

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 Windlesham 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 Windlesham 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

PRECEPT

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

Precept by Village with North Windlesham part of Windlesham (figures supplied by SHBC)

BAGSHOT: £186,924	This equates to 37% of the value of precept
LIGHTWATER: £186,924	This equates to 37% of the value of precept
WINDLESHAM: £131,353	This equates to 26% of the value of precept

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

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 = 33%
Bagshot = 43%
Windlesham = 24%

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

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

Held on Wednesday 6th March 2024 at The Link, St John the Baptist Church, Church Road, Windlesham

Councillors	
Hardless	A
Lewis	P
Marr	P
McGrath	P
Richardson	P

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Alan Stevens- Lightwater Village Committee Councillor- acting as a substitute for Cllr Hardless

Tony Murphy- Windlesham Resident
Bob and Jenny Hodgkinson- Windlesham Residents
David & Melanie Chetley- Windlesham Residents
Roy Fairhead MBE- Windlesham Resident
Terry Baker- Windlesham Resident
Tom Appleby- Windlesham Resident

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

Cllr Richardson in the Chair

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		Action
WVC/23/60	Apologies for absence Apologies for absence were received and accepted from Cllr Hardless.	
WVC/23/61	Declarations of Interest Cllr Lewis declared a non-pecuniary interest in relation to Item 13 Grants, due to her association with The Windlesham Society, The Windlesham Village Fete Committee, and the Windlesham Field of Remembrance.	

	Cllr Richardson declared a non-pecuniary interest in relation to Item 13 Grants, due to her association with the Windlesham Field of Remembrance.	
WVC/23/62	<p>Public question time</p> <p>Cllr Wilson and Cllr Wheeler sent their apologies for absence due to a Borough Council meeting.</p> <p><u>Tony Murphy, Windlesham Resident-</u> Mr Murphy commented that The Windlesham Society AGM was very well attended with approximately 60 residents attending and that it was disappointing that the Windlesham Village Committee meetings are so poorly attended and asked members if they had an explanation for this.</p> <p>Cllr Richardson commented that The Windlesham Society AGM is held just once a year which may have an impact on numbers and also suggested that the Society have direct access to their membership and therefore are able to e-mail out communications regarding upcoming meetings. Cllr Richardson also confirmed that the WVC Councillors hold Community meetings throughout the year, usually held on a Saturday morning.</p> <p>Mr Murphy also commented that the existing SHBC Local Plan is very much out of date and that in his opinion, in the absence of an up-to-date Local Plan, advantage of this is being taken by developers who can cherry pick bits from the draft local plan, latest housing needs, and the Windlesham Neighbourhood Plan. He also noted that the SHBC website currently states that there is no date for its adoption.</p> <p>Cllr Marr commented that the local plan is held by SHBC and the delay with adopting the Local Plan will also have an impact on the progression of the WNP Review.</p>	
WVC/23/63	<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>WVC/23/75 Windlesham Cemetery Exhumation Request</p>	

WVC/23/64	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the Windlesham Village Committee meeting held on the 29th November 2023 were approved and signed by Cllr Richardson.</p>	Cllr Richardson
WVC/23/65	Payments for Approval	

	There were no payments for approval.	
WVC/23/66	<p>Committee finances - Income & Expenditure Report</p> <p>Members were presented with an Income & Expenditure report prepared by the RFO.</p> <p>Cllr Richardson queried an amount of £11,318 which had been transferred from EMRs. The Assistant Clerk explained that this figure was made up of transfers from EMRs relating to the Cemetery Memorial testing & Repairs, Coronation Flags, tree maintenance and office IT equipment.</p> <p>The Assistant Clerk was also asked to confirm the amount of Windlesham CIL available and the amount of which was allocated to projects:</p> <p>Windlesham CIL = £70,530</p> <p>Allocated CIL:</p> <p>Broadway Bridge Lighting project £7,500</p> <p>Windlesham Village Speed Surveys £3,000</p> <p>Windlesham Hedge planting up to £1,000</p> <p>Members noted the rest of the report.</p>	
WVC/23/67	<p>It was unanimously resolved to move Item 13 Grants up the agenda to allow Cllr Stevens to leave the meeting after this item if he wished to.</p> <p>Grants</p> <p>a) <u>The Windlesham Society</u> The Committee received a grant application from The Windlesham Society requesting £450 to fund litter picking equipment.</p> <p>Cllr Lewis declared a non-pecuniary interest due to her association with The Windlesham Society and did not vote.</p> <p>Cllr McGrath proposed, and Cllr Richardson seconded, and it was unanimously resolved to grant The Windlesham Society £450 for the above purposes.</p> <p>b) <u>Windlesham Village Fete Committee</u> The Committee received a grant application from Windlesham Village Fete Committee requesting £1,207 to fund a BBQ and dishes and Hi-Viz vests to be worn by organisers of the event.</p>	

	<p>Cllr Lewis declared a non-pecuniary interest due to her association with the Windlesham Village Fete Committee and did not vote.</p> <p>Cllr McGrath proposed, and Cllr Richardson seconded, and it was unanimously resolved to grant the Windlesham Village Fete Committee £1,207 for the above purposes.</p> <p>c) <u>Windlesham Field of Remembrance</u> The Committee received a grant application from Windlesham Field of Remembrance requesting £1,360 to fund the purchase and installation of a loft ladder to improve the safety and accessibility to the loft space at The Hub.</p> <p>Cllr Richardson and Cllr Lewis declared a non-pecuniary interest due to their associations with the Windlesham Field of Remembrance and did not vote.</p> <p>Cllr Marr proposed, Cllr McGrath seconded, and it was unanimously resolved to grant the Windlesham Field of Remembrance £1,209 for the above purposes.</p>	
WVC/23/68	<p>Windlesham Cemetery</p> <p>a) Historical Memorial Repair</p> <p>Members were reminded that at the November 2023 Committee meeting, it was agreed to defer the restoration of the memorials on graves B33, K14, Vault 1 (Baillieu) and R17 until the stonemason had completed the essential repair work on the other memorials. It was also noted that the memorial on grave A1 was not repaired and will be included in this phase.</p> <p>Members were asked to decide if they would like to proceed with the repairs of the memorials on graves B33, K14, Vault 1 (Baillieu), R17 and A1 as per the quotes detailed below.</p> <p>Members unanimously resolved to defer making a decision on the Vault 1 (Baillieu), R17 (Clark) and B33 (Cornelius) until further advise had been received from the Lutyens trust regarding their restoration.</p> <p>Members unanimously resolved to clean and restore the memorials K14 (Cawthorne) and A1 (Delavoye).</p> <p>It was reported that on the 29th January, Cllr Richardson, Cllr Marr and Cllr McGrath met with local historian Moira Nairn and identified 24 additional memorials which they wished to seek quotes for repair. The Assistant Clerk advised members that 3 stonemasons were contacted to quote for the repair of the identified memorials but just one mason responded with a quote.</p>	

	<p>The quote was presented to members, and they were asked if they wished to proceed with the quote to repair the 24 memorials with funds to be taken from the Cemeteries EMR.</p> <p>Members expressed concern that they did not want the memorials to be cleaned to a level where they stood out in the cemetery and asked that the Assistant Clerk contacted the stonemason who provided the quote to confirm that the cleaning can be completed sympathetically.</p> <p>Cllr Richardson proposed, Cllr McGrath seconded, and it was unanimously resolved to proceed with the presented quotes to repair the 24 identified memorials, with the cleaning to be commenced only once confirmation had been received from the stonemason that the cleaning can be completed sympathetically.</p> <p>Members also unanimously agreed to undertake a walk around the ‘newer’ section of the cemetery with a view to identifying any further historic memorials for repair.</p> <p>It is to be noted that the Assistant Clerk advised that many memorials on the ‘newer’ old side of the cemetery could have living grave owners or families which can be traced and therefore the office would have to check the memorials suitability for repair on a case-by-case basis.</p> <p>b) Cemetery Noticeboard Replacement</p> <p>Members were reminded that at the November 2023 Committee meeting, members resolved to seek quotes to either restore and/or replace the existing wooden noticeboards in the cemetery. Members had also requested a quote from the company who supplied the metal noticeboards in the rest of the Parish.</p> <p>Members were presented with 3 quotes for wooden noticeboards and a quote for metal noticeboards.</p> <p>Members were also advised of the cost of removing the old noticeboards and installing the new ones.</p> <p>Members unanimously resolved to proceed with installing like for like wooden noticeboards in the Cemetery and decided to proceed with Quote 1 subject to the Assistant Clerk confirming favourable references. Members also unanimously agreed a spend of up to £7,500 to cover the cost of the new noticeboards, removal of the old noticeboards and the installation of the new ones, to be funded from the Windlesham CIL.</p> <p>c) War Memorial</p> <p>The Assistant Clerk reported that initial quotes for a structural survey to assess the War Memorial in Windlesham Cemetery had</p>	<p>Assistant Clerk</p> <p>All Committee members</p> <p>Assistant Clerk</p>
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	<p>been received and a decision on funding and appointing a surveyor would be taken to the March Full Council meeting.</p> <p>The Assistant Clerk also reported that an initial quote for the re lettering work on the war memorial had been received and that the office are in the process of seeking further quotes which will be presented to members at their next Committee meeting.</p> <p>d) Cemetery Maintenance</p> <p>An update from the Cemetery Greenspace Contractor was included in the papers and noted by members.</p> <p>Members noted that the cemetery was not included in No Mow May last year and that it was suggested the grass in the cemetery also continues to be cut throughout May this year, although members were told they could consider designating a small area away from headstones away to No Mow May.</p> <p>Members unanimously resolved to work in conjunction with Pure Gardens to identify and proceed with a suitable area for No Mow May and/or wildflowers.</p> <p>The Assistant Clerk was tasked to arrange a date and time for available members to meet with Pure Gardens</p> <p>Members also noted that the pathways in the old section of the cemetery have been under water for a couple of weeks and requested that drainage in this section of the cemetery was added to a future Committee agenda.</p> <p>e) Tree and hedge re planting- update</p> <p>It was noted by members that the tree replating and whip hedge planting will commence by the chosen contractor in March and that 4 of the trees in the cemetery had already been planted.</p> <p>Members noted the update regarding the re planting of the trees and the hedging in the cemetery.</p>	<p>All Committee members</p> <p>Assistant Clerk</p>
WVC/23/69	<p>Traffic & Infrastructure</p> <p>a) Broadway Road Lighting project- Update</p> <p>Cllr Lewis confirmed that SCC Highways had experienced issues installing the poles which will house the lighting and ANPR cameras, but it is hoped the lighting, and cameras will be installed in the next 4-6 weeks.</p> <p>b) Speed Survey Project- Update</p> <p>Cllr Lewis confirmed she had been in contact with SCC Highways, and she will be meeting with them to identify which type of survey is required over the 8 identified areas.</p>	

	<p>Cllr Lewis also confirmed that the data from these surveys will be consulted with residents when available.</p>	
WVC/23/70	<p>Windlesham Neighbourhood Plan Review</p> <p>a) Update from WNP Review Working Group</p> <p>Cllr Marr provided a brief update regarding the first WNP Review Working Group meeting which was held on 15th February 2024 and the minutes from the last Working Group were noted by members.</p> <p>Members were asked to consider the addition of another resident, David Davis onto the Working Group.</p> <p>Cllr Richardson proposed, Cllr Lewis seconded, and it was unanimously resolved to appoint David Davis onto the WNP Review Working Group.</p> <p>b) Planning consultant- to review quotes</p> <p>Members were reminded that at the November 2023 Windlesham Committee meeting, the Assistant Clerk confirmed that 5 Planning consultancies had been approached for quotes, with just one responding with a proposal, and members resolved to obtain more quotes.</p> <p>Quotes/proposals from 3 consultants were presented and members were asked to decide:</p> <ul style="list-style-type: none"> a) if they would like to proceed with one of the consultants or b) if they would not like to proceed with a consultant at this time <p>Members unanimously resolved to proceed in principle with quote 3, subject to the Clerk, Cllr Marr and Cllr Richardson conducting a Teams call with the chosen consultant and being content he can meet the committee's requirements for the review.</p> <p>c) Locality Grant</p> <p>It was noted by members that all groups undertaking a neighbourhood plan or review are eligible to apply for up to a grant up to £10,000 from Locality, but any support received since April 2015 will be taken into account when assessing how much grant can be applied for. It was reported that in December 2015, Windlesham Parish Council received a grant from Locality for £7,960 and therefore can only apply for a further £2,040. Grant applications for this financial year (2023/2024) are now closed and Locality have confirmed they are waiting on confirmation that another grant window will open for 2024/2025, and have suggested checking the website in April for further information.</p>	<p>Clerk, Cllr Marr & Cllr Richardson</p>

	<p>Members were asked to decide if they would like to make an application to Locality for grant funding if a window opens for the 2024/2025 financial year.</p> <p>Members unanimously resolved to defer making a decision regarding making an application to Locality for grant funding until the next meeting.</p>	
WVC/23/71	<p>Windmill Field Playground- to discuss indicative quotes & next steps</p> <p>It was reported that following on from the resolution at the November 2023 Committee meeting to proceed with the replacement of Windmill Field Playground, the Assistant Clerk met on site with 3 Playground companies and asked them to provide indicative pricing for a new playground to include an inclusive roundabout and equipment suitable up to age 14. Members were presented with 5 quotes from 2 playground companies.</p> <p>Members were asked to-</p> <p>Review the quotes presented and decide an upper spend for the playground, noting that any projects over £50K will not be eligible for the SCC Your Fund small project or the SHBC Community Grant fund and review how they might want to fund the project.</p> <p>Members discussed the possibility of splitting the project into playground equipment & safety surfacing to bring the project within the £50K limit for SCC small fund and SHBC community funding grants. The Assistant Clerk advised against this course of action, but members asked that the question was posed to SCC and SHBC.</p> <p>Members unanimously resolved to allocate a budget of between £60,000 and £65,000 for the replacement of Windmill Field Playground.</p> <p>Members also unanimously resolved to investigate the upper funding limits and criteria of SCC Your Fund Surrey small projects and the SHBC Community Grant Fund once the new funding windows open in April 2024. If these funds were not available, members agreed to investigate the Your Fund Surrey Large Project fund.</p> <p>If investigations and/or applications resulted in no outside funding options being available, members unanimously resolved to fund as per below:</p> <ul style="list-style-type: none"> • Up to £50K from Windlesham CIL • £3,154 from Windlesham Playground Repairs & Renewal 2023/24- members resolved to put a recommendation forward to Full Council to earmark this budget line for the Windmill Field Playground project. 	Assistant Clerk

	<ul style="list-style-type: none"> • £15K from Top level Play area Repairs & Renewals EMR– members resolved to put a motion to Full Council to release these funds for allocation to the Windmill Field Playground project. <p>Members expressed a desire to be able to install the new playground this year. The Assistant Clerk commented that when the criteria for the funding options were known, the Committee may require an EGM to agree the grant fund they will apply for, the level of funding and to agree a tender specification.</p>	
WVC/23/72	<p>Bosman Drive Tree replanting</p> <p>Members were informed that the chosen contractor to source, re plant and maintain the trees at Bosman Drive was able to source 2 x Liriodendron Tulip trees in the required size of 12-14cm girth but unfortunately the Western Hemlock was not available, with the Horse Chestnut only available in a smaller size. It was reported that permission had been granted from the SHBC Tree Officer to plant the Horse Chestnut at a smaller size as it was known there are issues currently with sourcing larger trees.</p> <p>Members noted the contractor had been instructed to plant the 2 x Liriodendron Tulip trees and 1 x Horse Chestnut tree and that they are to confirm a planting date.</p> <p>Members were asked to decide if they would like to continue with the planting of the Western Hemlock once it is available or choose an alternative tree from the list provided by SHBC.</p> <p>Members unanimously resolved to plant a Dawn Redwood instead of the Western Hemlock.</p>	
WVC/23/73	<p>Clerks Update</p> <p>The Assistant Clerk gave members the following updates:</p> <p><u>Cemetery Regulations & Policies</u></p> <p>The Cemeteries Co-ordinator in conjunction with the Clerk is in the process of reviewing the Cemetery Regulations of all 3 Cemeteries along with all Cemetery policies and procedures. Cemetery fees along with the Cemetery Regulations will be reviewed at the first meeting of the Council Year in June.</p> <p><u>Windmill Field Wet Pour Urgent patch repair</u></p> <p>The urgent patch repair of the safety surfacing at the Windmill Field Playground will commence on the 5th March.</p> <p>Cllr Richardson requested a Greenspace schedule be provided to members for all areas of Windlesham.</p>	

	<p>In addition, members wanted to publicly thank Moira Nairn and Sally Clarke for their remarkable piece of work on the historical assets register for the village.</p> <p>Members also wanted to thank Moira for all her work on the Historical Memorials.</p>	
WVC/23/74	<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>WVC/23/75 Windlesham Cemetery Exhumation Request</p>	
WVC/23/75	<p>Members were presented with information regarding an exhumation request in Windlesham Cemetery and asked to decide if they would allow the exhumation.</p> <p>After considering the information provided, members unanimously agreed not to allow the requested exhumation in Windlesham Cemetery.</p>	

There being no further business, the meeting closed at 21:24.

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
17/05/2024	158	125	SURREY JOINERY	SURREY JOI	2,700.00	0.00	2,700.00	4060	500	2,700.00	3x hardwood noticeboards - 50%
								325		-2,700.00	3x hardwood noticeboards - 50%
								6000	500	2,700.00	3x hardwood noticeboards - 50%
10/05/2024	4033	126	NEIL CURTIS	NEIL	180.00	0.00	180.00	4005	500	180.00	Ashes int - Rushby 9 May 24
17/05/2024	MEM FIX 2	127	PRINCE STONEMASONS	PRINCE STO	3,040.00	0.00	3,040.00	4060	500	3,040.00	WND memorial fixing - phase 2
								335		-3,040.00	WND memorial fixing - phase 2
								6000	500	3,040.00	WND memorial fixing - phase 2
TOTAL INVOICES					<u>5,920.00</u>	<u>0.00</u>	<u>5,920.00</u>			<u>5,920.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					5,920.00	0.00	5,920.00				
TOTALS					<u>5,920.00</u>	<u>0.00</u>	<u>5,920.00</u>				

Item 9- Committee Finances- An Income & Expenditure report prepared by the Council's
Responsible Financial Officer

**INCOME AND EXPENDITURE REPORT AS AT 20 May 2024
WINDLESHAM VILLAGE (Cost centres 500-550)**

The schedule below reflects the Income and Expenditure report for Windlesham Village (extracted from the Windlesham Parish Council Income and Expenditure report) and covers the period to 20 May 24. Reference should be made to the 'Actual Year to Date' column as this reflects total income/expenditure in the period starting 1 April 24 with the 'Current Annual' reflecting the Annual Budget.

Councillors should note that the accounting records for 2024-25 reflect the Top-Level costs separately with the individual village accounts reflecting only those items over which the village has separate control. (Greenspace costs are included despite these being on a central contract as the intention is to re-tender which may result in individual village contracts).

Income

Income for the village is derived from the following sources:

	Actual YTD £	Budget Full Year - £
- Burial fees	10,840	55,000
- Precept	34,183	68,366
- Interest received	272	2,468
- Allotment fees	0	512
- CIL income (see note below)	0	0

Income is budgeted as an annual total but is received periodically over the year, notably the Precept which is paid in two tranches. The first tranche was received on 1 April 24 and is reflected in the figures above with the second tranche anticipated at the end of June as in 2023. Interest received arises from the balances held on deposit by the Council details of which are received in the early part of the following month.

CIL income is also received periodically but is not budgeted for and is transferred to an EMR as and when received for use within the village. The current balance stands at £67,630 all of which £66,100 has been committed to various projects leaving a balance of £1,530..

Expenditure

Total expenditure for the period 1 April 23 to 20 May 2024 is £13,149 against a total budget of £112,736.

For the period 1 April 24 to 30 April 24 the following points should be noted:

		Actual YTD £		Budget Full Year - £
-	500/4060	Cemetery maintenance	8,097 (1)	29,610
-	300/4062	Cemetery maintenance - EMR	0 (2)	25,000
-	310/4165	Greenspace contract	3,465 (3)	26,400
-	330/4500	Councillor allowances and training	519 (4)	9,063
-	340/650	Grants	0 (5)	3,000
-	305/4100	Windlesham War Memorial	0 (6)	550
-	310/4160	Greenspace contingency	0 (7)	1,000
		<hr/>		<hr/>
		12,081		94,623
	Other items	<hr/>		<hr/>
		1,068		18,113
		<hr/>		<hr/>
		13,149		112,736

- (1) Cemetery maintenance – the year to date cost includes an amount of £2,700 to cover a 50% deposit for 3 x noticeboards and £3,040 to cover maintenance of memorials (phase 2). The former has been transferred from the Windlesham CIL EMR (325) the latter from the Cemeteries EMR (335).
- (2) The Cemetery maintenance – EMR covers an amount agreed during the budget process that would be allocated to a specified EMR to cover future maintenance of the cemetery. No expenditure on this cost element is currently anticipated rather the amount will be transferred to the EMR along with similar amounts for Lightwater and Windlesham.
- (3) The Greenspace contract currently covers the three villages and, as noted above, 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 (£10,000) for employing a procurement consultant. This was discussed at the March Full Council meeting (c/23/217). Current costs are based on a 39/39/22 split between the villages. However it is noted that the actual split is 43/33/24 and it was resolved to reflect this split in the terms of reference at the Full Council meeting on 14 May 24 (FC/24/09). It is likely that an adjustment will be made to reflect this split but this will also require an adjustment of budget to reflect the new split. This can only be done as a virement at a FC meeting.
- (4) 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. This will lead to an annual cost of £8,750, assuming all Councillors take the allowance, with any surplus over budget being taken from the general reserve.
- (5) The grants budget stands at £3,000 though no payments have been made in the year to date.

- (6) No expenditure has been incurred in the year to date on the War Memorial but maintenance and repair is planned. It is anticipated that the budget will be spent in the period.

Detailed Income & Expenditure by Budget Heading 20/05/2024

Month No: 2

Committee Report

Windlesham**500 Windlesham Cemetery**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1000 Burial fees	432	10,840	55,000	44,160			19.7%	
Windlesham Cemetery :- Income	432	10,840	55,000	44,160			19.7%	0
4005 Ashes interment	180	900	6,153	5,253		5,253	14.6%	
4050 Rates	0	123	1,361	1,239		1,239	9.0%	
4060 Maintenance	7,870	8,097	29,610	21,513		21,513	27.3%	5,740
4062 Cemetery maintenance - EMR	0	0	25,000	25,000		25,000	0.0%	
Windlesham Cemetery :- Indirect Expenditure	8,050	9,120	62,124	53,004	0	53,004	14.7%	5,740
Net Income over Expenditure	(7,618)	1,720	(7,124)	(8,844)				
6000 plus Transfer from EMR	5,740	5,740	0	(5,740)				
Movement to/(from) Gen Reserve	(1,878)	7,460	(7,124)	(14,584)				

505 Windlesham Heritage

4100 War Memorial	0	0	550	550		550	0.0%	
Windlesham Heritage :- Indirect Expenditure	0	0	550	550	0	550	0.0%	0
Net Expenditure	0	0	(550)	(550)				

510 Windlesham Grounds Maintenance

4160 Greenspace Contingency	0	0	1,000	1,000		1,000	0.0%	
4165 Greenspace Contract	1,732	3,465	26,400	22,935		22,935	13.1%	
4185 Planting	0	0	1,889	1,889		1,889	0.0%	
4190 Christmas Trees	0	0	1,953	1,953		1,953	0.0%	
4220 Playground Repairs & Renewal	0	0	3,400	3,400		3,400	0.0%	
Windlesham Grounds Maintenance :- Indirect Expenditure	1,732	3,465	34,642	31,177	0	31,177	10.0%	0
Net Expenditure	(1,732)	(3,465)	(34,642)	(31,177)				

515 Windlesham Allotments

1030 Allotment Fees	0	0	512	512			0.0%	
Windlesham Allotments :- Income	0	0	512	512			0.0%	0
Net Income	0	0	512	512				

Detailed Income & Expenditure by Budget Heading 20/05/2024

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>525 Windlesham Administration</u>								
1076 Precept	0	34,183	68,366	34,183			50.0%	
1900 Interest Received	0	272	2,468	2,196			11.0%	
Windlesham Administration :- Income	<u>0</u>	<u>34,455</u>	<u>70,834</u>	<u>36,379</u>			<u>48.6%</u>	<u>0</u>
4950 Hall Hire	26	46	965	920		920	4.7%	
Windlesham Administration :- Indirect Expenditure	<u>26</u>	<u>46</u>	<u>965</u>	<u>920</u>	<u>0</u>	<u>920</u>	<u>4.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(26)</u>	<u>34,409</u>	<u>69,869</u>	<u>35,460</u>				
<u>530 Windlesham Councillors</u>								
4500 Cllr Allowances, Training & Ex	0	519	9,063	8,544		8,544	5.7%	
Windlesham Councillors :- Indirect Expenditure	<u>0</u>	<u>519</u>	<u>9,063</u>	<u>8,544</u>	<u>0</u>	<u>8,544</u>	<u>5.7%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(519)</u>	<u>(9,063)</u>	<u>(8,544)</u>				
<u>540 Windlesham Grants</u>								
4650 Grants	0	0	3,000	3,000		3,000	0.0%	
Windlesham Grants :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>				
<u>550 Windlesham Capital Projects</u>								
4915 Festive Lights	0	0	2,392	2,392		2,392	0.0%	
Windlesham Capital Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,392</u>	<u>2,392</u>	<u>0</u>	<u>2,392</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,392)</u>	<u>(2,392)</u>				
Windlesham :- Income	<u>432</u>	<u>45,295</u>	<u>126,346</u>	<u>81,051</u>			<u>35.8%</u>	
Expenditure	<u>9,808</u>	<u>13,149</u>	<u>112,736</u>	<u>99,587</u>	<u>0</u>	<u>99,587</u>	<u>11.7%</u>	
Net Income over Expenditure	<u>(9,376)</u>	<u>32,146</u>	<u>13,610</u>	<u>(18,536)</u>				
plus Transfer from EMR	<u>5,740</u>	<u>5,740</u>	<u>0</u>	<u>(5,740)</u>				
Movement to/(from) Gen Reserve	<u>(3,636)</u>	<u>37,886</u>	<u>13,610</u>	<u>(24,276)</u>				
Grand Totals:- Income	<u>432</u>	<u>45,295</u>	<u>126,346</u>	<u>81,051</u>			<u>35.8%</u>	
Expenditure	<u>9,808</u>	<u>13,149</u>	<u>112,736</u>	<u>99,587</u>	<u>0</u>	<u>99,587</u>	<u>11.7%</u>	
Net Income over Expenditure	<u>(9,376)</u>	<u>32,146</u>	<u>13,610</u>	<u>(18,536)</u>				
plus Transfer from EMR	<u>5,740</u>	<u>5,740</u>	<u>0</u>	<u>(5,740)</u>				
Movement to/(from) Gen Reserve	<u>(3,636)</u>	<u>37,886</u>	<u>13,610</u>	<u>(24,276)</u>				

Item 10- Windlesham Cemetery

- a) Historical Memorials**- to discuss the cleaning of historic headstones & the current notices on headstones

At the March 2024 Committee meeting it was resolved to proceed with the repair of 22 identified memorials, with a decision on the Vault 1 (Baillieu), R17 (Clark) and B33 (Cornelius) being deferred until further advice had been received from the Lutyens trust regarding their restoration.

Cleaning advice-

The Lutyens Trust and Historic England advice is 'Don't Clean' unless essential to enable repair, or where deposits and lichens are themselves accelerating decay. It should also be taken into consideration that lichens and any other flora may be significant in terms of nature conservation (and some are protected by law).

Identified graves-

Grave Number	Main Name	Repair only	Clean only Ex VAT
D12/13/14	Traill	£200	£50
L14/15	Mason	£160	£40
A20	Eleanor Adelaide Lee	£150	£30
A16	Olivia Beatrice Adelaide Miles	£150	£50
A13	Charles Bathurst Fendall	£150	£50
AX5	Thyra Lane	£120	£30
AX1	Margaret Eliza Bradshaw	£150	£30
A1-a	Ellen Ethel Hastilow	£150	£50
B1	Frances Bradshaw	£150	£30
S14	William Charles Lee	£150	£30
S24	Frank Baigent	£130	£50
T3	Harriet Rose Smith	£160	£40
G1	Thomas Kemsley	£150	£30
D16	William Wray	£150	£40
D24	Phylis Lucy Smithers	£140	£40
F19	Eliza and Alfred Fry	£150	£50
D9	Henrietta Hastilow	£150	£30
D8	Eliza Neate	£140	£40
E3	Mary Pears/Jane Baigent	£150	£40
F2	Alice Fear		£100
E17	Anthony Warton Baigent	£160	£40
K14	Cawthorne		£260
Total		£3,040	£1150
Overall total	£4,190		

Deferred Memorials-

Grave Number	Main Name	Quoted work	Restoration EX VAT
Vault 1	Baillieu	Clean, re point, clear grass and plants	£900
R17	Clark	Clean, re point, clear grass and plants	£750
B33	Cornelius	Clean, Re point, Clear grass and plants, raise and level middle kerb and slab	£750

Funding

It is noted that at the Full Council meeting in July 2023, it was agreed a spend of up to £10-15k from the cemeteries earmarked reserve to comply with ICCM recommendations and to complete necessary works on historical memorials at Windlesham cemetery.

Costs

Maximum £15,000 agreed spend from Cemeteries EMR

Laying down of memorials = £5,215 (completed and paid)

Phase 1 Repairs Part 1 = £1,510 (completed and paid)

Phase 2 Repairs = £3,040 (completed and paid)

Phase 2 Cleaning = £1,150 (to be decided)

Deferred Memorials = £2,400 (to be decided)

Total- £13,315

If the cleaning and a decision to proceed with the deferred memorials were to go ahead, the amount of spend remaining would be £1,685

A1 Delavoye- War Grave

The War Commission has contacted the Council regarding grave ref: A1- Delavoye and they have requested to replace the War Grave for Delavoye on grave plot number A1. The old grave will be removed and replaced with a Commonwealth War Grave, which will be looked after by the War Grave Commission in perpetuity.

'New' Section of cemetery-

At the last committee meeting, members agreed to undertake a walk around of the 'newer' section of the cemetery. To date this walkaround has not proceeded.

Please consider the following points:

- The graves in this section of the cemetery are relatively new, suggesting that there may be relatives who can be traced and could challenge any repairs and the future.
- Families regularly visit this section of the cemetery, raising the concern that our actions could be perceived as favouritism toward certain graves or families.

Members are asked to decide if-

- 1) They would like to adhere to the 'no clean' guidance.**
- 2) They would like to proceed with the restoration of the deferred memorials, Baillieu, Clark and Cornelius.**
- 3) They would like to proceed with a walk around of the 'newer' section of the cemetery.**

Notices on failed headstones

The Committee requested that the notices on the failed headstones in all sections were removed in April 2024, however as the cemetery Co Ordinator continued to receive enquiries from families about the memorials it was decided to leave the notices in situ.

However, as the number of enquires have now decreased, the notices will be removed once a notice can be posted in the new cemetery noticeboard.

Item 10- Windlesham Cemetery

b) Wildflower Area & Cemetery Maintenance

Wildflower/Re-wilding Area- to review quote

At the March Committee meeting, members resolved to work in conjunction with Pure Gardens to identify and proceed with a suitable area for wildflowers in Windlesham Cemetery.

Members met with Pure Gardens to discuss the wildflower/re-wilding area and agreed on the following:

Re-wilding Areas-

Area 1 = 132 sq m

Area 2 = 150 sq m

Total = 282 sq m



Re-wilding signs-

The re-wilding signs are to be provided by the council.

Wildflower seeds-

The following wildflower seeds below have been recommended by Pure Gardens.



Scope of work-

- Cultivate re-wilding area
- Prepare the soil
- Sow the wildflower seeds
- Mow boarder around the re-wilding signs
- Install re-wilding signs
- Tidy up and remove all waste

It is to be noted that the grass may come back and compete with the wildflowers

Cost of work-

Seeds	£229
Labour	£200
Total	£429 EX VAT

Funding options-

Windlesham Village Reserve	£15,279.15 (already committed £5,000- Planning consultant)
Windlesham CIL	£70,330.18 (already committed £7,500- Noticeboards, up to £50K Windmill Field Playground)
Windlesham Cemetery EMR	£25,000.00

Members are asked to decide if they would like to proceed with the wildflower/re-wilding project and if so to decide where the spend is to be taken.

Cemetery Maintenance

The Cemetery maintenance contractor works to the following schedule: during April-

September

Weekly-

Grass cutting- Once a week between April to September

Grass Strimming- Strimming between and around headstones between April to September

Litter/bins- Litter cleared from bins

Fortnightly-

Memorial Walls- Strimmed and tidied

Graves- Dead flowers removed

Item 10- Windlesham Cemetery

c) Pathway drainage

The pathway which runs through the right-hand side section of the cemetery tends to flood during periods of prolonged rain and members requested that quotes to improve the drainage in that area were sought.

Drainage in cemeteries is complex due to physical, environmental, and practical constraints and it has been advised by the ICCM that a water risk assessment in the cemetery is undertaken before any drainage solutions are discussed.

The following has been adapted from the CDS Group website which offers guidance and their recommended approach:

It is advised to undertake a 3 staged approach to identify the problem, define a solution and implement the drainage strategy:

Stage 1: Identifying the problem

Before any assumptions are made as to the causes of the drainage problem, soil engineers and drainage specialists carry out a detailed site survey which includes some or all of the following:

- Topographic and hydro-topographic survey
- Hydro-geological investigation
- Deep core sampling
- Profile pit analysis
- Soil analysis
- Outfall design options
- Utility mapping

From the results of the survey and intrusive site investigation, engineers can determine the following:

- The water table levels both current and temporal
- The risk of leaching, eutrophication and attenuation
- The presence, and causes, of any impermeable layers in the soil profile
- The soil stability and suitability for excavations
- The drainage and surface water management options

A detailed report should then be prepared with outline management options highlighting the nature of the drainage problem along with a summary of design recommendations and associated costs.

Stage 2: Define a solution

Once the budgets and type of drainage scheme have been agreed, Stage 2 design works can progress which would include:

- Production of detailed drainage design drawings
- Production of detailed specification documents
- Production of tender documents including bill of quantities
- Tender contract management

Stage 3: Implement the drainage strategy

A contractor is appointed to follow the design.

Quote

One quote has been received from a company who specialises in Cemetery Drainage. This quote can be viewed in Document 1.

Members are asked to decide whether to seek additional quotes from specialist companies to assess the drainage problem at Windlesham Cemetery. It's important to acknowledge that current workload constraints may affect the immediate feasibility of this undertaking.

The following is to be noted:

Financial Regulations:

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.

C1169 - Windlesham Parish Council

Date: 20.05.2024

Project:

Quote No: CDS-CC-2366

Fee Proposal

Item Description	Quantity	Unit	Price	Total
Stage 1 - Site Investigation, Walkover Survey and Letter Report				5 615.00
Project establishment	2	pcs	75.00	150.00
Basic Utilities/Services Search (gas/electric/BT/water/sewerage)	1	pcs	400.00	400.00
Provision of WLS Rig & Crew	1	pcs	1 050.00	1 050.00
Install 3m 50mm water monitoring well with flush cover	3	pcs	160.00	480.00
Senior Engineer to Attend site	1	day	715.00	715.00
Mileage (Car)	160	mileage	0.75	120.00
Groundwater Quality Suite	3	pcs	370.00	1 110.00
Envirocheck Modular Report	1	pcs	450.00	450.00
Provide Groundwater Risk Assessment Report	12	hour	95.00	1 140.00
Subheading subtotal:				5 615.00
Subtotal:				5 615.00
Tax (20%):				1 123.00
Total (GBP):				6 738.00

The quotation is provided subject to the acceptance of the terms and conditions attached to the quotation provided by . Acceptance of our terms and conditions will be assumed to be approved unless a written notice is provided to the contrary. The reader should pay attention to any specific inclusions/exclusions which are highlighted in the covering letter attached to the quotation, which may alter the standard terms and conditions.

Quotes remain valid for a period of 90 (ninety) days from date of issue. Should works related to this quotation be sought after this time, prices shall be reviewed.

Item 10- Windlesham Cemetery

d) Tree Damage and Watering- update

Unfortunately, some of the newly planted trees in Windlesham Cemetery were subjected to damage by deer. Subsequently, the cemetery maintenance contractor erected fences around the trees at no cost. The trees will be monitored regularly.



The cemetery maintenance contractor will water the trees once a week according to the scope of work outlined in his quote. Each tree will receive 40 litres of water, poured into a ring of composted bark mulch approximately 100mm deep and extending to a 1-metre radius around the tree.

Item 11- Windlesham Traffic & Infrastructure

a) Broadway Road Bridge Lighting project- update

At the November 2023 Committee meeting, Cllr Lewis provided an update regarding the Broadway Road Bridge Lights project, where the Village Committee had already committed to contribute £7,500 towards the lighting scheme. Cllr Lewis reported that following an online meeting with SCC Highways, Cllr Tear, the Police, the Windlesham Society and the Clerk, it was confirmed the lighting project would be combined with another project to place an ANPR camera under the same bridge and was happy to confirm that all required funds had now been raised, with contributions from WPC, SCC and the Windlesham Society. Cllr Lewis also noted that the Police will own and manage the camera and lighting once installed.

Due to electrical problems and delays with SSE, we are still awaiting the final installation date, but hopefully the project will be back on track by the end of May.

b) Speed Survey Project

At the November 2023 Committee meeting, Cllr Lewis reported that after a meeting with SCC Highways, Cllr Tear, and the Clerk it was confirmed there will be 8 speed surveys in the village and the data generated from the surveys would be used to consult with residents. It was also noted by Cllr Lewis that any appropriate schemes which are identified as a result of the surveys would require complete funding from WPC and therefore there will be budget considerations.

Cllr Lewis has recently informed us that an update on the locations for the speed surveys has been discussed with Highways and SCC. It has been confirmed that a site visit will be necessary to review the areas with Highways.

Item 12- Windlesham Neighbourhood Plan Review

a) An update from the Windlesham Neighbourhood Plan Review Working Group

Cllr Marr has provided an update from the Windlesham Neighbourhood Plan meeting which was held on 14th March 2024.

It is to be noted that since the last meeting, David Davis and Jeremery Russell-Lowe have stepped down from the WNP Review Working Group.

b) Planning Consultant

At the March 2024 Committee meeting, members unanimously resolved to proceed in principle with one of the presented quotes for a Planning Consultant, subject to the Clerk, Cllr Marr and Cllr Richardson conducting a Teams call with the consultant and being content he can meet the committee's requirements for the review. Subsequently, Cllr Marr requested that the call was scheduled after the next WNP Review meeting so that any comments the group had could be taken on board.

The office is in the process of setting up a Teams call with the chosen consultant.

c) Locality Grant

It was noted by members at the March 2024 Committee meeting that all groups undertaking a neighbourhood plan or review are eligible to apply for up to a grant of £10,000 from Locality, but any support received since April 2015 would be taken into account when assessing how much grant can be applied for. It was reported that in December 2015, Windlesham Parish Council received a grant from Locality for £7,960 and therefore could only apply for a further £2,040.

Locality have confirmed that The Department for Levelling up, Housing and Communities (DLUHC) will continue support for groups preparing neighbourhood plans during 2024/2025. They have confirmed that the programme for 2024/25 is not yet open, although it is anticipated this will be sometime in May 2024.

At the last Committee meeting, members unanimously resolved to defer making a decision regarding making an application to Locality for grant funding when the grant window opened for the 2024/25 financial year.

Members are asked to decide if they wish to make an application to Locality for a grant of up to £2,040 when the 2024/25 grant window opens.

Item 13- Windmill Field Playground

Past Resolutions:

WVC meeting 6th March 2024

At the March 2024 Committee meeting, members unanimously resolved to allocate a budget of between £60,000 and £65,000 for the replacement of Windmill Field Playground.

Members also unanimously resolved to investigate the upper funding limits and criteria of SCC Your Fund Surrey small projects and the SHBC Community Grant Fund once the new funding windows open in April 2024. If these funds were not available, members agreed to investigate the Your Fund Surrey Large Project fund. If investigations and/or applications resulted in no outside funding options being available, members unanimously resolved to fund as per below:

- Up to £50K from Windlesham CIL
- £3,154 from Windlesham Playground Repairs & Renewal 2023/24- members resolved to put a recommendation forward to Full Council to earmark this budget line for the Windmill Field Playground project.
- £15K from Top level Play area Repairs & Renewals EMR– members resolved to put a motion to Full Council to release these funds for allocation to the Windmill Field Playground project.

Full Council meeting 26th March 2024

At the Full Council meeting held on 26th March 2024 it was agreed that £3,154 from Windlesham Playground Repairs & Renewal 2023/24 was transferred to a dedicated EMR.

With regards to approving the spend of up to £65,000 to replace the playground, Cllr Malcaus Cooper proposed, Cllr Hardless seconded, and it was resolved unanimously to approve a spend up to £65k provided that at least 50% or more of the funds are sourced externally, with the majority of the funding coming from the landowner (SHBC).

With regards to the request for the £15k held in the Playground Repairs & Renewals EMR to be ringfenced for this project, Cllr Hardless proposed, Cllr Malcaus Cooper seconded, and it was unanimously resolved to defer a decision on this item until other funding sources have been explored.

Funding options:

The RFO has investigated the following funding options:

SHBC-

- Community Grant scheme- Applications to the Community Grant scheme take place in May/Jun and Nov/Dec so it is likely that an application in this case would be considered at the end of 2024. The funds available are up to £15,000 maximum for any application. If the cost of the project is more than £15,000 this fund is able to fund up to 50% of the cost of the project, up to a maximum of £15,000. (e.g. a project would need

to cost a total of £30,000 to receive a grant of exactly £15,000). As the project total cost is estimated at £65,000, we would be able to apply for the full £15,000 grant.

It is to be noted that the limit has been reduced from the £25,000 that was in place previously.

The RFO has e-mailed the fund administrators and they have confirmed the fund grant is currently not open for applications as they are making changes to the application process and there is no firm date as to when the grant window will open.

- Cllr Gordon has referred to a pot of SHBC funds which the RFO is currently enquiring about.

Surrey County Council-

- Funding for the Small Community Projects covers the total cost of the project up to a cost of £50,000. Where a project is split into two parts, each of which is under £50,000 but which when combined into a single overall project exceed £50,000 then it becomes too large. In this case with a project value of £65,000 it would be invalid.
- Funding for the larger projects is done in two stages, the first is to submit an application to the Council using the following form-
https://www.surreycc.gov.uk/_data/assets/pdf_file/0019/253423/Idea-Submission-Help-and-Guidance.doc.pdf This gives details of the project and is submitted to the Council for further discussion. If they see merit in the project, they will invite WPC to submit a more detailed plan for consideration, the following link providing the relevant guidelines:

https://www.surreycc.gov.uk/_data/assets/pdf_file/0020/260084/Full-submission-guidance-Final.pdf

UK Shared Prosperity Fund

The RFO has investigated this fund and has had confirmation that all funds for 2024/25 are already committed.

Conclusion:

According to the RFO, the SCC Large Community Projects fund seems the option for securing full funding. The SHBC fund is a second option for part funding, depending on their response. It should be noted that applying for the SCC Large Community Projects fund will require a very detailed submission.

The Full Council decision mandates that at least £32,500 of the funds must be sourced externally, with the majority expected to come from SHBC. The maximum grant available from SHBC is £15,000.

Funding options are still under review. If it becomes evident that the majority of funding cannot be secured through SHBC, the Full Council will re-evaluate the situation at the next meeting.

Item 14- Bosman Drive Tree re-planting

After the planting of the new trees at Bosman Drive, it has been requested that fencing is placed around the trees to protect them from deer.

One quote to install a fence like the one below has been received.



Quote- To install 90cm wire fence & posts around 4no trees

Price £200.00

Members are asked to decide if they wish to proceed with the quote and to decide how to fund the work.

Item 15- Grants

Grant Policy

Members are to note that the 2023-24 grant window has now closed and Members are yet to agree a grant policy for 2024-25.

The budgets have been set for the year 2024-25, with £3,000 being allocated to Windlesham grants.

With this in mind, the draft Windlesham Grant Policy for 2024-25 has been prepared. Please see Appendix A.

It is suggested that all grants continue to be determined on a quarterly basis at each meeting of the Committee. Grants will be subject to a maximum award of £3,000 per project.

It is important that Members note the following conditions.

Grant Under £500	This grant is only open to all community groups and those wishing to apply must complete a short application form.
Grant Between £500 - £1000	Complete an application form and submit a copy of their constitution.
Grant Over £1000	<p>Qualifying organisations applying for grants over £1,000 must submit an application form and include:</p> <p>A completed application form A copy of the written constitution Copies of their last financial year-end accounts. A copy of their latest bank statement Details of the extent to which funding has been sought or secured from other sources or own fund-raising activities. A copy of the lease where the grant relates to property matters.</p> <p>If the grant is £3000 or more must also include: Confirmation that the organisation has robust tendering regulations, specifically a minimum of three quotes/tenders. The Parish Council reserves the right to request proof of the tendering process.</p> <p>If the organisation is applying for a grant in relation to tree surgery or maintenance, an up to date tree survey or tree management plan must be submitted with the application</p>

Members are asked to review the policy in Appendix A and decide to:

Adopt the policy as presented

Or

Amend and adopt the policy

Appendix A

WINDLESHAM COMMITTEE GRANT AWARDING POLICY 2024-2025

Grants may be awarded to Qualifying Organisations during the current financial year, at the discretion of Windlesham Parish Council Windlesham Committee, to enable the organisations to undertake voluntary and community sector activities.

The Windlesham Committee have resolved that all Grants for the year 2024-2025, will be determined on a quarterly basis at each meeting of the Committee and will be subject to a maximum **£3,000** per project.

Windlesham Parish Council Windlesham Committee will consider the allocation of grants to qualifying organisations against transparent and consistent criteria.

All grants will be determined by Windlesham Parish Council's Windlesham Committee at each meeting of the Committee.

A grant is an allocation of funds to a qualifying organisation during the current financial year, however:

- On-going commitments to award grants will not be made.
- A fresh application will be required for each grant application made
- **Only two applications from any one organisation will be granted in any one financial year.**
- Grants will not be made retrospectively

A Grant is payment made by the Parish Council to a qualifying organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council.

HOW TO APPLY FOR A GRANT

Type of Grant	Eligibility Requirements	Application Procedure	Grant Application Timetable
Grant Under £500	None See page 4 for Terms and Conditions	This grant is only open to all community groups and those wishing to apply must complete a short application form.	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting.
Grant Between £500 - £1000	Meet the qualifying criteria on page 3.	Complete an application form and submit a copy of their constitution.	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting
Grant Over £1000	Meet the qualifying criteria on page 3.	<p>Qualifying organisations applying for grants over £1,000 must submit an application form and include:</p> <ul style="list-style-type: none"> A completed application form A copy of the written constitution Copies of their last financial year-end accounts. A copy of their latest bank statement Details of the extent to which funding has been sought or secured from other sources or own fund-raising activities. A copy of the lease where the grant relates to property matters. <p>If the grant is £3000 or more must also include: Confirmation that the organisation has robust tendering regulations, specifically a minimum of three quotes/tenders. The Parish Council reserves the right to request proof of the tendering process.</p> <p>If the organisation is applying for a grant in relation to tree surgery or maintenance, an up to date tree survey or tree management plan must be submitted with the application</p>	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting

GRANT TERMS

QUALIFYING CRITERIA

An organisation will qualify if it meets the following criteria:

- It is independent of any other commercial organisation and determines its own aims and objectives
- It operates on a not-for-profit basis and exists for educational and charitable reasons only, from which its shareholders and trustees do not benefit financially.
- It provides activities that benefit the residents of Windlesham Parish, specifically it:
 - is based in the Parish of Windlesham and delivers services to the people of Windlesham Parish, or
 - is based outside of the Parish of Windlesham but provides services to the people of Windlesham Parish.

GRANT AWARDING CRITERIA

Each application for funding will be assessed on its own merits and reviewed against the following criteria:

- Number of residents directly benefiting from the grant
- The quality and effectiveness of services provided by the qualifying organisation
- The financial management of the qualifying organisation
- The ability of the organisation to attract new sources of funding
- Whether the organisation has transparent objectives, performance monitoring¹ and risk assessment² procedures
- The ability of the organisation to meet new community needs
- The amount and frequency of previous awards

¹ Performance monitoring will be proportionate to the amount of funding support awarded and should be used to demonstrate achievement.

² There are various risks associated with funding support and qualifying organisations will be encouraged to

carry out risk assessments to identify possible areas of concern, including audit processes, internal control processes and safeguarding of users. Risk assessment monitoring will be proportionate to the amount of funding support awarded.

CONDITIONS OF RECEIPT

- A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, within the financial year awarded for the purpose stated, then Windlesham Parish Council reserve the right to require unspent grant monies to be returned to the Parish Council.
- ALL grants must be publicly recognised, through publicity/marketing material or a documented public acknowledgement of event sponsors. Any building or refurbishment projects receiving a grant over £10,000 must also acknowledge the Parish Council grant by way of a wall plaque or the inclusion of the Parish Council name on a sponsors board. Failure to meet this requirement will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.

MONITORING PROCESS

- All successful applicants for grants of over £1,000 will be asked to complete a monitoring form which will be provided at the time of grant payment and the return deadline will be advised.
- All successful applicants may be required to provide evidence of a public acknowledgement for the funding received. Failure to provide this will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.

Item 16- Clerks Update

1) War Memorial

At the last Committee meeting, it was reported that the decision on the structural surveys for the war memorials in all three villages will be taken to the Full Council. The funding for these surveys will come from the top-level Cemeteries EMR. During the last Full Council meeting, it was noted that the Operations Coordinator is currently seeking quotes for the surveys. However, due to staff shortages, this process is still ongoing.

War Memorial Re-lettering- 5 companies have been invited to quote for the re-lettering work on the war memorial. However, to date, only one company has responded with a quote of £725 ex vat.

2) Cemetery Noticeboards

At the March Committee meeting, it was agreed to proceed with one of the quotes for replacing all three noticeboards in the cemetery. The replacements will be wooden and identical to the existing noticeboards.

The chosen contractor will begin manufacturing the noticeboards at the end of May. During this period, the existing noticeboards will be removed from the cemetery so the contractor can use them to obtain accurate measurements.