

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 Lightwater 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 Lightwater.
 - 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 Lightwater 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 part of (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 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

Item 7- Committee Finances- An Income & Expenditure report prepared by the Council's
Responsible Financial Officer

**INCOME AND EXPENDITURE REPORT AS AT 25 June 2024
LIGHTWATER VILLAGE (Cost centres 400-450)**

The schedule below reflects the Income and Expenditure report for Lightwater Village (extracted from the Windlesham Parish Council Income and Expenditure report) and covers the period to 25 June 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	4,370	22,351
- Precept	48,645	97,290
- Interest received	782	3,512
- 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. Lightwater currently has no CIL reserves.

Expenditure

Total expenditure for the period 1 April 24 to 25 June 2024 is £10,536 against a total budget of £137,071. For the period 1 April 24 to 25 June 24 the following points should be noted:

		Actual YTD £		Budget Full Year - £
-	400/4060	Maintenance	93 (1)	16,300
-	400/4062	Cemetery maintenance - EMR	0 (2)	25,000
-	410/4165	Greenspace contract	7,796 (3)	46,800
-	430/4500	Councillor allowances and training	3,011 (4)	12,688
-	440/650	Grants	(1,250) (5)	3,000
-	405/4100	Lightwater War Memorial	0 (6)	610
-	410/4160	Greenspace contingency	0 (7)	1,000
-	455/4905	Pavilion Capital Project	0 (8)	15,000
		9,650		120,398
	Other items	886		12,673
		<u>10,536</u>		<u>133,071</u>

- (1) The Cemetery maintenance budget includes £5k for a cemetery survey, £5k for work on the fence to the rear and £5k for work on the hedge at the front of the cemetery. No work on these items has been undertaken in the year to date with the only cost booked being for the maintenance on a plinth and installation of a plaque.
- (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 Bagsdhot 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). The charge in the year to date reflects three months costs at the revised monthly rate of £2,598.53, Lightwater currently absorbing 33% of the total cost.
- (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 £12,250 with any surplus over budget being taken from the general reserve. The additional payment to the Chairman that was agreed in the February 24 meeting has not been actioned to date.
- (5) The grants budget stands at £3,000 though includes a credit in respect of the closing accrual of £1,250 for a grant of £1,000 to the Lightwater Community Cinema and for £250 to the Lightwater Connected fete. To date these have not been paid.
- (6) No expenditure has been incurred in the year to date on the War Memorial but a budget of £500 is included for re-lettering. It is anticipated that the budget will be spent in the period.
- (7) No costs have been incurred that would be posted to the Greenspace contingency.
- (8) The Pavilion Capital Project budget covers the next steps in the development of a plan and preliminary works for the Lightwater Pavilion. There has been no expenditure in the year.

Detailed Income & Expenditure by Budget Heading 25 June 24

Month No: 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Lightwater								
400 <u>Lightwater Cemetery</u>								
1000 Burial fees	16,476	4,370	22,351	17,981			19.6%	
Lightwater Cemetery :- Income	16,476	4,370	22,351	17,981			19.6%	0
4005 Ashes interment	1,430	360	1,527	1,167		1,167	23.6%	
4050 Rates	761	229	830	601		601	27.6%	
4060 Maintenance	4,230	93	16,300	16,207		16,207	0.6%	
4062 Cemetery maintenance - EMR	0	0	25,000	25,000		25,000	0.0%	
Lightwater Cemetery :- Indirect Expenditure	6,421	682	43,657	42,975	0	42,975	1.6%	0
Net Income over Expenditure	10,055	3,688	(21,306)	(24,994)				
6000 plus Transfer from EMR	1,940	0	0	0				
Movement to/(from) Gen Reserve	11,995	3,688	(21,306)	(24,994)				
405 <u>Lightwater Heritage</u>								
4100 War Memorial	183	0	610	610		610	0.0%	
Lightwater Heritage :- Indirect Expenditure	183	0	610	610	0	610	0.0%	0
Net Expenditure	(183)	0	(610)	(610)				
410 <u>Lightwater Grounds Maintenance</u>								
4160 Greenspace Contingency	3,245	0	1,000	1,000		1,000	0.0%	
4165 Greenspace Contract	36,723	7,796	46,800	39,004		39,004	16.7%	
4185 Planting	1,941	0	2,117	2,117		2,117	0.0%	
4190 Christmas Trees	1,711	0	1,839	1,839		1,839	0.0%	
4195 Tree Maintenance/Surgery	12,204	0	0	0		0	0.0%	
4220 Playground Repairs & Renewal	45,611	196	2,200	2,004		2,004	8.9%	
4420 Finance System	0	0	0	0		0	0.0%	
Lightwater Grounds Maintenance :- Indirect Expenditure	101,436	7,992	53,956	45,964	0	45,964	14.8%	0
Net Expenditure	(101,436)	(7,992)	(53,956)	(45,964)				
6000 plus Transfer from EMR	43,972	0	0	0				
Movement to/(from) Gen Reserve	(57,464)	(7,992)	(53,956)	(45,964)				
415 <u>Lightwater Allotments</u>								
1030 Allotment Fees	660	5	729	724			0.7%	
Lightwater Allotments :- Income	660	5	729	724			0.7%	0

Detailed Income & Expenditure by Budget Heading 25 June 24

Month No: 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4060 Maintenance	300	0	0	0		0	0.0%	
4070 Allotment Refunds	4	0	0	0		0	0.0%	
Lightwater Allotments :- Indirect Expenditure	304	0	0	0	0	0		0
Net Income over Expenditure	356	5	729	724				
<u>420 Lightwater Staffing</u>								
4300 Salaries	35,320	0	0	0		0	0.0%	
4340 Local Government Pension	10,439	0	0	0		0	0.0%	
4345 HMRC Payroll	9,345	0	0	0		0	0.0%	
4350 Training	543	0	0	0		0	0.0%	
Lightwater Staffing :- Indirect Expenditure	55,647	0	0	0	0	0		0
Net Expenditure	(55,647)	0	0	0				
<u>425 Lightwater Administration</u>								
1076 Precept	132,161	48,645	97,290	48,645			50.0%	
1800 Other Income	557	0	0	0			0.0%	
1900 Interest Received	6,091	782	3,512	2,730			22.3%	
Lightwater Administration :- Income	138,808	49,427	100,802	51,375			49.0%	0
4380 Elections	1,933	0	0	0		0	0.0%	
4400 Legal/HR/Recruitment Costs	1,951	0	0	0		0	0.0%	
4415 Insurance	1,761	0	0	0		0	0.0%	
4420 Finance System	492	0	0	0		0	0.0%	
4425 External Finance Support	159	0	0	0		0	0.0%	
4430 Licences & Subscription	1,545	0	0	0		0	0.0%	
4435 Office Expenses	789	0	0	0		0	0.0%	
4440 ICT Costs	3,588	0	0	0		0	0.0%	
4445 Audit	587	0	0	0		0	0.0%	
4455 Telecoms & Security	658	0	0	0		0	0.0%	
4550 Office Building Costs	145	0	0	0		0	0.0%	
4555 HMLD Building Costs	15	0	0	0		0	0.0%	
4600 Annual Meeting & Civic Costs	919	0	0	0		0	0.0%	
4950 Hall Hire	480	102	1,268	1,166		1,166	8.0%	
Lightwater Administration :- Indirect Expenditure	15,020	102	1,268	1,166	0	1,166	8.0%	0
Net Income over Expenditure	123,788	49,325	99,534	50,209				
6000 plus Transfer from EMR	3,117	0	0	0				
Movement to/(from) Gen Reserve	126,905	49,325	99,534	50,209				

Detailed Income & Expenditure by Budget Heading 25 June 24

Month No: 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Lightwater Councillors</u>								
4500 Cllr Allowances, Training & Ex	11,434	3,011	12,688	9,677		9,677	23.7%	
Lightwater Councillors :- Indirect Expenditure	11,434	3,011	12,688	9,677	0	9,677	23.7%	0
Net Expenditure	(11,434)	(3,011)	(12,688)	(9,677)				
<u>435 Lightwater Council Buildings</u>								
4060 Maintenance	2,714	0	0	0		0	0.0%	
4525 Bagshot Chapel Building Costs	1,017	0	0	0		0	0.0%	
4550 Office Building Costs	2,528	0	0	0		0	0.0%	
4555 HMLD Building Costs	2,635	0	0	0		0	0.0%	
Lightwater Council Buildings :- Indirect Expenditure	8,892	0	0	0	0	0		0
Net Expenditure	(8,892)	0	0	0				
<u>440 Lightwater Grants</u>								
4650 Grants	4,900	(1,250)	3,000	4,250		4,250	(41.7%)	
Lightwater Grants :- Indirect Expenditure	4,900	(1,250)	3,000	4,250	0	4,250	(41.7%)	0
Net Expenditure	(4,900)	1,250	(3,000)	(4,250)				
<u>450 Lightwater Capital Projects</u>								
4915 Festive Lights	4,498	0	2,392	2,392		2,392	0.0%	
Lightwater Capital Projects :- Indirect Expenditure	4,498	0	2,392	2,392	0	2,392	0.0%	0
Net Expenditure	(4,498)	0	(2,392)	(2,392)				
<u>455 Lightwater Pavilion</u>								
4055 Pavilion Utilites	50	0	500	500		500	0.0%	
4905 Pavilion Capital Project	0	0	15,000	15,000		15,000	0.0%	
Lightwater Pavilion :- Indirect Expenditure	50	0	15,500	15,500	0	15,500	0.0%	0
Net Expenditure	(50)	0	(15,500)	(15,500)				
<u>456 Windlesham field of Remembranc</u>								
1040 Field of Remembrance Income	402	0	0	0			0.0%	
Windlesham field of Remembranc :- Income	402	0	0	0				0
Net Income	402	0	0	0				
Lightwater :- Income	156,346	53,802	123,882	70,080			43.4%	
Expenditure	208,784	10,536	133,071	122,535	0	122,535	7.9%	
Net Income over Expenditure	(52,438)	43,266	(9,189)	(52,455)				
plus Transfer from EMR	49,029	0	0	0				

Detailed Income & Expenditure by Budget Heading 25 June 24

Month No: 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(3,409)	43,266	(9,189)	(52,455)				
Grand Totals:- Income	156,346	53,802	123,882	70,080			43.4%	
Expenditure	208,784	10,536	133,071	122,535	0	122,535	7.9%	
Net Income over Expenditure	(52,438)	43,266	(9,189)	(52,455)				
plus Transfer from EMR	49,029	0	0	0				
Movement to/(from) Gen Reserve	(3,409)	43,266	(9,189)	(52,455)				

Item 10- Lightwater Cemetery

a) Topographical Survey of the land at Lightwater Cemetery

Background:

Members are currently considering the future expansion of Lightwater Cemetery, taking into account factors such as drainage, special protection areas, SSSI and felling licenses.

Past Resolution:

At the April 2024 meeting, 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.

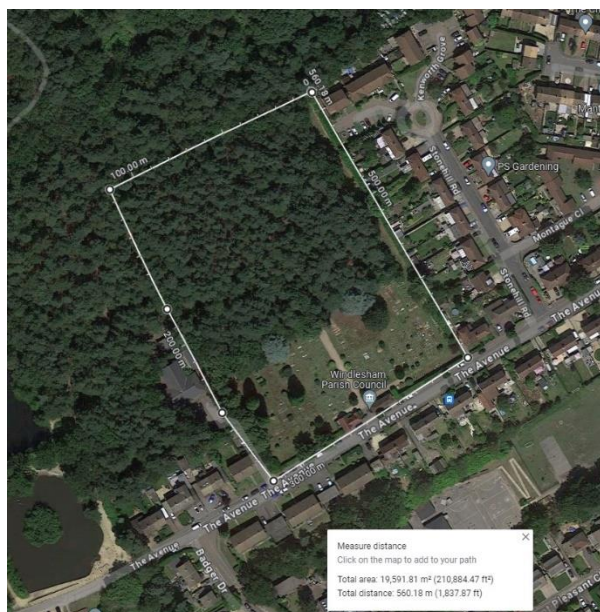
Quotes:

Although several surveyors have expressed interest in quoting for the work, the Assistant Clerk is still awaiting the criteria needed for them to prepare their quotes.

Suggested criterion:

1. **Boundary Identification:** Clearly define and mark the existing and proposed boundaries of the cemetery.
2. **Elevation and Contour Mapping:** Provide detailed elevation data and contour mapping to understand the terrain and identify any slopes or elevation changes.
3. **Drainage Patterns:** Assess natural and man-made drainage patterns to address potential water management issues.
4. **Vegetation Analysis:** Document existing trees, shrubs, and other vegetation, including species identification and health status.
5. **Soil Composition:** Conduct soil sampling and analysis to determine soil types, composition, and suitability for burial purposes.
6. **Infrastructure Mapping:** Identify and map existing infrastructure, including pathways, roads, fences, gates, and utility lines.
7. **Environmental Considerations:** Highlight any environmentally sensitive areas, such as wetlands or special protection areas (SPAs), that must be preserved.
8. **Potential Obstacles:** Identify any physical obstacles, such as large rocks, that may need to be removed or worked around during expansion.
9. **Existing Plot Locations:** Document the locations of existing burial plots to ensure proper planning and avoid disturbances.
10. **Accessibility:** Assess accessibility for vehicles and pedestrians, including current and potential future access points.
11. **Legal Boundaries and Easements:** Identify any legal boundaries, easements, or rights of way that may impact the expansion plans.

It is also to be confirmed if the survey covers the whole cemetery as per the map below or just the 'wooded' extension area.



Members are asked to decide on the criteria to use for seeking quotations from surveyors.

Item 10- Lightwater Cemetery

b) To discuss fencing quotes

Background:

The current chestnut paling fencing which borders Lightwater Cemetery is very old and requires replacement.

Past Resolution:

At the April 2024 Committee Meeting, it was agreed to proceed with seeking quotes for chestnut paling and rural post and rail fencing with two gateways.

Quotes:

The following quotes have been received which gives indicative pricing for the perimeter fence around the cemetery.

Quote 1

Chestnut Paling- 3 wire at 1.22 in height

To use 63mm diameter stakes/ posts £14,092.00 EX VAT

To use 75mm diameter stakes/ posts £14,686.00 EX VAT

Quote 2-

Take down and take away existing chestnut paling posts and cut back bushes and trees to clear fence line.

Supply and fix 410m x 1.2m high chestnut paling and posts on 1.8m x 100-125 peeled and pointed half round stakes driven into ground at approx. 3m centres.

£18,3900.00 EX VAT

Decision:

Members are asked to decide if they would like to give delegated authority to the Clerk in conjunction with the Chair and Vice chair to seek a third quote and appoint based on best value and/or suitability, subject to findings in the topographical survey. Members are also asked to decide how they would like to fund the work.

Item 11- To consider a request from 1st Lightwater Scouts for the use of the Recreation Ground to host their annual firework and bonfire event

1st Lightwater Scouts would like to apply for the use of the field behind All Saints' Church for their annual bonfire and firework event on the 2nd November 2024.

Documents:

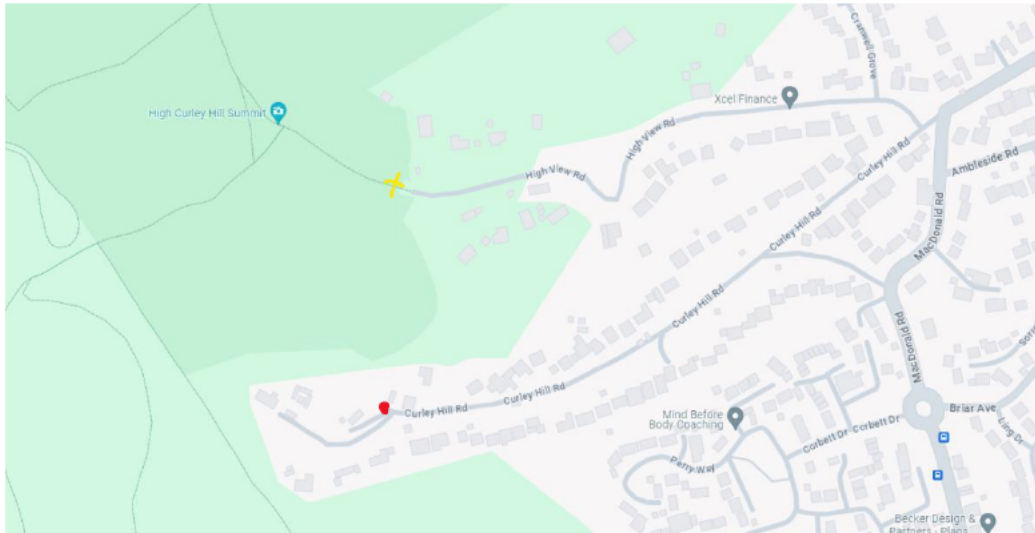
- Scouts 2024 Risk Assessment (document A)
- Application form (document B)
- Public Liability Insurance (document C)

Decision:

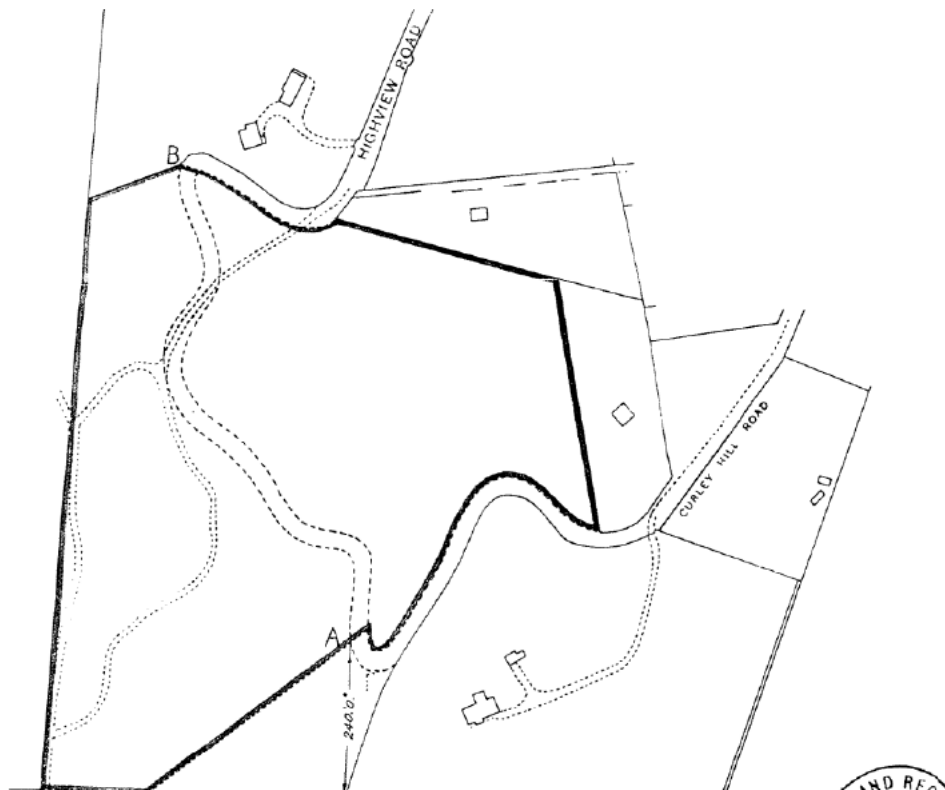
Members are asked to decide if they would like to grant the use of the Recreation Ground for the above use.

Item 13- Request for a new bin provision on Curley Hill Road

Following residents' comments to SHBC Councillors regarding discarded dog poo bags in bushes on Curley Hill Road, it has been requested that a new bin be provided on Curley Hill Road where the pathway leads into the Country Park as indicated by the red dot on the map below.



Initial indications from the land registry document attached below, show that the pathway leading up to the Country Park is not owned by the Parish Council until it reaches the letter A on the map. Therefore, we would not be able to site a bin at the entrance to the path as requested.



If the Council considers installing a bin further up the path, they must account for the cost of the bin and installation (approximately £460), as well as the additional expense of an extra bin collection. The contractor will also need to consider that the bin will be in an area inaccessible to vehicles, requiring the rubbish to be carried.

Decision:

Members are asked to confirm whether they would like to initiate enquiries to identify a suitable location for an additional bin on the High Curley land.

Item 14- Aerial Drone Images of Lightwater Cemetery

An amateur photographer has taken images of Lightwater Cemetery with a drone. The office was unaware that the photographs were being taken until the Cemetery Co-ordinator approached him in the cemetery. The photographer offered a framed copy of one of the photographs.

Subsequently, he has requested that in exchange for the photograph, his business be endorsed on the council's social media platforms and that a photo of him officially handing over the framed copy to a council representative be publicised.

The photographer has confirmed he has a drone license and advised us of his operator ID. He has also confirmed that without an endorsement there would be a cost of £100 if the council would like a framed photograph.

The photographs will be made available to view at the meeting.

Although the Council does not normally promote businesses, members are asked to confirm if they wish to accept a copy of one of the photographs in the return for an endorsement on the council's social media platforms. If they do, they need to decide the following:

- 1. Which photograph they would like to accept.**
- 2. Whether they are willing to post the photograph on the Parish Council's social media channels.**
- 3. Whether they would like a photograph taken of the handover to a member of the Lightwater Village Committee, and if so, which member.**

Item 15- Running Event at Lightwater Country Park

Council have received a request from Macbac to use a small section of Curley Hill for their Annual Running Event on Sunday 15th September 2024.

Documents

- Risk Assessment (document D)
- Public Liability Cover (document E)
- Map of running route (document F)

Members are asked to decide if they approve the use of the identified section of Curley Hill for the running event.

Lightwater Mabac Route

Lightwater Country Park
The Avenue, Lightwater GU18 5RG

First Aid:



Item 16- 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 Lightwater grants.

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

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

Grant Applications

At the April meeting, members reviewed a grant application from Lightwater Community Cinema requesting a £1,000 contribution to purchase and install an AED device in a combination-locked cabinet to be affixed to the outside wall of All Saints' Church Hall. During the meeting, members unanimously resolved to grant £750, contingent upon the submission of the organisation's constitution.

Subsequently, members received an email containing the group's Terms of Reference and a description outlining what constitutes a "constituted group." They were asked if they were satisfied with the Terms of Reference and if they approved granting the agreed funds.

A “constituted group” is an informal group that has a written list of rules and guidelines. It can also be called an “unincorporated association.” It is not a charity. We recommend most basic community groups write down their rules and set up as a constituted group/unincorporated association.

You don't need a committee, but you can choose one if you like. You will need to have a meeting every year called an AGM. As a group, you don't have a separate legal structure, so the group as a whole can't buy goods or enter into contracts – but individual members can. However, if the group gets into debt, all the members could find themselves having to pay.

So far, 3 out of the 6 Lightwater Councillors have confirmed that they are satisfied with the Terms of Reference and agree to grant the £750.

Documents:

- Grant Application (document G)
- Terms of Reference (document H)

Members are requested to confirm whether they are satisfied with the Terms of Reference and approve the grant of £750.

LIGHTWATER 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 Lightwater Committee, to enable the organisations to undertake voluntary and community sector activities.

Windlesham Parish Council Lightwater 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 Lightwater 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 one application will be considered from any one organisation 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.

The Lightwater 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.

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 £3500 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.

DOCUMENT G



WINDLESHAM PARISH COUNCIL

GRANT APPLICATION FORM GRANTS £500- £1000

Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☐Lightwater ☒Windlesham ☐

Name of Organisation	LIGHTWATER COMMUNITY CINEMA SUPPORTED BY ALL SAINTS CHURCH
Registered Charity Number (if applicable)	N/A.
Contact Name	JOHN GOODMAN
Position within the organisation	VOLUNTEER
Telephone number	[REDACTED]
Address of organisation	C/O ALL SAINTS PARISH OFFICE BROADWAY ROAD, LIGHTWATER SURREY, GU18 5ST.
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	PLEASE SEE THE ATTACHED SUBMISSION / JUSTIFICATION.
Total cost of purpose/project	£1986 INC VAT
Amount of grant requested:	£1000

Total number of users of your organisation	UP TO 200
Number of your users resident in Windlesham Parish who will directly benefit from the grant	UP TO 200.
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	N/A

Supporting documentation to be submitted with the grant application:

A copy of the written constitution

☐

I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.

Yes ☒ No ☐

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the conditions:

Signed....  Name..... JOHN GOODMAN

Position in organisation... VOLUNTEER Date... 20/12/2023

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact clerk@windleshampc.gov.uk.

The completed form should be returned to The Clerk to Windlesham Parish Council,
The Council Office, The Avenue, Lightwater, GU18 5RG or to one of the Parish Councillors.

For official use

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	

Lightwater Community Cinema - Terms of Reference

Lightwater Community Cinema's mission is to provide a free cinema on a monthly basis to the local community. The cinema is held in All Saints' Church hall (the hall). The cinema is run by a small team of volunteers and is supported by All Saints' Church (the church) and its Parochial Church Council (the PCC).

Relationship between the church and the cinema

The church sees the provision of the cinema as a gift to the community and waives the cost of hiring the hall. The church also provides the relevant licence to allow the films to be shown in public and handles the money associated with the cinema (see finances section below). Publicity for the cinema includes a statement that it is supported by the church and includes the church logo where possible. The church also provides technical support to the cinema team on a best efforts basis.

Control of content

The incumbent (the current vicar, or in the case of a vacancy the churchwardens) sets a content policy that ensures that the films shown are in line with the values of a Christian community. Broadly speaking we do not permit the showing of films with excessive violence, blasphemy, sexual content or swearing. All screenings must include the BBFC rating for the film(s) in any publicity material. Where these ratings have age related entry restrictions these must be enforced by the cinema team.

Facilities and Ownership

The equipment used for the cinema includes specific items (namely a projector, Blu Ray player, screen and associated peripherals) purchased with grants that were obtained when the cinema was established. Ownership of these items, and the associated responsibility for maintaining them in good order, has passed to the church. This means that the church can use these items for other activities. The cinema is also able to make use of other facilities provided in the hall (including, but not limited to, sound system, chairs, kitchen facilities, toilets).

Finances

The cinema is provided free of charge but visitors are asked if they would like to make a voluntary donation. These donations are paid into the church bank account and are recorded in the church accounts as specific cinema income. Up until the end of 2022 these amounts were recorded as "Restricted" meaning that they have to be spent on the cinema itself. Expenses directly associated with the cinema include purchasing the Blu Ray Discs of the films shown and maintenance items such as spare projector bulbs.

The success of the cinema means that there is a surplus in the bank account and the cinema team have indicated that they would like to use this to fund other community projects (e.g a defibrillator). From 2023 all new cinema income will be recorded as "Designated". This gives the PCC discretion to allow more flexibility on how the money is spent.

The remaining restricted funds will first be used to buy a spare projector bulb. Should any restricted funds remain the cinema team will need to write to the PCC asking that the funds be diverted into the new “Designated” fund for later distribution to community projects. Once this fund reaches a suitable level the cinema team will then ask the PCC to make a donation from the “Designated” fund to the chosen community project(s). A small “float” should remain to cover any unexpected cinema costs. In order to protect against the funds being spent on projects that do not meet a community need or conflict with the values of the church the PCC will need to approve any community expenditure.

This arrangement ensures the financial viability of the cinema and removes the need for the cinema team to manage accounts and have a separate bank account. If the cinema ceases to operate in the future the PCC will consider making a gift to a suitable community project with any remaining balance returned to unrestricted funds.

Health and Safety

As with any activity in the hall the cinema team need to ensure that they provide a safe environment for those attending.

Specific requirements already identified include:

- A strict limit of 120 people in the hall
- That chairs are joined together in rows
- That emergency exits are all pointed out before the film starts and are accessible and either open or easily opened if an evacuation is needed

In addition to the above a risk assessment needs to be provided by the cinema team to the PCC. The church will try to provide help with completing this. The risk assessment should be reviewed on an annual basis and any changes, including new risks identified, highlighted to the PCC. Any accidents or safety related incidents should be noted in the accident book.

Liability

For the purposes of public liability cinema screenings will be considered a church event and will be covered by the church’s public liability insurance.

Steering Meeting

A steering meeting will be held at least once a year. It will be attended by the hall committee chair, the incumbent and representatives from the cinema team.

Review

These terms of reference should be reviewed by 31st December 2028 or earlier in the case of any material changes to the cinema or its relationship with the church and/or PCC.

March 2023

Version 1.1 - adds liability clause per PCC meeting 22nd March 2023 and BBFC requirement.

Item 17- Clerks Update

1) Lightwater Recreation Ground Grass Cutting

Members received a complaint from a resident regarding the long grass behind the line of Lime Trees at the Lightwater Recreation Ground. Following a grass cut this week, the area was inspected and although the grass had been satisfactorily cut, the grass and weeds around the trees still needed attention. This has been called into Glendale to address.

2) Lamp post on Guildford Road

Milestones have confirmed that the burgundy lamp post on Guildford Road will be painted black to match the others on the road during the next round of painting.