representations for approval by the planning committee for submission to Planning Appeals or Hearings, if required.
- 2.1.12** To receive reports on Planning Decisions if supplied by the relevant planning authority
- 2.1.13** To receive and if necessary by means of a working party make recommendations to the planning committee, on the following: (a) Local Plans, (b) County Structure Plans, (c) Local Transport Plan, (d) Planning Strategy Documents/Planning Guidance, (e) Surrey Heath Borough Council Local Plan (Core Strategy Development Plan), etc
- 2.1.14** To comment on transportation and highways matters including public footpaths, bus services, traffic orders, traffic calming, street lighting, street cleansing, litter/litter bins, bus shelters, highway maintenance, highway schemes, etc.,
- 2.1.15** To receive and if necessary, comment on information Reports submitted by the County Councillor for the Ward relating to any matters affecting the Village of Windlesham

- 2.1.16 To receive and if necessary, comment on environmental Issues including Air Quality Management Areas, Recycling facilities/initiatives, Monitoring Noise and other traffic pollution concerns, Health & Safety Risk Assessments/Reports,
- 2.1.17 Applications for Grant aid falling within the purview of the Committee. Full Council, as the legal entity, will sign off all grant aid applications, subject to the Committee demonstrating it can meet all the obligations required of the grant awarding body
- 2.1.18 To authorise, in advance, Members' attendances at Conferences/Seminars or other Meetings falling within the purview of the Committee.
- 2.1.19 To contribute to a Full Council's newsletter
- 2.1.20 To consider and accept tenders/quotations for works/equipment etc. falling within approved estimates, otherwise, the matter to be referred to Full Council for approval (this is if the cost of a project exceeds the estimate or is greater than the delegated committee's power and providing the village committee has the funds to do so) if a supplementary budget is required.
- 2.1.21 To incur expenditure on the budgeted and approved estimates for the current financial year on all budget headings up to the respective amounts detailed in such estimates.
- 2.1.22 To make recommendations to Full Council for any new capital schemes, including estimates for such schemes, for inclusion in the draft budgets for the next financial year and also items for inclusion in the draft revenue budgets.

2.2 Personnel Committee

All matters (except for creating Council Policy) relating to:

- 2.2.1 Recruitment in accordance with operational need, subject to budget availability and to oversee the full employment process for all positions. To delegate responsibility to the Parish Clerk or to an interview panel as they consider appropriate.
- 2.2.2 All personnel matters not delegated to officers or Sub-Committees.
- 2.2.3 Provide support to and management of the Parish Clerk. Monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave and delegate authority for the day-to-day management of the Clerk to the Chairman of Council in conjunction with the Chairman of Personnel.
- 2.2.4 Review employee's remuneration and make recommendations thereon to the Council
- 2.2.5 Review Conditions of Employment, Contracts of Employment and Job Descriptions as appropriate to ensure they meet the needs of the Council and comply with relevant legislation and established good practice.
- 2.2.6 Review the staffing structures in conjunction with the Clerk to ensure they are sufficient to deliver the aims of The Council.
- 2.2.7 Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system.
- 2.2.8 Provide appropriately trained Members to conduct the Appraisal(s) of the Parish Clerk.
- 2.2.9 Set appropriate SMART objectives for the Parish Clerk based on the aims and priorities of The Council.
- 2.2.10 In conjunction with the Clerk, ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.

- 2.2.11 Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding.
- 2.2.12 Develop, implement, and review Employment related Policies using appropriate employment law
- 2.2.13 Manage the Council's compliance with Employment legislation.
- 2.2.14 Manage Disciplinary and Grievance procedures in accordance with appropriate council policy and processes and review them as necessary.
- 2.2.15 Where necessary recommend appropriate actions to The Council.
- 2.2.16 If required appoint an appeals panel drawn from Members of the Personnel Committee or from an external body as appropriate to the circumstances.
- 2.2.17 Give authority and award contracts to HR Services (current retained HR advice provider) and Surrey ALC and or any appropriate body/company to conduct necessary reviews and make recommendations to the committee
- 2.2.18 Authorise permission for staff to accept secondary employment.
- 2.2.19 Authorise up to £10,000 in recruitment costs (advertising, external support etc) per recruitment campaign, allocated from the HR and legal fees budget when such expenditure is agreed by a resolution of the committee.
- 2.2.20 Authorise up to the upper level of the agreed salary scale banding for any new employee, subject to budget availability.

2.3 Grievance/Disciplinary Sub-Committee

Sub- committee to be agreed by Personnel.

All matters (except for creating Council Policy or matters felt to be relevant for Full Council) relating to:

- 2.3.1 Consider and resolve all staff grievances unable to be dealt with by Officers in accordance with Grievance Policy.
- 2.3.2 Agree financial resolutions of grievances within budget or if it is higher or an unbudgeted expenditure, this will have to be authorised by Full Council.
- 2.3.3 Consider and deal with all staff disciplinary matters unable to be dealt with by Officers in accordance with Disciplinary policy.
- 2.3.4 Consider and deal with all potential disciplinary matters relating to the Parish Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures.

2.4 Appeals Committee - appeals will be heard by a panel of three members of the personnel committee who have not previously been involved in the case

Note: the Committee cannot consider an appeal against a decision taken by the Full Council. Committee to be appointed/agreed by Council

All matters (except for creating Council Policy or matters felt to be relevant for Full Council) relating to:

- 2.4.1 Consider and resolve all staff appeals concerning grievance or disciplinary matters.
- 2.4.2 Consider and resolve all Freedom of Information Act appeals.

- 2.4.3 Consider and resolve appeals to decisions relating to a complaint, where this is unable to be dealt with by Officers.
- 2.4.4 Consider all appeals against decisions where this is available within a policy.

2.5 Planning Committee

- 2.5.1 Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- 2.5.2 Appoint sub-committees or working parties to undertake any specific project work as required.
- 2.5.3 The committee shall have spending powers to a maximum of £500. The committee shall make recommendations to Full Council on all expenditure in excess of this sum.
- 2.5.4 Consider and make representations on planning applications.
- 2.5.5 Make representations on planning appeals notified to the Parish Council and attend public inquiries if considered necessary.
- 2.5.6 Represent the Council upon all matters relating to local authority development plans.
- 2.5.7 To recommend all matters in relation to street naming to Full Council.
- 2.5.8 Manage the Neighbourhood Planning and Village Design Statement processes.
- 2.5.9 Develop and maintain a list of Community Assets for nomination to SHBC.
- 2.5.10 Manage the Planning budget (if any) and vire, where necessary, between budget lines held and managed by the committee.
- 2.5.11 Undertake project work outside of the above remit as directed by Full Council.
- 2.5.12 Review the Terms of Reference annually and make recommendations to Full Council.
- 2.5.13 **The Chairman of the Committee shall:**
 - Agree the minutes of the Planning Committee at each Full Council meeting, subject to approval.

3 Delegation to Officers

The following matters are delegated to the Parish Council's Officers to make decisions on behalf of the Parish Council. These decisions must be exercised in accordance with the law, the Parish Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

Full Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a committee or Full Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or Full Council for a decision. There may also be occasions when Council have delegated authority to Officers in conjunction with the Chair and or Vice Chair

3.1 Parish Clerk

The Parish Clerk shall be the Proper Officer of the Parish Council as defined in law.

- 3.1.1 Issue all statutory notifications
- 3.1.2 Receive Declarations of Acceptance of Office
- 3.1.3 Receive and record notices disclosing pecuniary interests
- 3.1.4 Receive and retain documents and plans.
- 3.1.5 Sign summons to attend meetings
- 3.1.6 Sign notices or other documents on behalf of the Council.
- 3.1.7 Receive copies of By-laws made by principal authority.
- 3.1.8 Certify copies of By-laws made by the Council.
- 3.1.9 Ensure compliance with Standing Orders
- 3.1.10 Manage all Parish Council staff, either directly or indirectly.
- 3.1.11 Responsible for the overall management of all budgets in accordance with Council policies.
- 3.1.12 Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- 3.1.13 Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget up to £2,500
- 3.1.14 Incur expenditure in an emergency up to £3,000 whether budgeted or not.
- 3.1.15 Deal with matters specifically delegated by Council or Committee.
- 3.1.16 Deal with dispensation requests from Members under the Code of Conduct.
- 3.1.17 Take all decisions relating to the training of Councillors & staff.
- 3.1.18 Appoint all employees in accordance with the Council's staff structure.
- 3.1.19 Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.
- 3.1.20 Appoint casual/temporary members of staff as needed to meet the business needs of the Council and within existing budgets.
- 3.1.21 Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.
- 3.1.22 Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy.
- 3.1.23 Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council.
- 3.1.24 Authorised to issue press releases/social media on any Council activity exercised in accordance with Council policy.
- 3.1.25 Overall responsibility for Health & Safety across all Council owned sites.
- 3.1.26 Overseeing Council transparency, access to information and data use and storage, including day to day management of Council's website.

- 3.1.27 Manage the provision of Council services, buildings, land and resources, including authorising expenditure on routine repairs and maintenance up to the approved budget up to £5,000 in line with Financial Regulations.
- 3.1.28 Authorise expenditure on necessary legal advice up to the approved budget of £5,000 in line with Financial Regulations.
- 3.1.29 Action any delegated actions agreed by Council
- 3.2 See the table below for delegated responsibilities and the individuals to cover these in the absence of the Parish Clerk:

	Delegated Responsibility	Responsible in the Clerk's Absence
a.	The responsibilities and duties of the role of Proper Officer as set out within law and Council policies.	
b.	Issue all statutory notifications.	Assistant Clerk
c.	Receive Declarations of Acceptance of Office.	
d.	Receive and record notices disclosing pecuniary interests.	Assistant Clerk
e.	Receive and retain documents and plans.	Assistant Clerk
f.	Hold the Council's Seal and apply it to documents as approved.	Assistant Clerk
g.	Sign notices or other documents on behalf of the Council.	
h.	Receive copies of By-laws made by principal authority.	Assistant Clerk
i.	Certify copies of By-laws made by the Council.	
j.	Sign summons to attend meetings.	
k.	Ensure compliance with Standing Orders.	Assistant Clerk (advise only)
l.	Manage all Parish Council staff, either directly or indirectly.	
m.	Manage the provision of Council services, buildings, land and resources, including authorising expenditure on routine repairs and maintenance up to the approved budget up to £5,000 in line with Financial Regulations.	Assistant Clerk in conjunction with RFO
n	Authorise expenditure on necessary legal advice up to the approved budget of £5,000 in line with Financial Regulations.	Assistant Clerk in conjunction with RFO
o.	Authorise expenditure on revenue items up to the amounts included for that class of expenditure in	Assistant Clerk in conjunction with RFO

	the approved budget up to £5,000 in line with Financial Regulations.	
p.	Incur expenditure in an emergency up to £5,000 whether budgeted or not.	Responsible Financial Officer
q.	Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.	Assistant Clerk
r.	Deal with dispensation requests from Members under the Code of Conduct.	Assistant Clerk
s.	Deal with matters specifically delegated by Council or Committee.	Assistant Clerk
t.	Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	
u.	Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Assistant Clerk in conjunction with the Chair of Council
v.	Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	
y	Authorised to issue press releases on any Council activity exercised in accordance with Council policy.	Assistant Clerk
z	Overall responsibility for Health & Safety across all Council owned sites.	Assistant Clerk
aa	Matters specifically delegated within Council policies.	(broadly speaking) Personnel Policies – Assistant Clerk Civic/Freedom of Information/Consultation Policies – Assistant Clerk

3.1 Assistant Parish Clerk

- 3.1.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.
- 3.1.2** Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure.
- 3.1.3** Authorised to issue press releases on any Parish Council activity exercised in accordance with Parish Council policy, save for press releases felt to be controversial or regarding a specific campaign, for example, which will be signed off by the Proper Officer.

- 3.1.4 Day to day management of Civic functions for the Council.
- 3.1.5 Day to day management of the Council's website and social media activities.
- 3.1.6 Day to day management of employees within section.
- 3.1.7 Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Parish Clerk.
- 3.1.8 Matters specifically delegated by Council or Committee.

3.2 Responsible Financial Officer

- 3.2.1 Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.1.2.
- 3.2.2 Proper administration of the Council's financial affairs.
- 3.2.3 Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.2.4 Ensure compliance with Financial Regulations.
- 3.2.5 Ensure compliance with all financial procedures.
- 3.2.6 Determine accounting policies, records and control systems.
- 3.2.7 Manage risk management of the Council.
- 3.2.8 Day to day management of employees within section.
- 3.2.9 Matters specifically delegated by Council or Committee.
- 3.2.10 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.
- 3.2.11 Arrange and manage the Council's insurance arrangements.
- 3.2.12 Management of Council salaries in accordance with contracts of employment.
- 3.2.13 Payroll
- 3.2.14 Incur expenditure in an emergency up to £3,000 whether budgeted or not.
- 3.2.15 Responsible for the overall management of all budgets in accordance with Council policies.
- 3.2.16 Matters specifically delegated within Council financial policies

3.3 Operations Coordinator

- 3.3.1 Day to day management of burials in accordance with legal requirements and cemetery regulations
- 3.3.2 To review all memorial applications, giving approval when in line with the current cemetery regulations
- 3.3.3 Day to day implementation of health and safety measures, making recommendations to the Clerk when additional requirements are identified.
- 3.3.4 Day to day asset management

- 3.3.5 Day to day greenspace contract monitoring
- 3.3.6 Day to day playground maintenance in accordance with monthly/annual inspection findings

3.4 Cemeteries & Allotment Coordinator

- 3.4.1 Day to day management of burials in accordance with legal requirements and cemetery regulations
- 3.4.2 To review all memorial applications, giving approval when in line with the current cemetery regulations
- 3.4.3 Day to day management of the Allotments
- 3.4.4 Day to day implementation of health and safety measures within the Cemeteries & Allotments, making recommendations to the Clerk when additional requirements are identified.
- 3.4.5 Day to day greenspace contract monitoring at Windlesham Cemetery

Agenda Item 10 – To note continuation of the agreed Committee working parties
Full Council 14th May 2024

Members to note the continuation of the active working parties below, noting the attached terms of reference:

Windlesham Traffic & Infrastructure Working Party

Windlesham Neighbourhood Plan

Bagshot Traffic & Infrastructure Working Party

CGR Working Party – if SHBC accept the request

Windlesham Traffic & Infrastructure Project Working Group Terms of Reference

Group Type	Working Party in conjunction with the Clerk and reporting to the Windlesham Village Committee
Purpose	To review proposed solutions, alongside expected impacts from proposed Developments in and around the Village, identifying viable options which can mitigate traffic speed and improve road safety for all users in Windlesham Village whilst enhancing and sustaining our shops, charities and businesses for the benefit of the Windlesham Residents.
Membership	Community Groups – 2 representatives from any of the below: <ul style="list-style-type: none"> • All Windlesham Village Councillors, with 1 nominated Windlesham Village Councillor to act as Chair of the Working Group • 2 members of Business community • 2 Community Groups • 1 representative from the WNP Working Party • 2+ members of Village Community
Terms Of Reference	The remit of the Working Party will be: <ol style="list-style-type: none"> 1. To work with SCC Highways to consult with Residents on viable proposals, gathering data for mitigation: - <ul style="list-style-type: none"> • Intro of 20mph zones within the Village • Reduction of speed by 10mph in other areas • Speed Surveys to include Broadway Road; Woodlands Lane; Chertsey Road; Heath Park Drive; Updown Hill; School Road/Snows Ride; Church Road 2. Review and Report feedback to Windlesham Village Committee <ul style="list-style-type: none"> • Speed Surveys • Consultation • Safety consideration of pedestrians, cyclists, horse riders • HGVs use within Village
Delegated Powers	The Councillor representative selected as Chair of this Working Party, or their nominated substitute, will report back to the Windlesham Village Committee at key stages of this Project. The Working Group will have no decision-making powers, or powers to spend.
Quorum	Two group members, plus one Windlesham Village Committee Councillor, acting as Chair
Budget	There is no budget associated with this Project, any recommendations that have associated costs must be referred to the Windlesham Village Committee at the earliest opportunity and will only be approved subject to available funds.
Frequency of Meetings	As required
Transparency	Will be achieved by ensuring all meeting dates are notified in advance to the Clerk of WPC and all notes of discussions or transcript/recording of meetings held by this Working Group will be submitted to the WPC Clerk for audit purposes to be retained in parish records.
Date of Formation	5 th September 2023 (WVC)
Agreed End Date	

Windlesham Neighbourhood Plan Working Group Terms of Reference.

Group Type	<p>Working Party in conjunction with the Clerk, reporting to Windlesham Village Committee (WVC).</p> <p>IMPORTANT: At the Full Council meeting in September 2023 (minute ref: C/23/87b) it was resolved to delegate authority to WVC to make all operational decisions. All power to spend remains with the Full Council.</p>
Purpose of the group	<p>The Windlesham Neighbourhood Plan (WNP) provides the adopted planning policy guidance for Windlesham Village. Surrey Heath Borough Council adopted the WNP as part of its Local Plan in June 2019.</p> <p>Subsequently, the Surrey Heath Local Plan is being revised which could replace the Core Strategy, and numerous policies have changed in the National Planning Policy Framework and National Model Design Code. Additionally, some evidence underpinning the policies in the NDP is less robust now because circumstances have changed or there is new evidence. Therefore, the Windlesham Neighbourhood Plan may need to be updated to accord with these current policies.</p>
Membership	<p>The membership of this working group is determined through appointment by the Windlesham Village Committee, acting under the delegated authority of the Windlesham Parish Council (minute ref: C/23/87b). Nominations for membership are received by the committee, which then conducts a vote to appoint the following members:</p> <p>2 members of the business community</p> <p>All Windlesham Committee Councillors although it is anticipated that no more than 2 Councillors will attend at any one time.</p> <p>Chair and Vice-Chair of Council</p> <p>Borough and County Representatives.</p> <p>Up to 2 community groups</p> <p>1 from the Windlesham Traffic Management Working Group</p> <p>Up to 10 members of the community</p> <p>To ensure the group is effective and remains on task as determined by these terms of reference, the Village committee elected Cllr Marr as Chair of the Working Group.</p>
Terms of	Specific Purposes;

Reference	<p>Monitor the effectiveness of the WNP Policies and assess the need for modifications to the existing neighbourhood plan.</p> <ol style="list-style-type: none"> 1. Stage 1: Assess the needs for modifications to the plan <ol style="list-style-type: none"> i. Part A: Screening against Local Plan Part 2 and NPPF 2023 ii. Part B: Considering evidence, other changes and monitoring 2. Stage 2: Identify the type of review <p>Following periodic presentation of the evidence gathered above, the qualifying body (the Parish Council) will then consider if there is sufficient evidence to warrant initiating the statutory process.</p> <ol style="list-style-type: none"> 3. Stage 3: Undertake the review <p>The working party is to carry out the above process in accordance with the Parish Council Neighbourhood Plan Review toolkit.</p>
Reporting to	The Windlesham Village Committee or Full Council, whichever is most appropriate.
Delegated Powers	<p>The working group has no decision-making powers or powers to spend.</p> <p>The working group will report to the Windlesham Village Committee. Depending on the outcome of the research obtained it may be necessary for the Committee to defer decision making to Full Council.</p>
Quorum	Three group members plus one Windlesham Village Committee Councillor acting as Chair.
Budget	The working group has no power to spend and must report back to the Windlesham Village Committee or Full Council, whichever is most appropriate.
Frequency of Meetings	As required.
Transparency	The Clerk will be notified of all meeting dates in advance and notes outlining all meeting discussions or a recording/transcript of the meeting will be supplied to the Clerk.
Date of Formation;	29 th November 2023
Agreed End Date	

Bagshot Traffic & Infrastructure Project Working Group Terms of Reference.

Group Type	Working Party in conjunction with the Clerk and reporting to the Bagshot Village Committee.
Purpose	To review solutions, alongside expected impacts from proposed Developments in and around the village, identifying viable options which can mitigate traffic speed and improve road safety for all road users in Bagshot village whilst enhancing and sustaining the shops and businesses for the benefit of the Bagshot residents.
Membership	<p>Community groups – 2 representatives from any of the below</p> <ul style="list-style-type: none"> • 2 members of business community • All Bagshot village councillors, with 1 nominated Bagshot village councillor to act as chair of the working group. • Up to 2 community groups • 2 members of community.
Terms of Reference	<p>The remit of the working party will be:</p> <ol style="list-style-type: none"> 1. To work alongside SCC Highways to- <ul style="list-style-type: none"> • Gather up to date information and evidence which demonstrates support for traffic calming measures and the 7.5 tonne limit, reflecting the needs of all road users not just vehicular. Consideration must be given to the safety of pedestrians, cyclists, etc. • If necessary, conduct a resident survey on evidence gathered, document concerns and comments. Members to note that wording will need to be checked with SCC • Share feedback from resident survey with SCC representative for Bagshot and SCC Highways design team, highlighting any specific concerns/ opportunities to improve traffic 2. To review and report feedback from the consultation to Bagshot village committee.
Delegated Powers	The councillor representative selected as chair of this working party, or their nominated substitute will report back to the Bagshot committee at key stages of this project. The Working group will have no decision-making powers or powers to spend.
Quorum	Three group members plus one Bagshot Village Committee councillor acting as Chair.

Budget	There is no budget associated with this project, any recommendations that have associated costs must be referred to the Bagshot Village Committee at the earliest opportunity and will only be approved subject to available funds.
Frequency of Meetings	As required
Transparency	Will be achieved by ensuring all meeting dates are notified in advance to the Clerk of WPC and all notes of discussions or a transcript/recording of meetings held by this working group will be submitted to the WPC clerk for audit purposes to be retained in the parish records
Date of Formation;	
Agreed End Date	

Windlesham Community Governance Review Working Group.

Group Type	Working Party in conjunction with the Clerk, reporting to Full Council.
Purpose of the group	To conduct an impact risk assessment aimed at identifying, analysing, and evaluating potential impacts or consequences stemming from the CGR process. This assessment will propose mitigation strategies for addressing the impacts of the proposed CGR review on both the Parish Council and its residents. It will also evaluate the CGR process itself and anticipate its potential outcomes, should it be implemented.
Membership	Cllr Harris, Cllr Hartshorn, Cllr Malcaus Cooper, Cllr Stevens, Cllr R Jennings-Evans, Cllr D Jennings-Evans, Cllr Turner, Cllr Willgoss, Cllr White, Cllr Du-Cann, Cllr Hills, Cllr Gordon, Cllr Bakar
Terms of Reference	<p>Specific Purposes;</p> <p><u>Overall</u></p> <ul style="list-style-type: none"> Consider the strategic response of the Parish Council to the request for a CGR. In conjunction with the Clerk to develop, a plan of action to deliver the 'strategic response', for approval by Full Council. Consider responses as required to external developments as they occur on all aspects of the CGR, for approval by Full Council Devise a negotiating plan, for recommendation to the Full Council, on all aspects of de-grouping should this appear to be or is the actual outcome. Consider the impact on the Parish Council and the residents of Bagshot Lightwater and Windlesham and recommend solutions that will ensure no residents are disadvantaged by the proposed CGR review, process, and outcomes. Offer practical assistance to the Clerk in managing additional workload resulting from the request and the implementation of a CGR <p><u>Specific</u></p> <ul style="list-style-type: none"> Legal and Governance: <ul style="list-style-type: none"> Review legal advice and make recommendations to the Full Council regarding proposed actions concerning the request for a CGR and all subsequent steps related to the CGR process and its outcomes. This encompasses responses within the Parish Council as well as interactions with external entities involved in the process. Review and suggest any alterations to the governance and organisation of the Parish Council aimed at safeguarding the Council's position and the interests of Bagshot, Lightwater, and Windlesham residents in the event that degrouping becomes a possibility. Financial <ul style="list-style-type: none"> Review and make recommendations to the Full Council of a detailed financial model and plan devised by the RFO on the impact of the CGR on financial budgets, reserves, assets and cash flows for the Parish Council both at the top level and by

	<p>village. This will include the impact of the CGR on these items including village precepts and Council projects if degrouping were to occur.</p> <ul style="list-style-type: none"> ○ Review and make recommendations on the financial model and plan as the CGR develops. ○ Review and recommend steps taken to protect the financial position of the Parish Council and the residents of Bagshot and Lightwater should Windlesham village degroup. ● People & Organisation <ul style="list-style-type: none"> ○ Support the Clerk to ensure that she and other Parish Council staff continue to be engaged and motivated in their work despite the inevitable high workload and destabilization caused by the CGR. To this end ensure the ongoing retention of all Parish Council staff. ○ Review any proposals from the Clerk to ensure the Parish Council remains an effective organisation throughout the CGR process and if degrouping was the outcome. ● Communications <ul style="list-style-type: none"> ○ Review and make recommendations on the development and implementation of a Communications plan during the CGR process and its outcome. This should make all stakeholders and residents of the three villages aware of the positive benefits taken by the Parish Council to date and the risks and implications of degrouping. ○ To consider effective, balanced, and responsive communications to residents on information and views placed in the public domain, press, or social media on the reasons for a CGR and its process and outcomes by the WVC, and other external bodies (e.g. SHBC councillors , groups and associations, and individuals).
Reporting to	The Full Council
Delegated Powers	The working group has no decision-making powers or powers to spend.
Quorum	Four group members , with a minimum of 2 Bagshot Members and 2 Lightwater Members.
Budget	The working group has no power to spend and must report back to the Full Council.
Frequency of Meetings	As required.
Transparency	The Clerk will be notified of all meeting dates in advance and notes outlining all meeting discussions or a recording/transcript of the meeting will be supplied to the Clerk.
Date of Formation;	
Agreed End Date	

Agenda Item 11 - Full Council and Committee Meeting dates – 2024-25 - Proposed Schedule

Full Council 14th May 2024

Full Council meetings

To be held 10 times per year on the following dates.

14th May 2024 – Annual Council Meeting Election of Chairman etc

25th June 2024 – **Only if required.**

23rd July 2024

24th September 2024 – Sign off External Audit (please note this clash with SHBC Audit and Standards Committee. Council to decide if they wish to move to Wednesday 25th September 2024)

29th October 2024 – Budget and Precept

26th November 2024 – Budget and Precept Audit (please note this clash with SHBC Audit and Standards Committee.

Council to decide if they wish to move to Wednesday 27th November 2024)

28th January 2025 – Precept demand

25th February 2025

25th March 2025 – Year end Accounts (please note this clash with SHBC Audit and Standards Committee. Council to decide if they wish to move to Wednesday 26th March 2025)

22nd April 2025

20th May 2025 – Next municipal year Annual Council Meeting Election of Chairman etc (please note this clash with SHBC Audit and Standards Committee. Council to decide if they wish to move to Wednesday 21st May 2025)

Start time: 7.15pm

Planning Committee meetings

To be held 24 times per year on the following dates.

14th May 2024 - Start time: 6:30pm

29th May 2024 - Start time: 11am

12th June 2024 - Start time: 11am

26th June 2024 - Start time 11am

10th July 2024 - Start time: 11am

23rd July 2024- Start time: 6:30pm

14th August 2024 - Start time: 11am

4th September 2024 - Start time: 11am

24th September 2024 - Start time: 6:30pm (please note this clash with SHBC Audit and Standards Committee. Council to decide if they wish to move to Wednesday 25th September 2024)

9th October 2024 - Start time: 11am

29th October 2024 - Start time: 6:30pm

13th November 2024 - Start time: 11am

26th November 2024 - Start time: 6:30pm (please note this clash with SHBC Audit and Standards Committee. Council to decide if they wish to move to Wednesday 27th November 2024)

18th December 2024 - Start time: 11am

8th January 2025 - Start time: 11am

21st January 2025 - Start time: 6:30pm

12th February 2025 - Start time: 11am

25th February 2025 - Start time: 6:30pm

12th March 2025 - Start time: 11am

25th March 2025 - Start time: 6:30pm (please note this clash with SHBC Audit and Standards Committee. Council to decide if they wish to move to Wednesday 26th March 2025)

9th April 2025 - Start time: 11am

22nd April 2025 - Start time: 6:30pm

7th May 2025 - Start time: 11am

20th May 2025 - Start time: 6:30pm (please note this clash with SHBC Audit and Standards Committee. Council to decide if they wish to move to Wednesday 21st May 2025)

Personnel Committee

To be held 4 times per year on the following dates.

9th July 2024
1st October 2024
14th January 2025
8th April 2025 (please note this clash with SHBC Executive)

Start time: 6.30pm

Communications Committee

To be held 4 times per year on the following dates.

9th July 2024
1st October 2024
14th January 2025
8th April 2025 (please note this clash with SHBC Executive)

Start time: 7.30pm

Budget Setting Meetings

W/C 16th September 2024 - Committees to meet informally to discuss village budget requirements.
8th October 2024 – Chair of Committees to meet to discuss overall Council budget for the 1st time.
15th October 2024 – Chair of Committees to meet to discuss overall Council budget for the 2nd time.
Budget to be discussed at October Full Council meeting
12th November 2024 – Chair of Committees to meet to discuss overall Council budget for the final time.
Budget to be agreed at the November Full Council meeting.

Annual Parish Meeting

19th March 2025 7pm

Community Reception

26th April 2025 3pm-5pm

Village Committee Meetings

Lightwater Committee:

To be held 4 times per year on the following dates:

2nd July 2024
8th October 2024
15th January 2025
15th April 2025

Start time: 7.30pm

Bagshot Committee:

To be held 4 times per year on the following dates:

30th July 2024

12th November 2024

4th February 2025

6th May 2025

Start time: 7.00pm

Windlesham Committee:

To be held 4 times per year on the following dates:

5th June 2024

11th September 2024

4th December 2024

5th March 2025 (please note this clash with SHBC Performance and Finance Scrutiny)

Start time: 7.00pm

Agenda Item 12 – Council representation on outside organisations
Full Council 14th May 2024

Historically, the Parish Council have had Councillors attend meetings of various local outside organisations. Some of these associations are as a result of a previous grant policy, some are long-standing arrangements. Below is the list from last year.

Members are to consider whether they wish to act as the Parish Council representative or if Members would like all Cllr appointments to be dissolved and re-appointed. Those highlighted will need new appointments.

JW
Clerk to the Council
May 2024

ANNUAL APPOINTMENTS 24/25

Bagshot

Bagshot Playing Fields Association	Cllr White
Bagshot Society	Cllr Willgoss
St Anne's Hall Management Committee	Cllr Du Cann

Lightwater

Briars' Centre Management Committee	Cllr Jennings-Evans & Cllr Harris
Lightwater Connected	Cllr Malcaus Cooper.
Lightwater Society	Cllrs Malcaus Cooper & Turner

Windlesham

Windlesham Field of Remembrance	Cllr Lewis
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General

Chobham Common Liaison Group	Cllr McGrath
Surrey County Association of Parish & Town Councils	Cllr Malcaus Cooper

LONGER TERM APPOINTMENTS WITH A 4 YEAR TERM

Valley End Institute – Cllr McGrath will represent the Parish Council until May 2027.

WC Lees Resthouses – Cllr McGrath will represent the Parish Council until June 2027.

WC Lees Sick Poor Fund – Cllr McGrath will represent the Parish Council until June 2027 & Helen-Hansen-Hjul was appointed until 2027

	Term		Retirement date
Windlesham United Charities (5 appointees)	Mrs J Ward	4 years	Jan 2024
	Mrs R Hutchinson	4 years	Jan 2024
	Mrs D Winterton	4 years	May 2025
	Mr J Winterton	4 years	Dec 2022
	Mrs V White	4 years	Nov 2027

Agenda Item 13 – Standing Orders
Full Council 14th May 2024

It is a requirement that Standing Orders are reviewed regularly.

a) Standing Orders

Councillors last reviewed and approved Standing Orders in January 2024 and since when there have been no updates.

Action required:

Members are asked to approve Standing Orders as presented.

JW
Clerk to the Council
May 2024



Standing Orders 2024 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 23rd January 2024
To be Reviewed January 2025**

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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/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/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/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless 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/she/they has another interest if so required by the Council’s code of conduct. He/she/they may return to the meeting after it has considered the matter in which 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 **£30,000** incl VAT 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 £ ,000 in . 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).**

- 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 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 14 – Financial Regulations
Full Council 14th May 2024

It is a requirement that Financial Regulations are reviewed regularly.

Councillors last reviewed and approved Financial Regulations in January 2024 and since then NALC have released new model regulations. The Clerk has reviewed the model regulations and amended to suit the size and structure of the Council.

Action required:

Members are asked to review the attached regulations and either:

Approve and adopt as presented.

Or

Amend and adopt.

JW
Clerk to the Council
May 2024



WINDLESHAM PARISH COUNCIL

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council and these regulations apply accordingly. 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 control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £15,000;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider 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.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future 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.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. 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 documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than October each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of October each year.

4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

- 4.7. Having considered the proposed budget and one-year forecast, the council shall determine its council tax (England)] requirement by setting a budget. The council shall set a precept for this amount no later than the middle of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1000 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below [£2,500] excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items between £2,500 and £5,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £15,000 excluding VAT
 - the council for all items over £15,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [name bank]. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. 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.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the 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 meeting of council {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £15,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.8. 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.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO or the Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 4 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.

- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by] the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. 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 finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk , RFO and Assistant Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £100] including VAT.

10. Petty Cash

- 10.1. 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..
 - a) Vouchers for payments made in cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into a cash float but must be separately banked, as provided elsewhere in these regulations.

11. Payment of salaries and allowances

- 11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Personnel committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their 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.
- 16.3. 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.
- 16.4. No interest in land 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. In each case a written report 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 where required by law).

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, except where the estimated value of any one item does not exceed £1000. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. 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.

18. Charities

- 18.1. 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.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution 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 presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any 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.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, 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. 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.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where 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, 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.

Agenda Item 15 – Fixed Asset register – review of inventory of land and assets
Full Council 14th May 2024

The fixed asset register was reviewed as part of the year end accounts process and has subsequently been reviewed by the buildings and asset working party. Please see attached.

The balance of assets held as per the current register is £379,991.48

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 provided.

JW
Clerk
May 2024

Windlesham Parish Council
Schedule of Assets

NOT FOUND

BROKEN

Category	Asset details					Location details	
	Ref	Minute Reference	Description	Replacement Value	Original cost/value	Location	Present use or capacity
Community Asset	28		phone box Bagshot		£ 1.00	Bagshot	Community Asset
Community Asset	29		Mr Atkins Memorial Bench	£709.00	£ 709.00	Windlesham	Community Asset
Infrastructure Asset	95		Bench Yaverland Drive	£650.00	£ 650.00	Yaverland drive Bagshot	Installed
Infrastructure Asset	96		8 new noticeboards	£13,424.00	£ 11,135.00	around the parishes	Installed
Infrastructure Assets	101		Bollard	£600	£ 126.68	School Lane Field	Installed
Machinery	102		Rake X4	£25.00	£ 23.98	HMLD	Ground staff
Machinery	103		Wooden shoring (KILN DRIED REGULARISED TREATED WOOD X 6)	£120.00	£ 129.18	HMLD	Ground staff
Infrastructure Asset	104		Remembrance Sunday polite signs x 3	£600	£ 135.00	HMLD	Storage
Machinery	106		Grit Spreader	£900.00	£ 986.00	HMLD	Storage
Infrastructure Asset	107		Heritage lights in Windlesham	£12,000.00	£ 8,972.04	Windlesham Village	Installed
Infrastructure Asset	108		Stone block for QEII plaque	£250.00	£ 250.00	Lightwater Rec Ground	Installed
Machinery	114		Tool box and mixed tools	£100.00	£ 149.99	HMLD	Not in use
Office equip	124		Assistant Clerk PC	£450.00		Office	Office
Office equip	125		Netgear Nighthawk Wifi extender	£130.00	£ 135.62	Chamber	provision of internet in Chamber
Office equip	126		Panel heaters - Parish Office	£1,415.00	£ 1,415.00	office	office
Office equip	127		new telephone system	£1,134.00	£ 1,134.00	officer	office
Machinery	127		AED - Defiib	£2,000.00	£2,000.00	Lightwater Square - public access	Emergency Assistance
			Bagshot VAS signs x2	£6,000	£4,640.00	Bagshot	Infrastructure Asset
			2 X benches WC Lees	£1,400	£1,053.00	WC Lees Windlesham	Community Asset
Community Asset	002		Bagshot Cem Wall		£ 1.00	Bagshot Cemetery	Community Asset
Community Asset	003		Land at High Curley		£ 1.00	High Curley	Community Asset
Community Asset	005		Bagshot Cem gates		£ 1.00	Bagshot Cemetery	Community Asset
Community Asset	006		Lightwater Cem Wall		£ 1.00	Lightwater Cemetery	Community Asset
Community Asset	007		Lightwater Cemetery		£ 1.00	Lightwater Cemetery	Community Asset
Community Asset	008		Bagshot War Memorial	£75,000	£ 1.00	St Anne's Church	Community Asset
Community Asset	009		Windlesham War Memorial	£35,000	£ 1.00	St John's Church	Community Asset
Community Asset	010		Lightwater War Memorial	£20,000	£ 1.00	Lightwater Village	Community Asset
Community Asset	011		Kings Lane Play Space		£ 1.00	Kings Lane, Windlesham	Community Asset
Community Asset	012		Windlesham Cem Wall		£ 1.00	Windlesham Cemetery	Community Asset
Community Asset	013		Riverside Avenue OS		£ 1.00	Riverside Ave, Lightwater	Community Asset
Community Asset	014		Mill Pond OS		£ 1.00	Mill Pond, Windlesham	Community Asset
Community Asset	015		Mill Pond to School Rd		£ 1.00	Mill Pond, Windlesham	Community Asset
Community Asset	016		Hawkes Leap OS		£ 1.00	Hawkes Leap, Windlesham	Community Asset
Community Asset	017		Bosman Drive OS		£ 1.00	Bosman Drive, Windlesham	Community Asset
Community Asset	018		Windlesham Cemetery		£ 1.00	Windlesham Cemetery	Community Asset
Community Asset	019		School Lane Field OS		£ 1.00	School Lane, Bagshot	Community Asset
Community Asset	020		School Lane bridge & boardwalk		£ 1.00	School Lane, Bagshot	Community Asset
Community Asset	021		Stirling memorial		£ 1.00	Windlesham Cemetery	Community Asset
Community Asset	022		Windlesham New Memorial wall	£8,000	£ 1.00	Windlesham Cemetery	Community Asset
Community Asset	023		Lightwater Recreation Ground gate	£8,000	£ 1.00	Lightwater Recreation Ground	Community Asset

Windlesham Parish Council
Schedule of Assets

NOT FOUND

BROKEN

Category	Asset details					Location details	
	Ref	Minute Reference	Description	Replacement Value	Original cost/value	Location	Present use or capacity
Community Asset	024		Lightwater Recreation fencing	30,000	£ 1.00	Lightwater Recreation Ground	Community Asset
Community Asset	025		Lightwater Cemetery gates	£2,000	£ 1.00	Lightwater Cemetery	Community Asset
Land & Buildings	027		Bagshot Cemetery shed	£800.00	£ 599.00	Chapel Lane, Bagshot	Storage
Land & Buildings	028		Council Office	£100,000.00	£ 16,035.00	The Avenue, Lightwater	Parish Offices
Land & Buildings	029		Council Chamber	£100,000.00	£ 1.00	The Avenue, Lightwater	Parish Chamber
Land & Buildings	030		Lightwater Pavilion	£250,000	£ 15,016.00	Broadway Rd, Lightwater	Recreational facility
Land & Buildings	031		Lightwater Recreation Shed	£2,000	£ 1,284.00	Broadway Rd, Lightwater	Storage
Land & Buildings	032		Bagshot Chapel		£ 1.00	Bagshot Cemetery	Heritage Day
Land & Buildings	033		Hook Mill Lane Depot	£250,000	£ 30,449.00	Hook Mill Lane, Lightwater	Parish Depot
Land & Buildings	034		Lightwater Cemetery shed	£1,000.00	£ 733.00	The Avenue, Lightwater	Storage
Land & Buildings	035		Sitesafe 96	£3,554.00	£ 1,365.00	HML Depot	Not in use
Land & Buildings	036		Sitesafe 66	£3,554.00	£ 1,155.00	Windlesham Cemetery, Church Road, Windlesham	Not in use
Land & Buildings	037		Windlesham Cemetery Shed	£2,000	£ 7,595.00	Windlesham Cemetery, Church Road, Windlesham	Not in use
Land & Buildings	038		Titan underground sewage tank		£ 3,434.00		
Infrastructure Assets	039		Kings Lane Play Equip	£40,000.00	£ 35,000.00	Kings Lane Windlesham	Recreation
Infrastructure Assets	040		WFOS Play Equip	£40,000	£ 9,400.00	Windmill Field, Windlesham	Recreation
Infrastructure Assets	041		Freemantle Rd Play Equip	£30,000	£ 2,404.00	Freemantle Road, Bagshot	Recreation
Infrastructure Assets	042	C/22/184d	Lightwater Rec Plaq Equip	£45,000.00	£ 44,507.09	Broadway Road, Lightwater	Recreation
Infrastructure Assets	043		SLF Play Equip	£55,000.00	£ 52,074.11	School Lane, Bagshot	Recreation
Infrastructure Assets	044		SLF Play area	(included in 043 above)	£ 1.00	School Lane, Bagshot	Recreation
Infrastructure Assets	045		SLF Combat cableway	(included in 043 above)	£ 1.00	School Lane, Bagshot	Recreation
Infrastructure Assets	046		SLF gates		£ 266.00	School Lane, Bagshot	
Infrastructure Assets	047		Bagshot Clock	£12,000.00	£ 8,011.00	High Street, Bagshot	
Infrastructure Assets	048		Planters	£2,500.00	£ 1,456.00		
Infrastructure Assets	049		Notice boards - 2 x wooden	£1678 (per unit)	£ 2,103.00	W Cem	Information
Infrastructure Assets	050		Bench seats	£1,200.00	£ 997.00		Recreation
Infrastructure Assets	051		Dog/litter bins	£2,500.00	£ 1,434.00	Various greenspace locations	
Machinery	065a		HML depot sundry tools	£500.00	£ 500.00	HML Depot site safe	Not in use
Machinery	074		Teleshoring grave shoring	£1,000.00	£ 726.00		Not in use
Machinery	078		Stihl brushcutter (Old)	£550.00	£ 463.20	W Cem	Not in use
Machinery	079		Honda self-propelled mower	£849.00	£ 588.00	W Cem	Not in use
Machinery	080		W Shed sundry tools	£250.00	£ 250.00	W Cem	Not in use
Office equip	081		B Chapel furniture	£3,500.00	£ 2,333.00	Bagshot Chapel	
Office equip	082		Lightwater Pavilion furniture	£0	£ -	Lightwater pavilion	
Office equip	084		Chamber sound system	£2,000.00	£ 1,976.00	Chamber	
Office equip	085		Chamber furniture	£4,500.00	£ 2,997.00	Chamber	
Office equip	086		Chain of office	£800.00	£ 836.00	With Chairman	
Office equip	087		Office equip & furniture	£3,590.00	£ 2,275.00	Office	
Office equip	088		Computer & office machines (1 PC, screens, laptop, printer)	£1,250.00	£ 3,292.00	Office	

Windlesham Parish Council
Schedule of Assets

NOT FOUND

BROKEN

Category	Asset details					Location details	
	Ref	Minute Reference	Description	Replacement Value	Original cost/value	Location	Present use or capacity
Machinery	089		Clarke FG3000 generator	£250.00	£ 215.00	W Cem	Not in use
Infrastructure Assets	090		Bus Shelter	£11,150.00	£ 8,562.00	Updown Hill Windlesham	
Infrastructure Assets	091		Hanging basket columns x 10	£10,000.00	£ 6,738.00	Bagshot and Windlesham Village Centre	Summer planting
Infrastructure Asset	092		Glasdon Bin	£250.00	£ 232.88	HMLD	Installed
Machinery	093		Tools - Shoring Equipment (Load lock cargobar x 12)	£420.00	£ 275.88	HMLD	Gravedigging
Infrastructure Asset	094		Bench at Poplar Avenue	£650.00	£ 645.00	HMLD	Installed
Machinery	095		Electrical Hedgecutter yx-STIHSE71-24	£205	£ 150.00	Windlesham Cem	Cem maintenance
Machinery	096		Backpack blower br430 yx-stibr430	£618	£ 303.20	Windlesham Cem	Cem maintenance
Office equip	099		Fire safe	£921.00	£ 824.00	Office	Burial records
Office equip	100		Projector - Epson EB-S11DL	£400.00	£ 269.25	Chamber	Planning
Office equip	120		Kyocera Laser Printer	£2,148.90		Office	
Office equip	121		HP Desk top - Clerks PC	£350.00	£ 275.00	Office	
Office equip	122		Fujitsu Scan Snap	£570.00	£ 420.00	office	
Machinery	123		Stihl brushcutter (new) s/n 181352802	£550.00	£ 550.00	W Cem	Not in use
Office equip	128		Councillor iPads and keyboards	£13,482.00	£9,846.00	Councillors	
Office equip	129		2 x HP Elite display screens refurbished	£228.00	£228.00	Office	
Office equip	129		4 x HP Elite display screens	£1,048.00	£320.00	Office	
Office equip	130		HP laptop Assistant Clerk	£300.00		Home	
Office equip	131		HP laptop Cemeteries Administrator	£300.00		Home	
Office equip	132		Office iPhone SE	£440.00	£440.00	Office	
Community Asset	97		Bagshot Jubilee Lamp		£ 1.00	Bagshot Square	Community Asset
Office equip			Office laptop	£405.00		Office	
Office equip			HP 800 G4 Core i5-8500t desktop computer	£329.00	£329.00	Office	
Office equip			2 x HP E24 G5 FHD Monitor	£300.00	£290.00	Office	
Office equip			HP Elitebook i7 and dock	£1,100.00	£929.00	The Clerk	
Office equip			HP Elitebook i7 and dock	£1,100.00	£929.00	Assistant Clerk	
Office equip			HP Elitebook i7 and dock	£1,100.00	£929.00	Cemetery Coordinator	
Office equip			HP 850 G5 - Corei7-8650U, 32GB, 512GB SSD, 15.6", W10P (Refurb)	£550.00	£472.00	RFO	
Office equip			Left hand corner cantilever desk	£250.00	£250.00	Office	
Office equip			Epson WorkForce Pro WF-C5890DWF	£500.00	£ 399.00	Office	
Office equip			office chair	£114.00	£114.00	Office	office
Machinery			trimmer 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	
			Kings Lane noticeboard	£1,704.00	£1,704.00	Kings Lane Playground Windlesham	Information
Infrastructure Assets			Lightwater outdoor gym	£13,000.00	£ 11,995.00	Broadway Road, Lightwate	Recreation
Infrastructure Assets			Bagshot outdoor gym	£10,000.00	£ 9,999.00		
Infrastructure Asset			2 x new Glasdon waste bins	£500.00	£300.00	Bagshot cemetery	Installed
Infrastructure Asset			Height restriction barrier	£3,000.00	£2,400.00	Lightwater rec	Installed

Windlesham Parish Council Schedule of Assets						NOT FOUND	BROKEN
Category	Asset details					Location details	
	Ref	Minute Reference	Description	Replacement Value	Original cost/value	Location	Present use or capacity
Community Asset			Bagshot cemetery fence and gate NEW	£3,500	£2,130.00	Bagshot cemetery	Community Asset
			Windlesham cemetery gates and fence NEW	£4,500	£3,900.00	Windlesham cemetery	Community Asset
			Margaret Williams memorial bench	£500.00	£500.00	School Lane Field	Community Asset
			Silent Soldiers x 9 originally 12, 3 stolen	£2,100.00	£1,200.00	Various locations	Community Asset
Community Asset			3 x litter bins at Lightwater Recreation ground	£750.00	£750.00	Lightwater Recreation Ground	Community Asset
Infrastructure Assets			4 x VAS signs Lightwater	£12,000.00	£11,225.00		Infrastructure Asset
			Bagshot Chapel roof replacement	£15,000.00	£11,500	Chapel Lane, Bagshot	Infrastructure Asset
			Security bollards	£2,400	£2,357	Lightwater Recreation Ground	Infrastructure Asset
				£1,297,963.90	£379,991.48		

Agenda Item 16 – Council Insurance Cover
Full Council 14th May 2024

Councillors are asked to note that the Council's insurance was renewed in September 2021, following quotes being provided by our then broker, Came and Co and BHIB Insurance. It was agreed that the Council would enter into a 3-year long term arrangement (see extract from minutes below). This 3 year agreement ends on 30th September 2024.

Members are asked to read and note the attached schedule.

JW
Clerk to the Council
May 2024

Local Councils

MTA Policy Schedule

18/12/2023

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details

Name of Council:	Windlesham Parish Council
Correspondence Address:	Council Offices The Avenue Lightwater Surrey GU18 5RG
Business:	Parish Council
Schedule produced on:	18/12/2023
The county association of local council you are affiliated to:	Surrey
Population of Council Area:	18,000

Period of Insurance

Effective dates	From:	14 December 2023
	To:	30 September 2024
Renewal date:		01 October 2024
Long Term Undertaking:		Expiry Date: 30 September 2024

Your Insurance Adviser's Details

Clear Limited
AGM House
3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

The Schedule details for each Section are shown in the following pages.

Premium Details

Annual Premium (excluding Terrorism):	£1,000.00
Insurance Premium Tax:	£120.00
Total Amount Due (excluding Terrorism):	£1,120.00
<hr/>	
Overall Annual Premium:	£1,000.00
Overall Insurance Premium Tax:	£120.00
Policy Administration Fee:	£0.00
Overall Amount Due:	£1,120.00

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£1,000,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Covered	£25,000

Applicable to all Sections where stated.

Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	£878,993	£1,054,791
Contents	£90,000	£108,000
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Walls, Gates and Fences	£40,000	£48,000
Playground Equipment	£228,165	£273,798
CCTV Equipment	Not Insured	£0
War Memorials	£167,069	£200,482
Ground Surfaces	Not Insured	£0
Mowers and Machinery	£25,000	£30,000
Sports Equipment	£30,000	£36,000
Regalia	£890	£1,068
Terrorism	Not Insured	
Section Excess:		£125
Excess in respect of all Subsidence claims:		£1,000
Excess in respect of all Terrorism claims:		Nil
Territorial Limits:		Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Buildings Insured	
Location (1):	Council Offices, The Avenue, Lightwater, Surrey, GU18 5RG
Buildings Declared Value:	£199,354
Buildings Sum Insured:	£239,224
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Buildings Insured	
Location (2):	Council Chamber, The Avenue, Lightwater, Surrey, GU18 5RG
Buildings Declared Value:	£214,121
Buildings Sum Insured:	£256,945
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Buildings Insured	
Location (3):	Storage Shed, Council Offices, The Avenue, Lightwater, Surrey, GU18 5RG
Buildings Declared Value:	£2,750
Buildings Sum Insured:	£3,300
Construction Type:	Timber Buildings & Portacabins
Subsidence Cover:	Excluded

Buildings Insured	
Location (4):	Sports Pavilion, Broadway Road, Lightwater, Surrey, GU18 5SJ
Buildings Declared Value:	£60,057
Buildings Sum Insured:	£72,068
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Buildings Insured	
Location (5):	Storage Shed, Broadway Road, Lightwater, Surrey, GU18 5SJ
Buildings Declared Value:	£2,253
Buildings Sum Insured:	£2,703
Construction Type:	Timber Buildings & Portacabins
Subsidence Cover:	Excluded

Buildings Insured	
Location (6):	Chapel, Chapel Lane, Bagshot, Surrey, GU19 5DD
Buildings Declared Value:	£248,097
Buildings Sum Insured:	£297,716
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Buildings Insured	
Location (7):	Storage Shed, Chapel Lane, Bagshot, Surrey, GU19 5DD
Buildings Declared Value:	£1,764
Buildings Sum Insured:	£2,116
Construction Type:	Timber Buildings & Portacabins
Subsidence Cover:	Excluded

Buildings Insured	
Location (8):	Council Depot, Hook Mill Lane, Lightwater, Surrey, GU18 5UD
Buildings Declared Value:	£114,694
Buildings Sum Insured:	£137,632
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Buildings Insured	
Location (9):	Cleveland Sitesafe 96, Hook Mill Lane, Lightwater, Surrey, GU18 5UD
Buildings Declared Value:	£5,296
Buildings Sum Insured:	£6,355
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Excluded

Buildings Insured	
Location (10):	Storage Sheds, Church Road, Windlesham, Surrey, GU20 6BL
Buildings Declared Value:	£23,958
Buildings Sum Insured:	£28,749
Construction Type:	Timber Buildings & Portacabins
Subsidence Cover:	Excluded

Buildings Insured	
Location (11):	Cleveland Sitesafe 66, Church Road, Windlesham, Surrey, GU20 6BL
Buildings Declared Value:	£6,649
Buildings Sum Insured:	£7,978
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Excluded

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Mitigation of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£2,500
In a locked safe at the Insured's premises out of business hours	£2,500
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£20,000
Item 2 - Additional Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£20,000
Item 3 - Standalone Increased Cost of Working	Not Insured	
Item 4 - Loss of Rent Receivable	Not Insured	
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

	Sub-Limit of Indemnity
Extended Premises	
Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000
Extended Incident	
Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000
Excess	
Utilities	£500

Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses: £10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only:

Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	War		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability (<i>Personal Injury and or Property Damage caused by the Insured's Products</i>)	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Public and Products Liability Extensions - Sub-Limits		
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250	any one claim or series of claims arising out of any one Occurrence relating to Property Damage	
	Nil	all other claims	

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Sub-Limits	
		Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
Section 6	NCD & Excess Protection		Not Insured
	Loss of No Claims Discount		£500
	Application of Excess Protection		£250
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	Personal Accident		Insured
	Operative Time of Cover		Whilst carrying out official duties
	Scale of Compensation - Ages 16-75		
	1. Death		£100,000
	2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech		£100,000
	3. Permanent Total Disablement		£100,000
	4. Temporary Total Disablement		£200 per week
	5. Temporary Partial Disablement		£100 per week
	Excess period for items 4 & 5		14 days
	Maximum Benefit Period for items 4 & 5		104 weeks
	In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.		

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year. To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

The following endorsements are applicable to your Clear Councils Policy Wording, in addition to the cover provided under the Clear Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay for necessary and reasonable costs and expenses incurred by the **Insured** with the Insurer's consent for the lopping or removal of trees for which the **Insured** is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the **Property Insured**.
However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay the reasonable costs of clearing and removing any property illegally deposited in or around the **Premises**.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[AMENDED] - Amended Policy Introduction

The following applies to your policy:

The Policy Introduction is amended and restated as follows:

Introduction

The contract of insurance between you and us consists of the following elements, which must be read together:

- your policy wording;
- the information contained on your "Statement of Fact" document issued by us;
- the policy schedule
- any notice issued by us;
- any endorsement to your policy; and
- the information under the heading "Important Information" which we give you when you take out or renew your policy.

In return for you having paid or agreed to pay the premium, we will provide the cover set out in this policy, to the extent of and subject to the terms and conditions contained in or endorsed on this policy.

The following paragraphs remain unaltered:

- **Important**
- **Breach of Term**
- **Terms not relevant to the actual loss**

[COVEX] - General Exclusions - Coronavirus

The following is added to the General Exclusions at the back of your policy booklet.

3. We will not provide cover for any claim in any way directly or indirectly caused by, resulting from or in connection with any of the following, regardless of any other cause or event contributing concurrently or in any other sequence:
- a. Any Coronavirus (including but not limited to SARS-CoV, SARS-CoV-2 and MERS-CoV) or any disease caused by any Coronavirus (including but not limited to Severe Acute Respiratory Syndrome, COVID-19 and Middle East Respiratory Syndrome); or
 - b. Any mutation or variation of any virus or disease listed under 1 above, or any other disease by any such mutated or varied virus,
- including, without limitation to the scope of the foregoing:
- i. Any measures taken by any governmental, public or other authority or any other person for the prevention, suppression, mitigation, cleaning or removal of any virus or disease referred to in a. or b. above, or
 - ii. Any fear or threat of a. , b. or i. above.
- However, this Policy Exclusion does not apply in respect of the following Sections when insured by this policy
- a. Employers' Liability
 - b. Public and Products Liability
 - c. Fidelity Guarantee
 - d. Officials Indemnity
 - e. Personal Accident

[FFE01] - Increased Fidelity Guarantee Limit

Applicable to Part C – Additional Covers - Section 5 **Fidelity Guarantee**

The limit of any one loss is increased to **£1,500,000** any one **occurrence** and in the aggregate for the **Period of Insurance** and not as otherwise stated in the Schedule.

[FFE02] - Fidelity Guarantee Excess

Applicable to Part C – Additional Covers - Section 5 **Fidelity Guarantee**

The Excess amount in respect of any claim exceeding £1million under this section is £5000.

[GDPRCLP] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

1. The **Insurer** will defend the legal rights of an **Insured Person** following civil action taken against the **Insured Person** for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The **Insurer** will also pay any compensation award made against the **Insured Person** under Section 13 of the Data Protection Act 1998) or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The Insurer will represent the **Insured** in appealing against the refusal of the Information Commissioner to register the **Insured's** application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the **Insured** is registered with the Information Commissioner in respect of Contingency 2B a)

[GDPRELPL] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the **Insurer** will indemnify the **Insured** and if the **Insured** so requests any **Person Entitled to Indemnity** in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the **Insurer**
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an **Employee**
 - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an **Employee**
 - iii) to the extent that an indemnity is provided elsewhere in this **Policy**
- a. Item b) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an **Employee**
 - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an **Employee**
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the **Insured** during the **Period of Insurance**
- c. this Extension will not apply in respect of
 - i. the payment of fines or penalties
 - ii. the cost of replacing reinstating rectifying or erasing any data
 - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this **Policy**

[IL001] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted **Sums Insured** and/or Declared Values.

For **Contents** and other **Property** specifically described in the **Schedule** (other than **Stock**), the Retail Price index (or some other suitable index **the Insurers** decides upon) will be used.

The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The **Insurer** will indemnify the **Insured** against;

1. death of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** or total and permanent disablement of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
3. illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the **Insured** which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one **Period of Insurance**.

In the event of a claim under this Extension the **Insured** must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The **Insured**
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred and or the persons employed to replace **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** is directly or indirectly caused by or results from:
 - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
 - (b) the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
 - (c) pregnancy or any condition connected with pregnancy or childbirth
 - (d) any criminal act by the **Insured** or the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

Long Term Undertaking - Expiry Date 30 September 2024

Reduced Premium

In consideration of the reduced premium at which this insurance is written You have agreed to an undertaking to offer at each renewal until the expiry date stated in the Schedule the insurance under this Policy, on the terms and conditions in force at the expiry of each Period of Insurance and to pay the premiums annually it being understood that

- a. We shall be under no obligation to accept an offer made in accordance with this undertaking
- b. The Sums Insured or Limits of Indemnity may be reduced at any time to correspond with any reduction in value or business.

The above -mentioned undertaking applies to any policy or policies which may be issued by Us in substitution for this Policy.

Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include Clear Insurance Management Ltd, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s)). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the

information we have collected.

How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches

- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow, G64 2QR. Telephone: 0345 300 0597. Email PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

If you have taken a product out with us online or by telephone you can also use the European Commission's Online Dispute Resolution for logging complaints. To use this service the European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: <http://ec.europa.eu/odr>

Financial Services Compensation Scheme

Aviva are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations, depending on the type of insurance and circumstances of your claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the United Kingdom, Channel Islands or Isle of Man in which you, the policyholder, normally live or (if applicable) the first named policyholder normally lives, or
2. In the case of a business, the law applying in that part of the United Kingdom, Channel Islands or Isle of Man where it has its principal place of business, or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Material Circumstances

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

1. disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
2. make such disclosure in a reasonably clear and accessible manner; and
3. ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion..

Claims since inception of this policy

Any claim which has been reported to Insurers under this policy is deemed to have been included in this Statement of Facts and does not need to be separately shown within the claim section of this document.

Agenda Item 17 – Council Policies

Members were reminded that the Council should review all policies annually unless legislation requires changes to be made sooner. At the Full Council meetings held in November 2023 all Council policies were reviewed and adopted.

Members are asked to consider if they wish to appoint a policy review working party for 2024-25.

JW
Clerk to the Council
May 2024

Agenda Item 18 - GDPR – re-appointment of Data Protection Officer

With the introduction of GDPR regulations, Council had a full audit of its information processes carried out by an external company – GDPR-info. Council also agreed to appoint GDPR-info as our Data Protection Officer – this meant we had in place an external, independent person who can deal with any requests for data under the regulations.

The regulations have since altered and there is no specific requirement for a Parish Council to appoint a Data Protection Officer, it is discretionary. However, I would recommend that Councillors consider continuing to have an appointed Data Protection Officer, as this would be deemed best practice for a Council of this size.

GDPR-info is up for renewal in June with an estimated cost between £350-£400 (no VAT) for the year. For reference the cost for 23-24 was £350. For this fee they will act as our nominated Data Protection Officer, dealing with any data access requests and provide guidance where necessary in relation to GDPR compliance. They can provide training if required and can carry out further audits at an agreed additional cost.

Recommendation:

It is recommended that as there may be no Full Council meeting in June 2024, the Council agrees to re-appoint GDPR-info as the Council's Data Protection Officer for the next 12 months, approving a spend up to £400.

Members are asked to either approve or reject the recommendation.

JW
Clerk to the Council
May 2024

PAYMENTS

Bagshot PL for Month No 1				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
29/04/2024	BVC/23/62 BPFA	90	GRANTS WPC	GRANTS	957.00	0.00	957.00	4650	340	957.00	Bagshot PFA - facilities maint
TOTAL INVOICES					957.00	0.00	957.00			957.00	
VAT ANALYSISCODE Z @ 0.00%					957.00	0.00	957.00				
TOTALS					957.00	0.00	957.00				

Lightwater PL for Month No 2

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
05/05/2024	2039111	54	SURREY HEATH	SHBC01	65.39	13.08	78.47	4220	410	65.39	Lightwater Gym insp - May 24
TOTAL INVOICES					65.39	13.08	78.47			65.39	
VAT ANALYSISCODE S @ 20.00%					65.39	13.08	78.47				
TOTALS					65.39	13.08	78.47				

Top Level for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/04/2024	3910	611	NEIL CURTIS	NEIL	180.00	0.00	180.00	4005	500	180.00	Ashes internment - Bunce
22/04/2024	EXP -APR 24 (2)	612	LUCY SHANNON EXPENSE	SHANNON	108.92	0.00	108.92	4435	225	108.92	Exp Apr 24 - 2nd part pmt
17/04/2024	2948	613	GREENLANDS	GREE	300.00	60.00	360.00	4060	300	250.00	Maint on stone/plinth + cablin
								4060	400	50.00	Maint on stone/plinth + cablin
24/04/2024	0095	614	CLARKE GAMMON WELLER CLARKE		350.00	70.00	420.00	4400	225	350.00	Valuation of land at HML depot
24/04/2024	3537	615	NP TREE MANAGEMENT	NPTREE	440.00	88.00	528.00	4915	210	440.00	Planting 4 trees at Bosman Dr
								395		-440.00	Planting 4 trees at Bosman Dr
								6000	210	440.00	Planting 4 trees at Bosman Dr
TOTAL INVOICES					<u>1,378.92</u>	<u>218.00</u>	<u>1,596.92</u>			<u>1,378.92</u>	
VAT ANALYSISCODE OTS @ 0.00%					288.92	0.00	288.92				
VAT ANALYSISCODE S @ 20.00%					1,090.00	218.00	1,308.00				
TOTALS					<u>1,378.92</u>	<u>218.00</u>	<u>1,596.92</u>				

Top Level for Month No 1				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/04/2024	EXP 27 APR	616	WHITE	WHITE	233.68	1.54	235.22	4600	225	233.68	Expenses - Presentation Meetin
27/04/2024	3546	617	NP TREE MANAGEMENT	NPTREE	380.00	76.00	456.00	4915	210	380.00	Windmill Field fell willow tre
								395		-380.00	Windmill Field fell willow tre
								6000	210	380.00	Windmill Field fell willow tre
29/04/2024	75	618	ALL SAINTS CHURCH	ALLS	75.00	0.00	75.00	4950	325	27.75	Planning 17/4 and 27/4
								4950	425	27.75	Planning 17/4 and 27/4
								4950	525	19.50	Planning 17/4 and 27/4
TOTAL INVOICES					688.68	77.54	766.22			688.68	
VAT ANALYSISCODE OTS @ 0.00%					300.96	0.00	300.96				
VAT ANALYSISCODE S @ 20.00%					387.72	77.54	465.26				
TOTALS					688.68	77.54	766.22				

Top Level for Month No 2				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
01/05/2024	591-1973	619	HARRISON ARBORICULT	HARRISON	120.00	24.00	144.00	4195	210	120.00	Bag Cem -visual tree assessmen
								395		-120.00	Bag Cem -visual tree assessmen
								6000	210	120.00	Bag Cem -visual tree assessmen
26/05/2024	LONGACRES	620	CLLR MALCAUS COOPER	MALCAUS	166.67	33.33	200.00	4600	225	166.67	Flowers for Comm Reception
TOTAL INVOICES					286.67	57.33	344.00			286.67	
VAT ANALYSISCODE S @ 20.00%					286.67	57.33	344.00				
TOTALS					286.67	57.33	344.00				

Top Level for Month No 2			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
01/05/2024	2039110	621	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,070.99	Grounds maint - May 24
								4165	410	3,070.99	Grounds maint - May 24
								4165	510	1,732.36	Grounds maint - May 24
02/05/2024	2400060613	623	ST JOHN AMBULANCE	ST JOHN AM	370.00	74.00	444.00	4350	220	370.00	First Aid training - JW/SW
01/05/2024	202409	624	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	37.00	Hall Hire FC (16+23 April 24)
								4950	425	37.00	Hall Hire FC (16+23 April 24)
								4950	525	26.00	Hall Hire FC (16+23 April 24)
02/05/2024	215880-1	625	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	SLCC Emp the Basics - JW
02/05/2024	215881-1	626	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	SLCC - Disc & Greiv Proc - JW
02/05/2024	215882-1	627	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	220	35.00	SLCC - Psyc of Comm Engag - SK
02/05/2024	215883-1	628	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	220	35.00	SLCC - Social Media Cont- SK
02/05/2024	215885-1	629	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	220	35.00	SLCC - Allot management - LS
02/05/2024	215884-1	630	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	220	35.00	SLCC - Tips mana stress - LS
TOTAL INVOICES					8,544.34	1,688.87	10,233.21			8,544.34	
VAT ANALYSISCODE OTS @ 0.00%					100.00	0.00	100.00				
VAT ANALYSISCODE S @ 20.00%					8,444.34	1,688.87	10,133.21				
TOTALS					8,544.34	1,688.87	10,233.21				

Top Level for Month No 1				Order by Invoices Entered							
								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2024	92-154	622	GLENDALE	GLEND	258.00	51.60	309.60	4060	400	43.00	Plaque instal - 5xW;1xL
								4060	500	215.00	Plaque instal - 5xW;1xL
TOTAL INVOICES					258.00	51.60	309.60			258.00	
VAT ANALYSISCODE S @ 20.00%					258.00	51.60	309.60				
TOTALS					258.00	51.60	309.60				

Windlesham PL for Month No 1				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
26/04/2024	3939	123	NEIL CURTIS	NEIL	180.00	0.00	180.00	4005	500	180.00	W'sham intern - Wheeler
TOTAL INVOICES					180.00	0.00	180.00			180.00	
VAT ANALYSISCODE OTS @ 0.00%					180.00	0.00	180.00				
TOTALS					180.00	0.00	180.00				

Windlesham PL for Month No 2				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
01/05/2024	1840	124	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Wind. Cem maint - April 24
TOTAL INVOICES					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSISCODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,130.00	426.00	2,556.00				

Agenda Item 19b – Full Council Meeting 14 May 24 Budget Monitoring Report to 6 May 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 has 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. Actions required

- (i) Councillors need to note levels of expenditure shown and the associated balance sheet;
- (ii) Consider approval of the purchase of an Adobe licence with funding taken from EMR377 IT Equipment;
- (iii) Consider the opening of an account at the Unity Trust Bank and confirm the proposed signatories.

3. Income generated

		Year to date		Budget
1000	Burial fees	£9,908	(1)	£77,351
1030	Allotment fees	£0	(2)	£1,970
1076	Precept	£252,601	(3)	£505,201
1900	Interest received	£0	(4)	£9,492
Total income		<u>£262,509</u>		<u>£594,014</u>

- (1) Income from burial fees arises as follows: Bagshot - £0; Lightwater - £220; Windlesham - £9,688;
- (2) Allotment fees are billed in August each year;
- (3) The precept is generally received in two tranches in April and June each year. The first tranche was received on 1 April '24;
- (4) Interest arises on the bank accounts held by the Council and is paid monthly (four accounts) or annually (three accounts). To date month-end statements have not been received for the interest-bearing accounts hence there is no movement.

4. Overspends and Transfers

Councillors are asked to note the Actual vs Budget report as at 6 May 24 along with the corresponding Balance Sheet and Income and Expenditure reports attached.

Expenditure for the month is £43,827 against a full-year budget of £594,014 – approximately 7.3% and slightly under that expected given an even spread of costs. At this stage of the year, however, this is not a concern.

The following overspends against the budget have been noted:

(1) 4195 Tree Maintenance/Surgery

No budget was reflected for this cost element with any expenditure resolved to be taken from the EMR as part of the budget process. Costs incurred have been set against EMR395 Tree Works and will continue to be for the remainder of the period.

(2) 4420 Finance System

Expenditure of £3,229 has been incurred against a budget of £2,073. The charge covers the cost for the Rialtas system plus support for the full year and is significantly above the amount that was paid for 2023-24. This is reflected in the budget overspend.

Councillors should also note the following:

(1) 4062 Cemetery maintenance EMR - covers an amount agreed during the budget process that would be allocated to a specified EMR to cover future maintenance of each cemetery. No expenditure on this cost element is currently anticipated rather the amount will be transferred to an EMR for each village.

(2) 4165 Greenspace Contract - currently covers the three villages but has been split to reflect the possibility that the contract will be split after the re-tendering process. The budget reflected an increase to cover inflationary pressures and general increases in greenspace costs anticipated (based on the same contract terms) plus an element for employing a procurement consultant. The latter was actioned at the March Full Council meeting (C/23/217). Current costs of £7,874 per month reflect the current contract terms.

(3) 4300 Salaries and related payroll costs – the salary and related costs show a charge of £12,968 covering the existing 6 staff. This is in line with budget expectations.

(4) 4500 Councillor Allowances – the budget for Councillors' Allowances is based on the rates in place at the time of the budget. In the February 24 Full Council meeting it was resolved to increase the individual allowance to £1,750pa (C/23/183) from £1,661.40pa with an additional allowance for the Council Chair. This will lead to an annual cost of £33,250 versus a current budget of £32,627 (including training costs). Any surplus over budget will be taken from the general reserve as per the resolution. This assumes that all councillors claim the full allowance.

(5) 4650 Grants - reflects a total budget of £11,000 split between the three villages. The table below shows movements on the account:

Bagshot (£5,000)

- | | | |
|------|---|--------|
| (i) | Reversal of y/e accrual re: Bagshot Playing Field Assoc for grant to maintain the facilities and open space | (£957) |
| (ii) | Payment of grant to BPFA as noted above | (£957) |

Lightwater (£3,000)

- | | | |
|------|---|----------|
| (i) | Reversal of y/e accrual re: Lightwater Community Cinema | (£1,000) |
| (ii) | Reversal of y/e accrual re: Lightwater Connected fete | (£250) |

Windlesham (£3,000)

No grants approved to date

Total expenditure	<u>(£1,250)</u>
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Other matters

- (1) Councillors are asked to approve the expenditure of £240pa to cover the cost of an Adobe licence for the RFO. The RFO works remotely and as such is required to submit various documents to the Clerk for items such as payment approval and reporting matters. Currently the Clerk is required to open and sign each payment as approved (in accordance with the recent Internal Audit recommendation) and it would save a significant amount of time if the approvals could be done electronically. Using the Adobe approval system would allow for this to be done and would allow the second signatory to receive and approve copies automatically via the system. The Adobe licence would also allow the RFO to edit and combine pdfs which would enable reports to be prepared for presentation to meetings without the Clerk being required to combine elements from different sources (word document + Rialtas prints for instance). The time and cost saved by using the licence would exceed the cost in the period.

It is proposed that this sum be taken from EMR377 IT Equipment from which there is £1,383 available.

5. Banking matters – Unity Trust Bank

Windlesham Parish Council currently operate seven bank accounts not all of which have the relevant signatories in place. We have been trying for over a year to amend signatories on the main Barclays account but, despite numerous personal visits, conversations with their central mandates team and completion of various forms we have been unable to finalise. The same issues arise over our other bank accounts.

The Unity Trust Bank has been identified as a potential new bank which can provide the necessary functionality, including internet banking and which would give us the ability to add signatories and make changes via their electronic systems. The bank is an ethical bank which describes itself as a business with a social conscience. More details can be

found at [Unity Trust Bank | Socially Responsible, Ethical Business Bank](#) . The Bank itself supports hundreds of Parish Councils throughout the UK and has a 4.6/5 rating on Trustpilot. The Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority. The audit for the year ended 31 December 23 shows a clean audit opinion with no concerns raised about it's going concern status.

In addition to current accounts, the bank offers a range of easy access and fixed-term deposit accounts with interest rates currently ranging from 2.77% for instant access up to 5.00% for a 24-month fixed term deposit. Interim terms are also available which may suit WPC better given its cashflow requirements.

It is noted that as at 31 March 24 cash balances of £572k were held in Barclays, RBS and Santander on which interest returns are low (zero in the case of the current account). As a council we do have the opportunity to manage our cash funds more effectively generating better returns for residents.

I would propose that the council considers opening an account with the Unity Trust Bank with a view to ultimately transferring funds from Barclays and winding down the use of that bank. Funds from RBS and Santander could subsequently be moved. This would allow more day to day control over the account without the issues we currently have in terms of access.

A this point I would recommend that the Council resolve to open an account with Unity Bank, making a small deposit as required under the terms of the account. The council would subsequently be in a position to consider placing further funds with the bank as required. I would note that a current account incurs a monthly fee of £6 with a fee of 0.15p per transaction but the cost of this would be more than covered by the potential interest received and in the time saving by being able to ensure that signatories can manage the account easily.

In line with resolution C/23/20 (FC 16 May 23) it is suggested that the following members become signatories on the new account:

- Clerk of the Council
- RFO
- Cllr White
- Cllr Malcaus Cooper
- Cllr R Jennings-Evans

It is also suggested that the Chairman of the Council should be a signatory.

6. Virements

No virements are required at this time.

Income & Expenditure by Budget 6 May 24

Month No: 2

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>							
1000 Burial fees	0	9,908	77,351	67,443			12.8%
1030 Allotment Fees	0	0	1,970	1,970			0.0%
1076 Precept	0	252,601	505,201	252,601			50.0%
1900 Interest Received	0	0	9,492	9,492			0.0%
Total Income	0	262,509	594,014	331,506			44.2%
<u>Overhead Expenditure</u>							
4005 Ashes interment	0	720	7,680	6,960		6,960	9.4%
4050 Rates	0	274	3,048	2,774		2,774	9.0%
4055 Pavilion Utilites	0	0	500	500		500	0.0%
4060 Maintenance	2,130	2,700	48,910	46,210		46,210	5.5%
4062 Cemetery maintenance - EMR	0	0	75,000	75,000		75,000	0.0%
4070 Allotment Refunds	0	0	100	100		100	0.0%
4100 War Memorial	0	0	5,210	5,210		5,210	0.0%
4105 Bagshot Clock	0	0	500	500		500	0.0%
4160 Greenspace Contingency	0	309	3,000	2,692		2,692	10.3%
4165 Greenspace Contract	7,874	15,749	120,000	104,251		104,251	13.1%
4185 Planting	0	0	5,863	5,863		5,863	0.0%
4190 Christmas Trees	0	0	5,745	5,745		5,745	0.0%
4195 Tree Maintenance/Surgery	120	1,634	0	(1,634)		(1,634)	0.0%
4220 Playground Repairs & Renewal	65	131	16,000	15,869		15,869	0.8%
4300 Salaries	0	8,654	105,681	97,028		97,028	8.2%
4340 Local Government Pension	0	2,457	32,515	30,058		30,058	7.6%
4345 HMRC Payroll	0	1,857	29,982	28,125		28,125	6.2%
4350 Training	570	210	2,000	1,790		1,790	10.5%
4400 Legal/HR/Recruitment Costs	0	380	5,000	4,620		4,620	7.6%
4410 Cleaner	0	0	750	750		750	0.0%
4415 Insurance	0	0	5,200	5,200		5,200	0.0%
4420 Finance System	0	3,229	2,073	(1,156)		(1,156)	155.8%
4425 External Finance Support	0	105	600	495		495	17.5%
4430 Licences & Subscription	0	3,606	4,991	1,385		1,385	72.3%
4435 Office Expenses	0	277	2,400	2,123		2,123	11.5%
4440 ICT Costs	0	(480)	6,557	7,037		7,037	(7.3%)
4445 Audit	0	(1,461)	1,620	3,081		3,081	(90.2%)
4455 Telecoms & Security	0	(32)	1,795	1,827		1,827	(1.8%)
4500 Cllr Allowances, Training & Ex	0	2,319	32,627	30,308		30,308	7.1%
4525 Bagshot Chapel Building Costs	0	12	10,240	10,228		10,228	0.1%
4550 Office Building Costs	0	439	7,804	7,365		7,365	5.6%
4555 HMLD Building Costs	0	664	7,946	7,282		7,282	8.4%
4600 Annual Meeting & Civic Costs	167	330	2,000	1,670		1,670	16.5%

Income & Expenditure by Budget 6 May 24

Month No: 2

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4640 Marketing	0	0	4,000	4,000		4,000	0.0%
4650 Grants	0	(1,250)	11,000	12,250		12,250	(11.4%)
4905 Pavilion Capital Project	0	0	15,000	15,000		15,000	0.0%
4915 Festive Lights	0	820	7,176	6,356		6,356	11.4%
4950 Hall Hire	100	175	3,501	3,326		3,326	5.0%
Total Overhead	11,026	43,827	594,014	550,187	0	550,187	7.4%
Total Income	0	262,509	594,014	331,506			44.2%
Total Expenditure	11,026	43,827	594,014	550,187	0	550,187	7.4%
Net Income over Expenditure	(11,026)	218,681	0	(218,681)			
plus Transfer from EMR	120	2,454	0	(2,454)			
less Transfer to EMR	0	0	0	0			
Movement to/(from) Gen Reserve	(10,906)	221,135	0	(221,135)			

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 30/04/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	2,477	
105	VAT Control A/c	5,704	
200	Barclays Current Account	559,382	
205	Santander Account	199,620	
210	RBS Account	46,658	
215	Skipton Account	64,595	
225	Cambridge and Counties Account	222,901	
230	Hampshire Trust Bank	65,984	
235	Redwood Bank	66,271	
Total Current Assets		1,233,592	
<u>Current Liabilities</u>			
500	Creditors	13,250	
501	Bagshot PL	957	
502	Lightwater PL	78	
503	Windlesham PL	2,736	
Total Current Liabilities		17,021	
Net Current Assets			1,216,570
Total Assets less Current Liabilities			1,216,570
<u>Represented by :-</u>			
300	Current Year Fund	218,681	
310	General Reserves	228,634	
315	Capital Receipts	1,300	
320	EMR School Lane Play Equipment	35,743	
321	EMR Windmill Field playground	3,154	
325	EMR Windlesham CIL	70,330	
330	EMR Repairs and Maintenance	34,547	
331	EMR War Memorials	1,376	
335	EMR Cemeteries	39,070	
336	EMR Lightwater Cemetery Maint.	9,700	
340	EMR Lightwater Pavilion & Rec	130,642	
345	EMR Bagshot Village	16,171	
346	EMR Bagshot Grants	317	
350	EMR Lightwater Village	19,060	
351	EMR Lightwater Grants	3,100	
355	EMR Windlesham Village	15,279	
365	EMR Elections	14,820	
370	EMR Council Office Repairs	1,500	
375	EMR Playarea Repairs & Renewals	15,000	
377	EMR IT Equipment	1,383	
378	EMR Training	900	
380	EMR Bagshot CIL	308,643	
390	EMR Civic Functions	1,144	
395	EMR Tree Works	46,076	
Total Equity			1,216,570

Item 20a - 2024 Festive Lighting Update

At the Full Council meeting held in June 22 (minute ref: C/22/39) it was resolved to sign a 3 year contract for the hire of festive lamp column lights.

The contract is now in it's second year and Members should note that each village will have the following provision again for 2024.

Bagshot

7 x lamp column motives	Cost: £2,711
Shop front Christmas Trees	£1,000
(To be agreed by Bagshot Committee and funded through grant funding)	

Current Budget: £2,932

Total Spend: £2,711

Remainder: £221

Lightwater

11 x lamp column motives	Cost: £4,482
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Current Budget: £2,392

Total spend: £4,482

DEFICIT: £2,090 To be funded from the village reserve as agreed during the budget

Windlesham

9 x Bauble wraps & 9 x Bauble ball decorations	Cost: £3,840
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Current Budget: £2,392

Total spend: £3,840

DEFICIT: £1,448 To be funded from the village reserve as agreed during the budget

JW

Clerk

May 2024

Item 20b- 2024 Christmas Trees

In preparation for the festive season, quotes are being sought for the supply of this year's Christmas trees. To simplify the process, as per last year, officers are seeking quotes to supply an all-inclusive package, whereby one company will supply, install, light, and remove the trees.

Additionally, the electrics within the tree pits will be re-inspected and quotes provided for any work deemed necessary.

Budget Information

Each village has a budget of £1,953 and any spend in excess of this will require Members to either agree to fund the difference from the village reserves or agree an overspend to be funded from the General Reserve.

Action

Members are asked to consider delegating authority to the Clerk to obtain quotes and engage a supplier based on best value up to a value of £2,500 (including any necessary electrical work) with any spend over the allocated budgets to be funded from the general reserve.

JW

Clerk

May 2024

Item 21 - Committee on Standards in Public Life public bodies accountability consultation - Closes 17th May

We have received an email from SALC notifying us that the Committee on Standards in Public Life has recently issued a consultation on accountability in public bodies. The consultation document can be read here ([2024-03-21 Accountability within public bodies - open consultation final \(publishing.service.gov.uk\)](#)) and the terms of reference for the consultation can be read here ([2024-03-21 Accountability within public bodies - terms of reference final \(publishing.service.gov.uk\)](#)).

NALC will be submitting a response on the sector's behalf. To help them make sure your views are heard in their submission please can you complete a short snapshot sector survey here (<https://forms.office.com/e/4LmVzQPvYi>). The survey will close at 23:45 on Friday 17 May 2024. It is suggested each councillor and each employee separately complete so that all views can be heard.

The council are asked to consider if they wish to respond to this consultation.

Item 22 - Clerks Update

SHBC Annual Meeting

Members are reminded that the Chair of Council has been invited to attend the SHBC Annual Meeting on Wednesday 15th May 2024 at 7.30 pm.

Sale of Hook Mill Lane Depot

In line with the resolution at the February Full Council meeting, a notice of intent to sell the land at Hook Mill Lane was placed in the Surrey Advertiser. The council has now received 8 expressions of interest. The Clerk has contacted land agents and conveyancing solicitors requesting quotes for their services however to date, only one quote has been received. A full report will be presented at the next Full Council meeting.

Bagshot Cemetery Wall Repair

The repair of the perimeter wall at Bagshot Cemetery has experienced some setbacks caused by the presence of tree roots hindering the laying of necessary foundations. A tree specialist has assessed the situation and officers are working with the contractor to find a resolution.

Greenspace Procurement

A full report will come to the Full Council in due course.

Windlesham Neighbourhood Plan SharePoint

The above SharePoint site is currently being set up and is undergoing testing.

War Memorials – Routine Structural Surveys

Officers are in the process of obtaining quotes to carry out routine structural surveys on all war memorials within the Parish. Additionally, quotes are being sought to refurbish the lettering on the Lightwater and Windlesham memorials. Please note that all three war memorials are Grade II listed and all works will be approved by SHBC planning.