



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 26th November 2024, at 7.15pm held at St Anne's Church Centre, 43 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
Cllr Kevin Thompson - Surrey Heath Borough Councillor

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

Cllr Turner was in the Chair

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		Action
C/24/109	Apologies for absence Apologies for absence were received and accepted from Cllrs Hardless and Richardson, Hartshorn and D Jennings-Evans.	
C/24/110	Declarations of interest None	
C/24/111	Public question time 1. The Council received a representation regarding the format of the Annual Parish Meeting (APM), which was circulated to all Councillors prior to the meeting. The resident who submitted the representation expressed concerns that the reporting of the 2023 APM had, in their view, been misrepresented. They also highlighted their belief that the Council had neglected the principle of democratic debate when determining the format of past APMs. Members noted the representation and agreed to consider it when discussing item 16 on the agenda.	

	<p>2. Another resident submitted a question by email, asking Members to confirm what measures Windlesham Parish Council has in place for supporting Councillors and staff who are suffering with their mental health.</p> <p>Members acknowledged that the Council does not currently have a standalone Mental Health Policy. However, they recognised that, as an employer, mental health considerations are incorporated within the existing Absence and Sickness Policy.</p> <p>In recognising the value of a dedicated Mental Health Policy to support both staff and councillors, Members agreed to explore this further. It was resolved that the development of such a policy will be included as an agenda item for discussion at the next Personnel Committee meeting.</p> <p>3. Cllr Thompson addressed the Council and asked if they would agree that the way Councillors from all tiers of local government interact with one another is important and did they agree that all elected officials should ensure that they disagree agreeably.</p> <p>Members unanimously agreed that, as a Council, it is fundamental and implicit that all Councillors from every tier of local government should adhere to the Nolan Principles of Public Life. Furthermore, Windlesham Parish Council reaffirmed its commitment to upholding the Civility and Respect Pledge, ensuring a culture of integrity and professionalism and respectfully requested that SHBC Councillors undertake to do the same.</p>	
C/24/112	<p>Exclusion of the press and public.</p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/24/136 To approve as a correct record the confidential resolution report from the Full Council meeting held on the 29th of October 2024, noting/approving recommendations therein.</p> <p>C/24/137 Confidential Correspondence</p> <p>The Clerk made Members aware that correspondence had been received that required discussion in the Confidential part of the meeting.</p> <p>Members agreed that the above items be discussed in the confidential part of the meeting.</p>	
C/24/113	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The minutes of the Full Council meeting held on 29th October 2024 were approved and signed by Cllr Turner 	Cllr Turner
C/24/114	Committee and Sub-Committee Minutes	

	<ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 29th October 2024, and 13th November 2024 were approved and signed by Cllr Stevens. <p>Members noted the open minutes of the recent village committee and sub-committee meetings:</p> <ul style="list-style-type: none"> The minutes of the Bagshot Committee meetings held on the 23rd of October 2024 and the 12th of November 2024. The minutes of the Windlesham Committee meeting held on the 28th of October 2024 	Cllr Stevens
C/24/115	<p>Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £13,280.99 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £13,280.99 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/24/116	<p>New Banking Arrangements</p> <p>At the Full Council meeting on 14 May 24, the Council resolved to open an account with Unity Bank (C/24/20).</p> <p>Members were informed that the Council has now received confirmation that the account has been opened and a deposit is required.</p> <p>Cllr Malcaus Cooper proposed, Cllr White seconded and it was unanimously resolved to transfer a sum of £5,000 from our existing Barclays account to the new Unity account on receipt of the account details.</p>	
C/24/117	<p>Finance – Budget Monitoring Report</p> <p>Members were presented with an actual vs budget report detailing any overspends, transfers or virements for approval.</p> <p>Councillors were asked to:</p> <p>(i) Note the levels of expenditure shown and the associated balance sheet approving the overspends shown;</p> <p>Cllr Malcaus Cooper proposed Cllr Harris seconded, and it was unanimously resolved to note the contents of the report including levels of expenditure and approved the overspends and transfers shown. It was also resolved to delegate authority to the RFO to vire the remaining funds in the cemeteries budget line 4062 to dedicated EMRs as follows:</p> <p>Bagshot £25,000 Lightwater £25,000 Windlesham £25,000</p>	RFO

	Finally, it was resolved to delegate authority to the Clerk and RFO to be able to authorise any payment from these dedicated EMR's in line with levels set in both the Terms of Reference and Financial Regulations.	CLERK / RFO																								
	Following a discussion, Members agreed to defer the budget-setting process until after considering item 14 on the agenda, as it could influence the outcome																									
C/24/118	<p>Motion from Cllr Harris requesting Council consider financial planning and recording of costs related to the CGR request</p> <p>Cllr Harris requested the Council consider the following:</p> <p>1- That council instructs the RFO to compile as best as possible a schedule of costs expended during Fy24-25 that relate to the CGR Request. And any costs incurred are be funded from the general reserve.</p> <p>Cllr Harris proposed, Cllr Malcaus Cooper seconded, and it was resolved with 11 in favour, 0 Against and 2 Abstentions that the Council will instruct the RFO to compile as best as possible a schedule of costs expended during Fy24-25 that relate to the CGR request. Any costs incurred during the financial year 2024-2025 will be funded from the general reserve.</p> <p>Additionally, the £40k allocated from the General Reserve under minute ref: C/23/225 will be transferred to a dedicated CGR EMR and will be used to fund any costs associated with the CGR during FY 25-26, including staffing and will not be limited to legal costs only.</p> <p>Cllr Harris requested a recorded vote. The outcomes of this vote are as follows:</p> <table> <tr><td>Cllr Bakar</td><td>In Favour</td></tr> <tr><td>Cllr Du Cann</td><td>In Favour</td></tr> <tr><td>Cllr Gordon</td><td>In Favour</td></tr> <tr><td>Cllr Willgoss</td><td>In Favour</td></tr> <tr><td>Cllr White</td><td>In Favour</td></tr> <tr><td>Cllr Harris</td><td>In Favour</td></tr> <tr><td>Cllr R Jennings-Evans</td><td>In Favour</td></tr> <tr><td>Cllr Malcaus Cooper</td><td>In Favour</td></tr> <tr><td>Cllr Turner</td><td>In Favour</td></tr> <tr><td>Cllr Stevens</td><td>In Favour</td></tr> <tr><td>Cllr Lewis</td><td>Abstention</td></tr> <tr><td>Cllr Marr</td><td>Abstention</td></tr> </table> <p>2- The Council instructs the staff to record all time and expenditure in FY 25-26 on the CGR accurately and present the costs to the Council as a clearly identified line item in the financial reports</p>	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Gordon	In Favour	Cllr Willgoss	In Favour	Cllr White	In Favour	Cllr Harris	In Favour	Cllr R Jennings-Evans	In Favour	Cllr Malcaus Cooper	In Favour	Cllr Turner	In Favour	Cllr Stevens	In Favour	Cllr Lewis	Abstention	Cllr Marr	Abstention	
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	<p>Cllr Harris proposed, Cllr Gordon seconded, and it was resolved with 11 in favour, 0 against and 2 abstentions to instruct the staff to record all time and expenditure in the FY 25-25 associated with the CGR accurately and present a clear schedule of costs periodically to the Council.</p> <p>Cllr Harris requested a recorded vote. The outcomes of this vote are as follows:</p> <table> <tr> <td>Cllr Bakar</td> <td>In Favour</td> </tr> <tr> <td>Cllr Du Cann</td> <td>In Favour</td> </tr> <tr> <td>Cllr Gordon</td> <td>In Favour</td> </tr> <tr> <td>Cllr Willgoss</td> <td>In Favour</td> </tr> <tr> <td>Cllr White</td> <td>In Favour</td> </tr> <tr> <td>Cllr Harris</td> <td>In Favour</td> </tr> <tr> <td>Cllr R Jennings-Evans</td> <td>In Favour</td> </tr> <tr> <td>Cllr Malcaus Cooper</td> <td>In Favour</td> </tr> <tr> <td>Cllr Turner</td> <td>In Favour</td> </tr> <tr> <td>Cllr Stevens</td> <td>In Favour</td> </tr> <tr> <td>Cllr Lewis</td> <td>Abstention</td> </tr> <tr> <td>Cllr Marr</td> <td>Abstention</td> </tr> </table> <p>3- That council makes provision in the FY 25-26 Budget for CGR costs and allocates no less than £40,000 against it to be funded from precept as a top level cost.</p> <p>This item was superseded by item 1 and was therefore withdrawn.</p>	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Gordon	In Favour	Cllr Willgoss	In Favour	Cllr White	In Favour	Cllr Harris	In Favour	Cllr R Jennings-Evans	In Favour	Cllr Malcaus Cooper	In Favour	Cllr Turner	In Favour	Cllr Stevens	In Favour	Cllr Lewis	Abstention	Cllr Marr	Abstention	
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C/24/119	<p>Budget Setting and Precept 2025/26</p> <p>The Clerk informed Members that as per the 2024-25 budget and in line with the change in Terms of Reference all top level income and expenditure is accounted for prior to any devolvment of income to the village budgets.</p> <p>Members were presented with a draft budget of £551,061.00 with an indicative increase in the precept of 8.27%.</p> <p>The Chairs of each committee, in collaboration with their members, contribute to the budget process with a focus on minimising any increase in the precept. However, it was acknowledged that rising greenspace maintenance costs and increased Employers' NI contributions made a precept increase unavoidable. Despite this, Members were pleased to note that no services will be affected by the budget decisions.</p> <p>Cllr Jennings-Evans proposed, Cllr Malcaus Cooper seconded, and it was resolved with 12 in favour, 1 against and 0 abstentions to set the 2025-2026 budget at £551,061.00. Based on the indicative tax base of 8349.80 provided by SHBC. Members noted that the indicative precept increase for a band D property would be 8.27%. Members also noted that this</p>																									

	<p>percentage increase may change marginally once the Borough Council Executive confirms the tax base at their meeting on the 3rd of December 2024. However, it is not expected to change significantly, and the final tax base figure and band D percentage increase will be reported at the January Full Council meeting.</p> <p>Cllr Turner requested a recorded vote. The outcomes of this vote are as follows:</p> <table><tr><td>Cllr Bakar</td><td>In Favour</td></tr><tr><td>Cllr Du Cann</td><td>In Favour</td></tr><tr><td>Cllr Gordon</td><td>In Favour</td></tr><tr><td>Cllr Willgoss</td><td>In Favour</td></tr><tr><td>Cllr White</td><td>In Favour</td></tr><tr><td>Cllr Harris</td><td>Against</td></tr><tr><td>Cllr R Jennings-Evans</td><td>In Favour</td></tr><tr><td>Cllr Malcaus Cooper</td><td>In Favour</td></tr><tr><td>Cllr Turner</td><td>In Favour</td></tr><tr><td>Cllr Stevens</td><td>In Favour</td></tr><tr><td>Cllr Lewis</td><td>In Favour</td></tr><tr><td>Cllr Marr</td><td>In Favour</td></tr></table> <p>It was also resolved that the RFO will investigate more resident-friendly methods of presenting the EMR data and if possible, a leaflet explaining the Parish precept would be included with the Council Tax papers distributed to each household by SHBC, with the costs covered by the marketing budget line.</p>	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Gordon	In Favour	Cllr Willgoss	In Favour	Cllr White	In Favour	Cllr Harris	Against	Cllr R Jennings-Evans	In Favour	Cllr Malcaus Cooper	In Favour	Cllr Turner	In Favour	Cllr Stevens	In Favour	Cllr Lewis	In Favour	Cllr Marr	In Favour	
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C/24/120	<p>To formally note the resignation of Cllr Hills</p> <p>Members were formally notified that Cllr Hills has resigned from his position as Councillor, resulting in a casual vacancy in the Bagshot Ward. A formal notice of a casual vacancy, was issued under Section 87(2) of the Local Government Act 1972 on the 18th November 2024.</p> <p>During the period from the 18th November until 6th December 2024 10 electors of the Bagshot Ward of the Parish may call for a By-Election to fill the vacancy.</p> <p>If called the By-Election will be held by 13th February 2025.</p> <p>Members were also informed that Cllr Hills was appointed to Windlesham United Charities and Council was asked to nominate a new representative to serve a 4 year term.</p> <p>It was resolved to note the resignation of Cllr Hills and to defer a decision on a new representative for Windlesham United Charities until 2025.</p>																									
C/24/121	<p>Asset Register</p>																									

	<p>Members were presented with the fixed asset register and informed that the balance of assets held was £407,057.42 and that the register had been reviewed as part of the year end accounts process.</p> <p>Members were asked to note the fixed asset register provided.</p> <p>It was resolved unanimously to approve the asset register as presented.</p>	
C/24/122	<p>Motion from Cllr Turner requesting that Council consider scheduling an informal meeting to improve Councillor collaboration and relations.</p> <p>Members were asked to consider holding an informal meeting to explore how Councillors can work together more effectively and improve relations moving forward.</p> <p>This initiative comes as a response to recent discussions within the Council, which have highlighted the need for constructive dialogue and a renewed focus on collaboration.</p> <p>Addressing these issues proactively is critical to ensure the Council can function effectively as a team and meet the expectations of the residents we serve.</p> <p>Timing and Importance</p> <p>It was proposed that the meeting be scheduled before Christmas providing an opportunity to address concerns and start the new year with a united approach.</p> <p>Proposed Actions</p> <p>1. Scheduling and Arrangements:</p> <ul style="list-style-type: none"> • To agree the Clerk should circulate a doodle poll to establish Councillors availability. • To agree the Clerk should organise an informal meeting and prepare a draft agenda. • To confirm the venue and hold the meeting before Christmas <p>2. To agree on the following objectives:</p> <ul style="list-style-type: none"> • The meeting will provide a forum to discuss and agree on changes needed to improve collaboration and Council relations. • Outcomes from this meeting will be formally brought back to Full Council for agreement and implementation. <p>Members considered the proposal, and it was resolved to investigate a mediator for the meeting and schedule a meeting in the New Year.</p>	

C/24/123	<p>To consider a proposal for enhanced compliance and operational support services</p> <p>Members were requested to review the information provided and consider enrolling in Option 1b and Option 2 (complete package), with a total annual cost of £3,497. This amount could be funded through virements from underspent budget lines within the 2024-2025 financial year.</p> <p><u>Support Option 1b - Unlimited Ongoing Support via Council Hive Premium</u></p> <ul style="list-style-type: none"> • Description: This premium service provides unlimited access to communications and compliance experts for a 12-month period. It includes best practice guidance, on-demand training, resources, and templates. • Scope: Covers GDPR and FOI compliance, council communications, and community engagement. • Annual cost £1997 +VAT <p><u>Support Option 2 -Sector-specific AI Powered Assistants – Gov Assist</u></p> <p>Members were asked to consider enrolling in a sector-specific AI service specifically covering governance and planning. There are 3 modules, each module costs £500 with the total cost for the comprehensive package being £1,500 per annum.</p> <p>Cllr Gordon proposed, Cllr Turner seconded, and it was unanimously resolved to enrol in both the above services which will be funded from either virements within the 2024-25 budget or the General Reserve.</p>	Clerk
C/24/124	<p>Annual Parish Meeting</p> <p>Members were reminded that at the May 24 Full Council meeting the date was set for the 19th March 2025, however in order to rotate the venues between villages and hire a hall with a hearing loop the Link, in Windlesham has been preliminarily booked for the 19th March 2025, at 7pm.</p> <p><u>Action</u></p> <p>Members were asked to review the information provided, consider the public question raised at the September Full Council meeting, and reflect on the representation made at the start of the meeting regarding this matter. They were then tasked with deciding on the format of the 2025 Annual Parish Meeting, including whether to invite a guest speaker.</p> <p>After discussion, it was resolved unanimously that the meeting will be held in Lightwater and will follow the 2024 format. This included a resident engagement session and will include an opportunity for residents to have a say on issues that affect their communities.</p>	Clerk/Comm s Officer

C/24/125	<p>To approve the extension of the procurement consultant's contract to advance the greenspace tender process to completion.</p> <p>Members were asked to:</p> <ol style="list-style-type: none"> 1- Review the information provided, including the quote from the chosen procurement contractor for managing the process through to completion. 2- Approve or reject the quotation. 3- Agree on an aggregate contract price for all lots covered by the tender taking into account the outcome of the budget setting discussion at item 9 on the agenda. <p>It was resolved unanimously to approve the quote presented, up to a sum of £20,000, to include additional services if required. It was noted that the Council had previously delegated authority to the Clerk, the Chair, and Vice-Chair of the Council, along with the Chair and Vice-Chair of each village committee, to collaborate with the procurement consultant in preparing and launching a multi-lot tender. This tender must include a clause allowing the Council the option not to award the contract. Furthermore, the Clerk and Councillors with delegated authority are authorised to decide on the number of lots and which areas would be included within the contract.</p>	Clerk Chair & Vice Chair of Committees, Chair and Vice Chair of Council
C/24/126	<p>War Memorials - to consider quotes to conduct condition surveys on the war memorials in Bagshot, Lightwater, and Windlesham.</p> <p>Members were asked to review the quotes presented and approve the appointment of a specialist stone conservator to carry out condition surveys on the Grade II listed War Memorials in Bagshot, Lightwater, and Windlesham.</p> <p>It was resolved with 12 in favour, 1 against and 0 abstentions to appoint contractor C to carry out individual condition surveys. The aim is to have any resulting repairs complete before VE Day, subject to planning approval and the availability of contractors to undertake the work.</p>	
C/24/127	<p>Allotments:</p> <p>a. To consider repurposing the compost area to create a new allotment plot</p> <p>Members were asked to consider a change of use for the communal compost area (plot 50) at Hook Mill Lane allotments. It was recommended that Council consider clearing the communal compost area and converting it to a full plot available for a tenant to cultivate. This will remove the environmental hazard and eyesore, enable WPC to ensure that contractors can fulfil their contract, remove consequences of seeds from weeds blowing across to neighbouring plots and provide another plot that may be rented out to tenants.</p> <p>Members reviewed the three quotes provided, and it was resolved to appoint contractor C.</p>	

	21:23 Cllr Gordon left the meeting	
C/24/128	<p>Allotments –</p> <p>b. To review and consider quotes for appointing a conveyancing solicitor to manage the purchase of the allotment site.</p> <p>Members reviewed the information, and four quotes presented. 21:25 Cllr Gordon re-joined the meeting 21:25 Cllr Harris left the meeting 21:29 Cllr Harris re-joined the meeting</p> <p>It was resolved unanimously to approve and appoint quote 1 and to delegate authority to the Clerk to progress the purchase of the allotments.</p>	Clerk
C/24/129	<p>Consultation on remote attendance at Council meetings and proxy voting</p> <p>Members were informed that the government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely and is currently consulting on the matter.</p> <p>The Council were asked to review the information and consultation below and consider if it would like to respond.</p> <p>It was resolved to set up a working party consisting of Cllr Malcaus Cooper, R Jennings-Evans, Willgoss and Stevens to compile responses and to delegate authority to the Clerk to submit the responses provided. Windlesham Councillors were urged to have a representative on the working party but declined.</p> <p>It was also resolved that all Councillors will submit an individual response.</p>	KMC/AT/RJE/ AW/AS
C/24/130	<p>Consultation on the draft Surrey Rights of Way Improvement Plan</p> <p>Consultation on the draft Surrey Rights of Way Improvement Plan has now begun. To make sure the new Rights of Way Improvement Plan reflects the needs of Surrey's residents, Surrey County Council has invited Windlesham Parish Council to comment on the draft Rights of Way Improvement Plan.</p> <p>Members were asked to consider if they wished to respond to the consultation.</p> <p>It was resolved to defer this item to the planning committee for a decision.</p>	
C/24/131	<p>Christmas Tree Recycling</p> <p>Members were advised that the Council has been informed that the annual Christmas tree recycling event, where trees could previously be dropped off at various locations across Surrey Heath, will not take place this year.</p> <p>In light of this, Cllr Lewis has requested consideration of the following:</p>	

	<ul style="list-style-type: none"> • The potential cost of dealing with increased fly-tipping. Members should note that the removal of fly-tipping is included in the Council's current greenspace maintenance contract. • Whether WPC could explore funding and managing Parish Recycling Points to provide an alternative solution for residents. Members were asked to note that indicative costs had been requested. <p>Members were invited to discuss these options and determine the appropriate course of action</p> <p>Cllr Turner proposed, Cllr Harris seconded, and it was resolved unanimously to instruct the Clerk to write to Surrey Heath Borough Council expressing Windlesham Parish Council's disappointment regarding the decision to discontinue the Christmas tree recycling scheme.</p> <p>The letter will highlight the Council's concerns about the lack of consultation with local councils and residents, the environmental and economic benefits of the scheme, and the apparent contradiction with Surrey Heath Borough Council's stated commitment to environmental responsibility.</p> <p><i>21:45 Members resolved to suspend standing orders</i></p>	
C/24/132	<p>Outside Organisations - To receive reports from representatives of outside organisations.</p> <p>Cllr Willgoss reported that the Bagshot Society had recently held a successful meet the councillors event.</p>	
C/24/133	<p>Clerks update</p> <p>The Clerk provided members with an update on the following:</p> <ul style="list-style-type: none"> • Autumn and Christmas Newsletters • Christmas Drawing Competition • Heath Park Community Building • Community Reception Survey • Greenspace Procurement • Festive Lighting and Christmas Trees • Windmill Field Playground Grant • Workstream prioritisation 	
C/24/134	<p>Correspondence</p> <p>There was no correspondence for discussion in the open session.</p>	
C/24/135	<p>Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/24/136 To approve confidential resolution reports.</p> <p>C/24/137 Confidential Correspondence</p>	

C/24/136	<p>To approve as a correct record the confidential resolution report from the Full Council meeting held on the 29th October 2024</p> <p>It was resolved that the above report was an accurate reflection of the discussion and decision on the night.</p>	
C/24/137	<p>Confidential Correspondence</p> <p>Members were informed that the Council had received correspondence, which had been referred to the Monitoring Officer for consideration.</p>	
	There being no further business the meeting closed at 22:00	

Top Level for Month No 7

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
17/10/2024	0611	691	MULBERRY CO	MULBE	165.60	33.12	198.72	4445	225	165.60	Interim Audit - 17 Oct 24
21/10/2024	3735	692	NP TREE MANAGEMENT	NPTREE	440.00	88.00	528.00	4195	210	440.00	Remove dead wood 4 x lime tree
								395		-440.00	Remove dead wood 4 x lime tree
								6000	210	440.00	Remove dead wood 4 x lime tree
21/10/2024	0194	693	ASTORIA ELECTRICAL	ASTORIA	150.00	30.00	180.00	4550	235	150.00	O'head light replace - office
30/09/2024	10790	694	SURREY HILLS	SURREYH	1,003.00	200.00	1,203.00	4060	400	311.00	Legal advice re: Cem hedge
								4905	455	692.00	Legal adv re: charitable trust
TOTAL INVOICES					1,758.60	351.12	2,109.72			1,758.60	
VAT ANALYSISCODE S @ 20.00%					1,758.60	351.12	2,109.72				
TOTALS					1,758.60	351.12	2,109.72				

Top Level for Month No 7				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
29/10/2024	29 OCT 24	695	SARAH WAKEFIELD	SWAKE	27.90	0.00	27.90	4435	225	27.90	Expenses to 29 Oct 24
31/10/2024	POPPY	696	BRITISH LEGION	ROYAL	150.00	0.00	150.00	4100	305	50.00	1 x poppy wreaths + donation
								4100	405	50.00	1 x poppy wreaths + donation
								4100	505	50.00	1 x poppy wreaths + donation
30/10/2024	202423	697	ST ANNES PCC	ANNE	150.00	0.00	150.00	4950	425	50.00	LVC 9 Oct 24
								4950	325	37.00	Personnel - 1 Oct; FC 29 Oct
								4950	425	37.00	Personnel - 1 Oct; FC 29 Oct
								4950	525	26.00	Personnel - 1 Oct; FC 29 Oct
TOTAL INVOICES					327.90	0.00	327.90			327.90	
VAT ANALYSISCODE OTS @ 0.00%					327.90	0.00	327.90				
TOTALS					327.90	0.00	327.90				

Top Level for Month No 8			Order by Invoices Entered								
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/11/2024	143	698	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Planning Comm - 9 Oct 24
								4950	425	5.55	Planning Comm - 9 Oct 24
								4950	525	3.90	Planning Comm - 9 Oct 24
04/11/2024	105926	699	PRINT	PRINT	150.00	0.00	150.00	4640	225	150.00	210 x A5 8 page newsletter
31/10/2024	123-0803	700	GLENDALE	GLEND	1,657.26	331.45	1,988.71	4195	210	1,657.26	Tree inspection PO149
								395		-1,657.26	Tree inspection PO149
								6000	210	1,657.26	Tree inspection PO149
03/10/2024	3718	701	NP TREE MANAGEMENT	NPTREE	600.00	120.00	720.00	4195	210	600.00	Maint package 5 trees
								395		-600.00	Maint package 5 trees
								6000	210	600.00	Maint package 5 trees
04/11/2024	2802	702	SURREY ALC	SALC	30.00	6.00	36.00	4350	225	30.00	SALC Conf - 19 Nov 24 x1
01/11/2024	2039988	703	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,385.97	Grounds Maint for Nov 24
								4165	410	2,598.53	Grounds Maint for Nov 24
								4165	510	1,889.84	Grounds Maint for Nov 24
01/11/2024	2039989	704	21CC GROUP LTD	21CC	130.78	26.16	156.94	4220	310	65.39	P'grd insp - School Ln/LW Rec
								4220	410	65.39	P'grd insp - School Ln/LW Rec
30/09/2024	4820660	705	VIKING	VIKIN	233.43	25.69	259.12	4435	225	233.43	Stationery order - 30/9/24
31/10/2024	1955	706	ZENTECH IT	FRE01	300.78	60.16	360.94	4440	225	260.78	M365 licences + 30 mins suppor
								4425	225	40.00	M365 licences + 30 mins suppor
05/11/2024	353006	707	MONEYSOFT	MONE	172.00	34.40	206.40	4430	225	172.00	Payroll Mgr 1000 annual subs
05/11/2024	252167-1	708	SLCC ENTERPRISES LTD	SLCC	22.92	0.00	22.92	4430	225	22.92	Membership fee - JW
05/11/2024	4991931	709	VIKING	VIKIN	7.98	1.60	9.58	4435	225	7.98	Stationery - 1 x ruler
TOTAL INVOICES					11,194.49	2,180.33	13,374.82			11,194.49	
VAT ANALYSIS					CODE	OTS	@ 0.00%	292.92	0.00	292.92	

Top Level for Month No 8				Order by Invoices Entered				Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
			VAT ANALYSISCODE	S @ 20.00%	10,901.57	2,180.33	13,081.90				
				TOTALS	11,194.49	2,180.33	13,374.82				



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

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

Held on Wednesday 26th November 2024 at 6.30pm at St Annes Church Centre, 45 Church Road, Bagshot

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

In attendance: Joanna Whitfield –Clerk to the Council

Cllr Stevens took the Chair

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

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		Action
PLAN/24/59	Apologies for absence Apologies received and accepted from Cllr Richardson.	
PLAN/24/60	Declarations of interest No Declarations of Interest. Cllr Turner declared a non-pecuniary interest in application 24/1087/FFU as the applicant is a neighbour and known to him. Cllr White informed Members that the proposed Grove End development in Bagshot will be coming to the inspectorate on the 7 th January 2025 and will be heard at SHBC. Cllr White will be making a request to speak.	
PLAN/24/61	Public question time There were no public questions.	
PLAN/24/62	Exclusion of the press and public.	

	There were no matters to be dealt with after exclusions to the press and public.	
PLAN/24/63	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications	
	No Applications	
	Lightwater Applications	
24/1028/FFU	37 Lightwater Meadow, Lightwater, Surrey, GU18 5XH Erection of a part first floor/part two storey side extension, single storey front bay and front canopy and single storey rear extensions with changes to fenestration and internal alterations. Amendment: Corrected location plan rec'd 04.11.2024 No Objection	FPA
24/1068/FFU	12 Grasmere Road, Lightwater, Surrey, GU18 5TG Erection of 2 front roof dormers and 2 velux rooflights following demolition of existing front roof dormer. No Objection	FPA
24/1087/FFU	162 Macdonald Road, Lightwater, Surrey, GU18 5YB Erection of a single storey rear extension with rear roof dormer and balcony area, enlargement of existing front dormers, extension of habitable accommodation into proposed roofspace to include rooflights, and erection of a detached double garage, following demolition of existing rear extension and detached garage. No Objection	FPA
24/1084/FFU	151 Guildford Road, Lightwater, Surrey, GU18 5RA Retrospective application for the change of use from residential (C3) to a mix of residential and childcare uses (Class C2). No Objection	FPA
	Windlesham Applications	
24/1066/FFU	10 Bosman Drive, Windlesham, Surrey, GU20 6JW Householders application for a front porch extension. No Objection	FPA
24/1081/FFU	73 Chertsey Road, Windlesham, Surrey, GU20 6HE Erection of part ground floor part first floor rear extensions following demolition of existing shed. The committee resolved to comment as follows: Planning permission has previously been granted for the first-floor rear extension element of this application, subject to conditions (22/0586/FFU). If planning permission is granted for this application, the same conditions should apply, in particular, those concerning the requirement for a tree protection plan and measures (there are 3	FPA

	<p>protected oak trees on site – TPO/4/78) and that all external materials should match the existing.</p> <p>The proposed ground floor extension is large for this type of period house (7.54m wide, 5m deep), bearing in mind the property has already been extended (3m deep) at ground floor level, with the proposed first-floor extension which forms part of this application to be constructed on top of the existing ground floor extension. However, the plot is large, and other properties in the vicinity have also been extended.</p> <p>The Committee requests that SHBC assess any potential impact on neighbouring properties for loss of light. We also request that SHBC establish whether there could be any loss of privacy for neighbours; the proposed rear elevation diagram is difficult to interpret and we are unsure whether there is a balcony element at first-floor level.</p>	
24/1090/FFU	<p>Rosebank Cottage, Veterinary Surgery , School Road, Windlesham, Surrey, GU20 6PB</p> <p>Change of use of the first floor flat (Class C3) to additional veterinary practice space (Class E) including ancillary accommodation (retrospective)</p> <p>No Objection with the following Comment:</p> <p>Although this proposal results in the loss of residential accommodation, the Committee accepts the applicant's argument that the first-floor flat was only suitable for a member of staff working at the veterinary practice, due to the shared entrance through reception and proximity to animals.</p> <p>The change of use facilitates the operation of a modern veterinary practice, with the creation of space for testing, a quiet cat area, administration, and a quiet staff rest area, the latter being available for overnight use for vets providing animal care.</p> <p>This is the only veterinary practice in the village of Windlesham. In our view, the benefits of this change of use outweigh any potential harm resulting from the change of use (Surrey Heath Core Strategy and Development Management Policies 2012: CP3).</p>	FPA

There being no further business, the meeting closed at 18:45

**Windlesham Parish Council**

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

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

Held on Wednesday 18th December 2024 at 11:00am at All Saints' Church hall,
Broadway Road, Lightwater

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

In attendance: Sarah Wakefield- Assistant Clerk

Cllr Stevens took the Chair

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

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		Action
PLAN/24/64	Apologies for absence Apologies were received and accepted from Cllrs Du Cann, Richardson and Turner.	
PLAN/24/65	Declarations of interest No Declarations of Interest.	
PLAN/24/66	Public question time There were no public questions.	
PLAN/24/67	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	
PLAN/24/68	To consider a Consultation on the draft Surrey Rights of Way Improvement Plan	

	Members resolved not to issue a collective response as a Council but acknowledged that individual members could respond on their own if they chose to do so.	
PLAN/24/69	To consider a Public Survey RBWM Together Survey - Parking Supplementary Planning Document - Early Engagement Members resolved not to issue a Council response.	
PLAN/24/70	To consider the Draft Ascot Placemaking Supplementary Planning Document (SPD) Public Consultation Members unanimously resolved not to issue a Council response.	
PLAN/24/71	To consider a Consultation on Surrey Heath Borough Councils Draft Statement of Principles (2025-2028) under the Gambling Act 2005 Members unanimously resolved not to issue a Council response.	
PLAN/24/72	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications	
24/1162/DTC	The Cedars 2 High Street Bagshot Surrey GU19 5AE Submission of details to comply with condition 3 (Arboricultural Method Statement (AMS), Arboricultural Impact Assessment (AIA) and Tree Protection Plan (TPP)) attached to planning permission 24/0499/FFU for the external alterations works to existing office building and car park, including replacement windows, new entrance gates, fenestration changes, erection of cycle store, conversion of existing garage to bin store. The committee noted the detailed submissions and asked that SHBC assess their suitability.	Details to Comply
24/1139/DTC	79 Guildford Road Bagshot Surrey GU19 5NS Submission of details to comply with condition 2 (Materials) and condition 4 (Method of construction) attached to planning permission 16/0281 for the erection of a detached three bedroom dwelling house following demolition of existing. (Amendment to planning permission 15/0936 Erection of a two bedroom bungalow). Noted the detailed submissions and asked that SHBC assess their suitability.	Details to comply
24/1163/FFU	38 London Road, Bagshot, Surrey, GU19 5HN Change of use from residential dwelling (class C3) to a medical and dental unit comprising of GP/Dental/Pharmacy use (Class E) and ground floor flat (C3). Part retrospective to include resurfacing of driveway and car park. Objection for the following reasons:	FPA

	<p>Members reiterated their previous concerns regarding the proposal, specifically about the increased volume of vehicles entering and exiting the site. Again, they emphasized the need for adequate on-site parking to prevent vehicles from spilling onto the road. Members also expressed concerns about the loss of residential parking.</p>	
	Lightwater Applications	
24/1101/PMR	<p>Land At Wilds And Wheatlands, The Folly, Lightwater, Surrey Application to vary/remove condition 2 (approved plans) of planning permission 24/0610/FFU for the erection of new entrance gates, boundary wall and fence.</p> <p>No objection</p>	Relaxation /modification
24/1154/FFU	<p>14 Mount Pleasant Close, Lightwater, Surrey, GU18 5TP Erection of two roof dormers to provide habitable accommodation and change of roof from hip to gable.</p> <p>No objection</p>	FPA
24/1112/NMA	<p>31 Northfield, Lightwater, Surrey, GU18 5YR Non-material amendment to planning permission 24/0712/FFU to allow for the change of the utility room window to a door.</p> <p>This application has already been approved by SHBC, so it was noted by the committee.</p>	Non Material Amendment
	Windlesham Applications	
24/1109/FFU	<p>Cherry Tree Cottage, School Lane, Windlesham, Surrey, GU20 6EY Erection of a part single, part two storey side/rear extension with roof lights on single storey element.</p> <p>Objection for the following reasons: Members objected due to the size and bulk of the proposed property. Planning permission has already been granted for a part single, part two-storey extension (23/0644/FFU). This application differs from the previous one in that the ground floor extension is bigger, being 8m deep (as opposed to 6m) and 7m wide (as opposed to 6m). It appears from the plans that the first-floor bedroom extension is the same or a similar size to the one approved. We request that SHBC consider whether the additional bulk could have a negative impact on the residential amenity of the neighbouring property of Holly Cottage in terms of loss of privacy and loss of light. We have noted that although the residents at 40 Cooper Road support the application, they have requested that the laurel and rhododendron bushes on the shared boundary should be kept at the current height to obscure the proposed extension. The decision in application 23/0644/FFU contained a condition that the first-floor windows in the western elevation serving the new bedroom and facing 40 Cooper Road should be completed in obscure glazing with the opening restricted to high level only. In our view, if this application is approved, this condition should remain.</p>	FPA

24/1118/FFU	<p>Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY Erection of canopy over the existing rooftop terrace and outdoor kitchen.</p> <p>No Objection</p>	FPA
24/1077/CES	<p>18 Chertsey Road, Windlesham, Surrey, GU20 6EP Certificate of lawfulness for the proposed addition of a dropped kerb and new surfacing to front garden.</p> <p>Members objected to the certificate of lawfulness as it is understood that an application for full planning permission is required as Chertsey Road is a designated B road (B386). The Vehicle Crossover (dropped kerbs) In Surrey Guidance notes for Householders (September 2024), published by Surrey County Council, states (page 2) “if you live on an A, B or C road, you will need Planning Permission.”</p> <p>Members commented that the application requires careful consideration as the property is located in the centre of the village on a very busy stretch of road within the contraflow arrangement. In addition, any vehicle would need to reverse into the parking space or out onto the road as there is insufficient space to turn a vehicle in the front garden.</p>	Certificate Proposed Development
24/1178/FFU	<p>43 Heathpark Drive, Windlesham, Surrey, GU20 6JA Conversion of existing single garage to utility room, including replacing garage door with window and reinstatement of existing store/utility room back to single attached garage.</p> <p>No Objection with the following COMMENT: This application will include the removal of a garage door at the front of the property and replacement with a window and bricks. If approved, the window and bricks should match the existing as is proposed, as appearance and design and potential impact on the character of the area are material planning considerations.</p>	FPA

There being no further business, the meeting closed at 11:22



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

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

Held on Wednesday 8th January 2025 at 11:00am at All Saints' Church Hall, Broadway Road, Lightwater

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

In attendance: Sarah Wakefield- Assistant Clerk

Mr & Mrs Ozgul- Lightwater Residents

2 x Representatives from Persimmon Homes

Cllr Stevens took the Chair

P - present

A – apologies

PA – part of meeting

- no information

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		Action
PLAN/24/68	Apologies for absence Apologies were received and accepted from Cllr Richardson.	
PLAN/24/69	Declarations of interest No Declarations of Interest.	
PLAN/24/70	Public question time Mr and Mrs Ozgul provided the following comments regarding application no. 24/1195/FFU: Mr and Mrs Ozgul confirmed that they had submitted a copy of their objection letter (also available on the SHBC website) to the Parish Office	

	<p>for circulation to the committee. They added, that in their opinion, the proposed garage is positioned very close to the trees, which could lead to their eventual decline and create potential issues for the neighbouring property. They noted that, to their knowledge, no representative from the SHBC Planning Department had visited the site.</p> <p><i>It was unanimously agreed to move application no. 24/1195/FFU up the agenda to allow Mr and Mrs Ozgul to leave the meeting following its discussion.</i></p>	
PLAN/24/71	<p>Exclusion of the press and public.</p> <p>There were no matters to be dealt with after exclusions to the press and public.</p>	

	Lightwater Applications	
24/1195/FFU	<p>The Old Haveli, 92A Guildford Road, Lightwater, Surrey, GU18 5RP</p> <p>Erection of a detached garage on a new concrete base.</p> <p>Objection for the following reasons:</p> <ul style="list-style-type: none"> • In members' opinion, the arboricultural report provided does not adequately demonstrate that no harm to the protected trees would be occasioned by the proposed development. • In members' opinion the sunlight calculations included in the Planning, Design & Access Statement do not adequately address the light and privacy concerns of the next-door neighbours. <p>Additionally, members recommended that a Lightwater SHBC Councillor be asked to call in the application for review by the SHBC planning committee, along with a site visit.</p>	FPA
	Bagshot Applications	
24/1240/ADV	<p>The Cedars, 2 High Street, Bagshot, Surrey, GU19 5AE</p> <p>Application for advertisement consent for the display of one aluminium post sign.</p> <p>Objection for the following reasons:</p> <ul style="list-style-type: none"> • The proposed sign is considered out of keeping with the character of the property due to its height and bulk. • As the building is located within a conservation area, it is recommended that the colours used on the signage be more subtle to align with the area's character. • Members acknowledge the need for business signage but suggest relocating the sign to the gate, which would provide a lower and less intrusive placement. 	Advert

24/1236/CES	Chestnut Cottage Dukes Covert Bagshot Surrey GU19 5HU Certificate of lawfulness for the proposed erection of a single storey side extension and two storey rear extension. Members have questioned if the proposed development falls within the 30% allowance for permitted development rights. Members also asked that a condition be imposed to ensure the property remains as single occupancy.	Certificate Proposed Development
	Lightwater Applications	
24/1201/FFU	140 Guildford Road, Lightwater, Surrey, GU18 5RW Erection of a single storey side and rear extension. No objection	FPA
24/0885/CES	Lightwater Country Park The Avenue Lightwater Surrey GU18 5RG Certificate of lawfulness for the proposed erection of a adult playground. Members noted that there is insufficient information available to make an informed decision.	Certificate Proposed Development
24/1269/FFU	207 Guildford Road, Lightwater, Surrey, GU18 5RB Proposed extension of existing vehicle crossover kerb drop width. No objection	FPA
24/1249/FFU	8 Turnville Close, Lightwater, Surrey, GU18 5UA Erection of a part single/ part first floor side and rear extension following demolition of existing conservatory and conversion of garage into habitable accommodation with internal alterations and changes to fenestration. No objection	FPA
24/1277/FFU	111 Macdonald Road, Lightwater, Surrey, GU18 5YA Garage conversion including installation of new bay window, changes to fenestrations and internal works. No objection	FPA
24/1239/GPT	Telecommunications Mast, Blackstroud Lane East, Lightwater, Surrey Notification under the Electronic Communications Code Regulations for the installation of three antennas, removal and replacement of one cabinet and all ancillary work. The Application was noted by the committee.	General Permitted Telecoms
24/1264/CES	29 Keswick Drive, Lightwater, Surrey, GU18 5XE Certificate of lawfulness for the proposed erection of a single storey side extension with internal alterations. No objection	Certificate Proposed Development

	Windlesham Applications	
24/0406/DTC	<p>Heathpark Wood, Heathpark Drive, Windlesham, Surrey Submission of details to comply with condition 20 (submission of updated bat and dormouse surveys) attached to reserved matters approval 20/0318/RRM dated 5 April 2024.</p> <p>*WPC responded to this application in October 2024, but are asked to review the above revisions and invited to provide further comments.</p> <p>Member agreed to no objection, subject to SHBC confirming the position regarding the dormouse surveys. They also agreed to comment as follows: WPC has previously commented on this application. It is our understanding that Condition 20 relates only to bats and dormice and not to other flora or fauna. The condition requires updated bat and dormouse surveys to be submitted to SHBC prior to the removal of trees on site, the submission of compensation/mitigation measures to SHBC for written approval and the implementation of the measures. The revised LEMP dated November 2024 states (point 2.9) that "updated dormouse surveys were undertaken, and as previously recorded, no evidence of dormouse was observed." Dormouse surveys were undertaken between April and November 2022 (reported in the February 2023 version of the LEMP). It is unclear to us whether and when any further dormouse surveys have been undertaken since 2022. We rely on SHBC to confirm the position. Regarding bats, the Ecology Technical Update dated November 2024 confirms that bat tree assessments/surveys were carried out in June, September and October 2024 and that no evidence of bats or bat droppings was found. However, we share the concerns of the Surrey Wildlife Trust and support the suggested approach of carrying out further surveys and protecting, as necessary, any trees with maternity bat roosting potential during the relevant bat maternity period.</p>	Details to Comply
24/0867/DTC	<p>Heathpark Wood, Heathpark Drive, Windlesham, Surrey Submission of details to comply with conditions 10 (land contamination), 11 (land contamination remediation scheme) and 14 (land contamination remediation monitoring and maintenance scheme) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p>Amendment: Please note Phase 1 Study and Site Reconnaissance Report received 17/12/2024</p> <p>Members agreed to comment as follows: WPC has previously commented on this application on 25 September 2024. An additional report has been submitted (Phase 1 Study and Site Reconnaissance Report). It is very long, detailed and of a technical nature and we rely on the expertise of SHBC to interpret the report and ensure that it meets requirements. It is noted that the report was prepared some time ago (it is dated 7</p>	Details to Comply

	August 2020) and it is unclear to us why it has been submitted at this stage as part of this application.	
24/1199/DTC	<p>Heathpark Wood, Heathpark Drive, Windlesham, Surrey Submission of details pursuant to Condition 12 of outline planning permission 15/0590 relating to details of ground contamination remediation.</p> <p>Members agreed to comment as follows: This condition requires the submission of a verification report demonstrating the effectiveness of the remediation scheme to remove ground contamination on site. The Validation Certificate issued by Ground and Water Limited dated 4 December 2024 states that they undertook a site visit on 20 November 2024 and established that the potentially impacted soils had been removed from the identified contamination hotspot just north of the existing field gate on Woodlands Lane. The Validation Certificate is detailed and of a technical nature and we rely on the expertise of SHBC to ensure that it meets requirements, and to issue written approval in accordance with Condition 12.</p>	Details to Comply
24/1265/FFU	<p>11 Ramsay Road, Windlesham, Surrey, GU20 6HS Erection of a single storey side extension with rooflights, part conversion of front lobby into habitable accommodation, associated internal alterations, and changes to fenestration.</p> <p>No objection with the following comment: The part conversion of the front lobby and proposed side extension will affect the appearance of the front of the property and be visible from the roadside. It is stated on the Application Form that bricks, and roof tiles will match the existing ones. However, there is no mention of windows or doors. We request that SHBC ensure that all new windows and doors match the existing ones. The large triple doors on the extended open plan kitchen are a feature which is often located at the rear of a property, whereas in this case they are at the front and are therefore quite prominent. We request that SHBC ensure that they are sympathetic to the style of the house as appearance and design is a material planning consideration.</p>	FPA
24/1275/FFU	<p>1 Moor Place, Windlesham, Surrey, GU20 6JS Erection of a single storey side/rear extension with rendering to external walls.</p> <p>No objection with the following comment: It is our understanding from the proposed elevations diagrams that the rendering will be applied exclusively at ground floor level to the existing rear of the property and around the proposed extension and that no rendering will be applied to the front of the property.</p>	FPA

There being no further business, the meeting closed at 11:41



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

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

Held on Tuesday 14th January 2025 at 6:30pm at St Annes Church Centre, 45 Church Road, Bagshot, GU19 5EQ

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P		
Du Cann	P	Jennings-Evans	P		
		Malcaus-Cooper	A		
		Harris	S		
		D Jennings-Evans	P		

In attendance: Joanna Whitfield –Clerk to the Council

Cllr Jennings-Evans took the Chair

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

		Action
PER/24/23	Apologies for absence Apologies for absence were received and accepted from Cllr Malcaus Cooper The Clerk informed Members that Cllr Hills has resigned from the Council and therefore the committee with immediate effect.	
PER/24/24	Declarations of interest None	
PER/24/25	Public question time There were no questions raised.	
PER/24/26	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: PER/22/38 To approve as a correct record the confidential	

	<p>resolution report from the Personnel Committee meeting held on the 1st October 2024.</p> <p>PER/22/49 Staffing Matters</p> <ul style="list-style-type: none"> • RFO Contract review • Communications & Engagement Officer Contract Review • To consider staffing structure adjustments <p>It was resolved that the above items would be discussed in the confidential part of the meeting.</p>	
PER/24/27	<p>To consider adopting a Mental Health Policy for Employees and Elected Members</p> <p>Members were presented with a draft Mental Health Policy attached and asked to decide if they would like to:</p> <p>a) Adopt a Mental Health Policy</p> <p>and if so to decide if they would like to:</p> <p>b) Adopt the policy as presented</p> <p>Or</p> <p>c) Amend and adopt the policy</p> <p>It was resolved to recommend that the Full Council adopt the policy as presented. As with all policies it will be reviewed annually or when required by law.</p>	
PER/24/28	<p>Gifts & Hospitality</p> <p>Declaration of Gifts</p> <p>Members were reminded that Clause 13 of the Officers' Code of Conduct addresses the acceptance of gifts and hospitality. While there is no specific reference in the Code to gifts or hospitality exchanged between Councillors and staff, the Clerk wishes to bring the following to the attention of the Personnel Committee for the sake of complete transparency:</p> <ol style="list-style-type: none"> 1. Gifts Received by Staff: During the Christmas period, staff received several token gifts from Councillors. None of these gifts exceeded a value of £50. 2. Exceptional Case: An exception to this was a gift received by the Clerk. This gift was intended to replace a bag which was damaged by a Councillor's dog. Based on the Clerk's assessment, the replacement item likely exceeds the £50 threshold. To maintain openness and transparency, the Clerk is formally declaring this item. <p>Members were asked to note the above declarations</p>	

	Noted	
PER/24/29	<p>Training Update</p> <p>Members were provided with a record of staff training undertaken during 2024, training requirements for the upcoming year and an update regarding Councillor code of conduct training.</p> <p>The Clerk requested that Members approve her attendance at the NALC Powershift Conference scheduled for June, in London. The conference focuses on topics related to devolution and will cost in the region of £150 including travel.</p> <p>The Clerk also informed Members that at the beginning of January, the Monitoring Officer had advised her that SHBC would be unable to provide the Code of Conduct training. As a result, she is now exploring alternative providers</p> <p>It was resolved to approve the Clerk's attendance at the Powershift Conference and to recommend that Full Council consider offering the opportunity for a few councillors and the Assistant Clerk to attend as well.</p>	
PER/24/30	<p>Clerks Update</p> <p>The Clerk informed Members that the annual performance appraisals are scheduled to take place during February and March, with outcomes to be reported to the Personnel Committee at its April meeting.</p>	
PER/24/31	<p>Exclusion of the press and public.</p> <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>	
	CONFIDENTIAL	
PER/24/32	<p>To approve as a correct record the confidential resolution report from the Personnel Committee meeting held on the 1st October 2024.</p> <p>It was resolved that the report as presented was a true record of the Personnel Committee meeting held on the 1st October 2024.</p>	
PER/24/33	<p>Staffing Matters – RFO Contract Review</p> <p>The Committee considered the circumstances presented and resolved to carry out the actions as detailed in the confidential report.</p>	
PER/24/34	<p>Communications & Engagement Officer Contract Review</p> <p>Members noted that the short-term contract for the Communications Officer was nearing its end and resolved to make the position permanent. This decision was made with the</p>	

	understanding that the Council has approved the role as part of the 2025-26 budget.	
PER/24/35	To consider staffing structure adjustments Members reviewed the presented papers and resolved to implement the recommended adjustments outlined in the confidential report.	

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



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S WINDLESHAM
VILLAGE COMMITTEE**
**Held on Tuesday 10th December 2024 at 10:00am at the Lightwater Library, Guildford
Road, Lightwater**

Councillors	
Hardless	A
Lewis	P
Marr	P
McGrath	-
Richardson	P

In attendance: Sarah Wakefield – Assistant Clerk

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

Cllr Lewis took the Chair

		Action
WVC/24/45	Apologies for absence Apologies from Cllrs Hardless were reported and approved.	
WVC/24/46	Declarations of Interest No declarations of interest.	
WVC/24/47	Public question time No public questions.	
WVC/24/48	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: WVC/24/60 Confidential Correspondence	
WVC/24/49	Committee and Sub-Committee Minutes	

	The minutes of the Windlesham Village Committee meetings held on the 11 th September 2024 and 28 th October 2024 were approved and signed by Cllr Lewis.	Cllr Lewis
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WVC/24/50	Payments for Approval <p>The Assistant Clerk presented a list of expenditure transactions for approval, in the sum of £19,117.50</p> <p>It was resolved payments in the total sum of £19,117.50 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	Cllr Lewis
WVC/24/51	Committee finances – Income & Expenditure <p>Members were presented with an income and expenditure report up until the 25th November 2024 prepared by the Council's RFO.</p> <p>Members commented that the note under item number 7 of the expenditure list was incorrectly described as "wildflowers" and requested that it be amended.</p> <p>Members noted the rest of the report.</p>	
WVC/24/52	Windlesham Cemetery <p>a) Cemetery fees and charges- to review the cemetery fees and charges</p> <p>The committee was asked to review the fees and charges for Windlesham Cemetery and to decide whether to make a recommendation to Full Council for ratification. Members were provided with the following documents for review:</p> <ul style="list-style-type: none"> - Price comparison with local cemeteries - Current price list - Windlesham Cemetery Profit and Loss (prepared by the RFO) - Burial data between May 2021 and July 2024 - Burial Trends between July 2023 and July 2024 - Remaining burial space available <p>Members engaged in a detailed discussion regarding the cemetery fees and charges, emphasising the need to review the cemetery regulations. Particular attention was drawn to the need for further discussions regarding fee structures for residents who have moved into care homes outside the Parish.</p> <p>During the meeting, it was also noted that Members sought clarification on the increase in maintenance expenditure, which rose from £28,829 as of 31 March 2023 to £38,285 as of 31 March 2024 in the RFO's Profit and Loss report.</p>	

	<p>Members unanimously resolved to recommend the following adjustments to cemetery fees, effective from April 2025, for ratification by Full Council:</p> <ul style="list-style-type: none"> • Adjust the purchase price of resident and non-resident half plots to be exactly half the price of a full plot. • Implement a 5% increase in resident and non-resident fees across all categories, rounded up to the nearest whole number. • Remove the "Full-sized grave plot for future use (when purchased at the same time as #1)" from the price list. <p>Members also agreed on the need to review the Cemetery Regulations, particularly to address rates for residents who have moved into care homes. Additional discussions on this matter will be scheduled for the next committee meeting.</p> <p>b) Ashes Half Plot Provision- to discuss quotes received to expand the ashes half plot provision</p> <p>Members were reminded that quotes were sought for the following scope of work to expand the ashes half plot provision:</p> <ul style="list-style-type: none"> • Tree removal- remove the conifers and laurels behind the bench and stump grind the old stumps. • Hedge and tree work- cut back trees and hedges around the boundary. • Levelling the area- level the ground, remove any surplus soil and prepare for new grass. • New grass- provide quote to seed and/or turf the area. <p>Members were presented with three quotes and were asked to determine whether they wished to proceed with any of the options provided.</p> <p>Members unanimously resolved to proceed with Quote 1 as presented. Members also requested that it was investigated if the turf could be watered by the contractor.</p>	
WVC/24/53	<p>Windlesham Traffic & Infrastructure: Speed Survey project- to agree speed survey locations</p> <p>Members were presented with recommendations from an SCC Senior Traffic Engineer regarding the proposed speed survey locations in Windlesham Village. The engineer recommended conducting 18 speed surveys at specific locations, which were also highlighted on an accompanying map.</p> <ul style="list-style-type: none"> • Chertsey Road x 2 • Updown Hill • Church Road x 2 • Pound Lane 	

	<ul style="list-style-type: none"> • Broadway Road • Thorndown Lane • Woodlands Lane • Heathpark Drive x 2 • Kennel Lane (B386) x 3 • School Road x 2 • Snows Ride • Hatton Hill <p>Members noted that each speed survey would cost £180 and that a previous resolution had approved up to £3,000 from the Windlesham CIL for this purpose.</p> <p>After discussion, Members unanimously resolved to proceed with all 18 recommended speed surveys and to increase the budget allocation to £3,240, with the additional funds also sourced from Windlesham CIL.</p>	
WVC/24/54	<p>Windlesham Neighbourhood Plan Review- to discuss an application to Locality for a grant</p> <p>Members were asked to decide whether to proceed with the Locality grant application, requesting £3,581 in funding, based on the Planning Consultant's fee proposal.</p> <p>Members unanimously resolved to proceed with the Locality grant application, requesting £3,581. It was further agreed that the Assistant Clerk and Cllr Marr would collaborate to complete and submit the application.</p>	Assistant Clerk & Cllr Marr
WVC/24/55	<p>Windmill Field Playground Replacement- to agree playground tender evaluation and consultation arrangements</p> <p>Members were informed that the tender document for the replacement of the Windmill Field Playground is now live on Government Contract Finder. Following the tender submission deadline of 27th January 2025, the tenders will be opened and evaluated by an agreed number of members alongside the Assistant Clerk.</p> <p>Members were requested to:</p> <ul style="list-style-type: none"> • Nominate two councillors to work alongside the Clerk and Assistant Clerk in opening and evaluating the tenders. <p>Members unanimously resolved to nominate Cllrs Lewis and Marr to open and evaluate the tenders alongside the Assistant Clerk.</p> <ul style="list-style-type: none"> • Decide whether to proceed with a public consultation on the three highest-scoring playground designs. 	Cllr Lewis & Cllr Marr

	<p>Members unanimously resolved to proceed with a public consultation on the three highest-scoring playground designs.</p> <ul style="list-style-type: none"> • If proceeding, finalise the format, location, and timing for hosting the public consultation of the selected playground designs. <p>Members unanimously resolved to conduct an online and in person consultation, delegating authority to the Clerk in conjunction with the Chair and Vice chair to finalise the format.</p>	Clerk, Chair and Vice-chair
WVC/24/56	<p>Grants- Members were asked to consider a grant application from 'The Over 60's Luncheon Club'</p> <p>Members were asked to decide if they wished to grant £750 to The Over 60's Luncheon Club to help with the purchase of a fridge, meals and hall hire.</p> <p>Members unanimously resolved to grant £750 for the above purposes.</p>	
WVC/24/57	<p>Clerks Update</p> <p>The Assistant Clerk provided the following update:</p> <p>1) Windlesham Cemetery Drainage: At the last Committee meeting, members requested quotes from specialist cemetery drainage companies for groundwater risk assessments. To date, two quotes have been received, both approximately £6,000 Ex VAT. A third quote is pending and will be presented to members at their next meeting.</p> <p>2) Historical Memorials: At the last meeting, members agreed to reinstate five additional memorials and to contact companies specialising in the restoration of four deferred historical memorials for quotes and advice. To date, two quotes have been received for reinstating the additional memorials, and a third quote is awaited. Once received, all quotes will be presented to members at their next meeting. However, no responses have been received from specialist conservation companies so far.</p> <p>3) Planting of Sweet Chestnut Tree in Windlesham Cemetery Members agreed to replant five trees in Windlesham Cemetery. Earlier this year, four trees were planted; however, the selected Sweet Chestnut could not be sourced due to an import ban. The original supplier has since confirmed they only have very small Sweet Chestnut trees in stock and will not be offering larger ones. As a result, quotes will be sought from alternative suppliers.</p> <p>Members suggested that alternative tree species should be considered, as the Sweet Chestnut tree is difficult to source.</p> <p>4) Windlesham Christmas Tree: Officers are aware that the Christmas tree provided by WPC was decorated without an Event Coordinator confirming adherence to the Council's risk</p>	Assistant Clerk

	<p>assessment. To ensure compliance with Council procedures, the Event Coordinator must sign the risk assessment shared by the office before the decorations can be removed. Alternatively, the Council's tree supplier has offered to remove the decorations when taking down the tree.</p> <p>Members noted the update.</p>	
WVC/24/58	<p>Correspondence</p> <p>The Assistant Clerk informed the committee that correspondence had been received from a resident regarding the potential purchase of a strip of land in Windlesham. It was reported that the office is currently investigating the ownership of the land in question.</p> <p>Members confirmed once further investigation had been completed, the request should be included on the next committee meeting agenda.</p>	
WVC/24/59	<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/24/60 Confidential Correspondence</p>	
WVC/24/60	<p>Confidential Correspondence</p> <p>Members reviewed correspondence regarding a cemetery fee request and decided to discuss the matter at their next committee meeting in March 2025.</p>	

There being no further business, the meeting closed at 12:24.

Item 7 – Windlesham Councillor Resignation & By-Election Update

Full Council 21st January 2025

1. Windlesham Councillor Resignation

Members are formally notified that Cllr McGrath has resigned from her position as Councillor, resulting in a casual vacancy in the Windlesham North Ward.

A formal notice of a casual vacancy, was issued under Section 87(2) of the Local Government Act 1972 on the 9th January 2025.

During the period from the 9th January 2025 until 29th January 2025 10 electors of the Windlesham North Ward of the Parish may call for a By-Election to fill the vacancy.

If called the By-Election will be held by 3rd April 2025.

2. Impact of Pre-Election Period on the Upcoming Annual Parish Meeting

Members are reminded that in previous years, the Council has been advised that holding an Annual Parish Meeting (APM) during a pre-election period could potentially be deemed unlawful. This year, the APM is scheduled for the 19th of March, which would fall within the pre-election period should a by-election be triggered for the Windlesham North Ward.

Action

To avoid any potential breach of the ‘Code of Recommended Practice on Local Authority Publicity,’ members are asked to consider scheduling an alternative date for the APM between the 5th of May 2025 and the 1st of June 2025, in the event that a by-election is triggered for the Windlesham North Ward and Surrey County Council do not postpone their planned May elections.

3. Bagshot Ward By-Election Update

SHBC has now published the Statement of Persons Nominated (attached) for the Bagshot ward of the Windlesham Parish by-election, scheduled to take place on Thursday, 6 February 2025. Members should note that it is anticipated the election count will take place on Friday, 7 February 2025. Unfortunately, the Clerk will be unavailable on this date.

Action

The Council is therefore asked to approve the attendance of either the Chair or Vice-Chair of the Council to welcome the winning candidate to the Council and give them the induction pack on behalf of the Clerk.

STATEMENT OF PERSONS NOMINATED

Windlesham Parish Council

Election of a Parish Councillor

The following is a statement of the persons nominated for election as a Councillor for

Bagshot Ward of Windlesham Parish Council

Name of Candidate	Home Address	Description (if any)	Name of Proposer (*), Seconder (**) and Assentors	Reason why no longer nominated*
BROADHURST Kate	(address in Surrey Heath)	Reform UK	Parsons Gilbert J * Starey Tracey **	
GOMME Catherine	167 Yaverland Drive, Bagshot, GU19 5DY	The Conservative Party Candidate	Gordon Mark D * Gordon Sarah-Louise **	
WILSON Richard Michael	(address in Surrey Heath)	Liberal Democrats	Bailey Oliver D L * Carpenter Felicity U N **	

The persons above, where no entry is made in the last column, have been and stand validly nominated.

Dated Friday, 10 January 2025

Nick Steevens
Returning Officer

Agenda item 8a Fees and Charges 2025-26
Full Council – 21st January 2025

Background

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

Allotments

Allotment charges are currently set at rates set out below

Rental basis	Annual Charge per annum
Full Plot	£40
Half Plot	£25

No refunds are given in the course of the year because of the cost of administration.

IMPORTANT

The Allotment Act 1950 section 10 states that:

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

In practice, rents for allotment gardens are low, ranging on average from perhaps £1 a year to £60 per year per plot. Many councils run their allotments at a loss.

Please note: The rent is fixed by the tenancy agreement, and the current agreements require the Council to give twelve months' notice in writing expiring on or before the sixth day of April or on or after the twenty-ninth day of September in any year. WPC allotment renewals take place annually on the 29th of September.

Background Information

Allotment fees were last increased in 2024, with full plot fees rising by 11% from £36 to £40, and half plot fees by 19% from £21 to £25. This followed several years without any fee increases. Many providers now opt to link annual fee adjustments to the Retail Price Index (RPIX).

The allotments at Hook Mill Lane are approximately 83 square meters per full-size plot.

Local Comparison

A comparison has been carried out of local allotment charges (see table below)

Facilities available vary enormously within the local area with HML allotments having very basic facilities. Examples of amenities are onsite toilets, storage facilities, tool hire, free manure deliveries, all-weather communal areas, a kitchen, a trading hut, and community events such as quizzes and barbeques. Sites that have such facilities are often managed by an Allotment Association.

Allotment	Plot sizes	Annual membership fee - Allotment association	Ground rent incl.	Water Rates incl.	Fee per square metre	Total cost per full plot
Aldershot Allotment Association	125m2				40p	£50.00
Basingstoke & Deane	125m2				24p	£30.00
Camberley & District Horticultural Society - Barossa, Cross Lane, Frimley Green	125m2		15p per m2	10p per m2	25p	£31
Horsell Allotments	125m2	£6.00			48p	£60.00
Runnymede Borough Council	125m2					£91.50
Rushmoor	125m2				49p	£62.00
Windlesham Parish Council - Hook Mill Lane	Full Plot -3 1/2rods x 1rod - 17m x 5m - 85m2				48p	£40
	Half Plot - 1 3/4x1rod - 8.5m x 5m - 40m2				60p	25
Yateley Town Council - Swan Lake Allotments	Small, Medium, Large plots- assumption has been made that medium is roughly the same size as Rushmoor and other councils standard plot sizing of 125m2				47p	£59.00
Average of other sites					44p	£54.80

Recommendation

Based on the above comparison, it is recommended that the Council adopt an annual fee increase aligned with the published Retail Price Index (RPI) for July each year.

If Members resolve to implement this method of annual increments, allotment holders will be notified and the first increase will be applied in September 2026, based on the July RPI

It is also recommended that no changes are made to the allotment refund clause in the tenancy agreement for the 2024-25 financial year, which states ‘if a tenancy is given up during the year or a notice to quit served, no refund of rent is payable’.

Action

1. **Members are asked to decide:**
 - a) **If they wish to increase the allotment fees**

if so
 - b) **Would they like to adopt an annual fee increase aligned with RPI or decide a flat fee for 2026?**
2. **Members are asked to decide whether they would like to make any changes to the current refund clause within the tenancy agreement as stated above.**

Agenda Item 8 b. - Cemetery fees and Charges Review 2025-2026

Full Council – 21st January 2025

Background

The Council's Financial Regulations state that "the Council will review all fees and charges at least annually". This paper and associated recommendations from each committee ensure this requirement is complied with.

Cemetery Charges Review

Cemetery charges were reviewed by each Committee as follows:

Bagshot – reviewed during the committee meeting in November 2024, with the following recommendation:

- **Ashes interred in a grave or at a memorial wall:**
 - Resident: Increase to £275
 - Non-resident: Increase to £600
- **Plaques at memorial wall (with or without ashes):**
 - Resident: Increase to £85
 - Non-resident: Increase to £95
- All other fees remain unchanged.

Lightwater – reviewed during the committee meeting in January 2025, with the following recommendation:

- Increase all fees and charges by 2.5%, aligned with the Retail Price Index (RPI) as of December 2024, since the January 2025 figure was unavailable at the time of calculation.

Windlesham – reviewed during a committee meeting in December 2024, with the following recommendation:

- Adjust the purchase price of resident and non-resident half plots to be exactly half the price of a full plot.
- Implement a 5% increase in resident and non-resident fees across all categories.
- Remove the "Full-sized grave plot for future use (when purchased at the same time as #1)" from the price list.

The proposed cemetery fee structure is attached in **Appendix 1** below.

Action Required by Councillors

Members are requested to approve the recommendations from each committee to implement the proposed fee increases as outlined above.



WINDLESHAM PARISH COUNCIL **BAGSHOT CEMETERY FEES**

Effective From: 1st April 2025

	Non-Resident fees	Resident Fees applies only to the deceased whom resided within the Windlesham Parish boundary.
Interments		
Coffin re-opening for a 2 nd burial	£1,442	£727
Ashes Interments		
Ashes interred in a grave or at memorial wall	£600	£275
Memorials		
Permission for memorial at grave plot	£200	£200
Permission for additional inscription on existing memorial	£100	£100
Plaque at memorial wall (with or without ashes)	£95	£85
Administration Charges		
Burial and grave register searches	£25 p/h	£25 p/h
Transfer of the Exclusive Right of Burial (if not part of a current funeral)	£150	£150

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



WINDLESHAM PARISH COUNCIL **LIGHTWATER CEMETERY FEES**

Effective From: 1st April 2025

	Non-Resident fees	Resident Fees applies only to the deceased whom resided within the Windlesham Parish boundary.
Purchase of the Exclusive Right of Burial (50 years):		
Full sized grave plot for immediate use	£2,199	£913
Full sized grave plot for future use (when purchased at same time as #1)	£2,199	£913
Full sized double side by side plot for immediate use	£5,863	£2,435
Conversion of two existing single plots to one double side by side plot (please note all plots will be required to have the same number of years of Exclusive Right of Burial and may incur additional costs).	£1,466	£609
Child sized grave plot (aged 0-16 years)	No charge	No charge
Ashes grave plot (half sized grave plot)	£1,021	£426
Interments		
Coffin at double depth	£2,336	£1,227
Coffin at single depth (and re-opening for a 2 nd burial)	£1,626	£820
Coffin interment for a child	£338	No charge
Ashes Interments		
Ashes interred in a grave or at memorial wall	£609	£259
Memorials		
Permission for memorial at grave plot	£226	£226
Permission for additional inscription on existing memorial	£113	£113
Plaque at memorial wall (with or without ashes)	£85	£85
Administration Charges		
Burial and grave register searches	£29 p/h	£29 p/h
Transfer of the Exclusive Right of Burial (if not part of a current funeral)	£169	£169

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



WINDLESHAM PARISH COUNCIL CEMETERY FEES – WINDLESHAM CEMETERY

Effective From: 1st April 2025

		Non-Resident fees	Resident Fees applies only to the deceased whom (a) resided within the Windlesham Parish boundary (b) was an ex-resident of Windlesham Parish who moved from the Parish to live in assisted care within the last 12 months.
	Purchase of the Exclusive Right of Burial (50 years):		
1	Full sized grave plot for immediate use	£3,150	£1,075
2	Child sized grave plot (aged 0-16 years)	£756	No charge
3	Ashes grave plot (half sized grave plot)	£1260	£630
	Interments		
4	Coffin interment - first	£3,150	£1,314
5	Coffin interment - second	£1,890	£1027
6	Coffin interment for a child	£378	No charge
	Ashes Interments		
7	Ashes interred in a grave or at memorial wall	£756	£338
	Memorials		
8	Permission for memorial at grave plot	£460	£302
9	Permission for additional inscription on existing memorial	£227	£151
10	Plaque at memorial wall (with or without ashes)	£95	£90
	Administration Charges		
11	Burial and grave register searches	£32 p/h	£30 p/h
12	Transfer of the Exclusive Right of Burial (if not part of a current funeral)	£189	£182

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

Agenda Item 9 – Review of Standing Orders - Full Council 21st January 2025

Councillors last reviewed and approved Standing Orders on the 14th May 2024.

Since then, no changes have been made to the model NALC template for Standing Orders.

Action required:

Members are asked to read the attached Standing Orders and approve as presented.

Jo Whitfield
Clerk to the Council
January 2025



Standing Orders 2024 version

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

ADOPTED FULL COUNCIL 14th May 2024

To be Reviewed May 2025

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1. **RULES OF DEBATE AT MEETINGS**

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

debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance

with standing order 3(e) shall not exceed 20 minutes unless directed by the Chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his/her/their comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q If a Member is unable to attend a meeting, apologies must be reported in writing to the Clerk giving specific reasons in line with the adopted guidelines. It is considered that recording the reason for a Councillor’s absence in public documents is not compatible with General Data Protection Regulations (GDPR). To ensure compliance the Minutes will not record reasons submitted for apologies.
- r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

NB: To exercise their voting rights a Member must be in attendance during the

entire debate.

- s **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- t **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

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

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

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

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

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

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

4. **COMMITTEES AND SUB-COMMITTEES**

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

- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

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

shall give a casting vote in the case of an equality of votes.

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/they acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xii. Review of inventory of land and other assets including buildings and office equipment;
- xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xiv. Review of the Council's and/or staff subscriptions to other bodies;
- xv. Review of the Council's complaints procedure;
- xvi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 12, 21 and 22*);

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

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

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

7. **ANNUAL PARISH MEETINGS**

- a **The Parish Meeting must assemble on a day between 1 March and 1 June (inclusive) in every year.**
- b The Parish Meeting shall be held on such days and at such times as may be fixed

by the Parish Council.

- c **The proceedings of the Parish meeting must not commence earlier than 6pm**
- d **The Parish Meeting may be convened by**
 - a. **The Chair of the Parish Council**
 - b. **Any two Parish Councillors**
 - c. **Any six local government electors for the parish**
- e **An agenda specifying the time and place, and business to be conducted at the meeting must be signed by the conveners and affixed in some conspicuous place or places in the parish.**
- f **An agenda will be set by the Parish Council in conjunction with conveners of the meeting, if called by six local government electors of the Parish.**
- g **Not less than 7 clear days public notice is to be given, the notice specifying the time, place and business to be transacted. If, however the business proposed relates to the establishment or dissolution of the Parish Council, 14 clear days notice is required.**
- h **A Parish Meeting shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- i **The Chair of the Parish Council has a right to attend the Parish Meeting whether they are a local government elector for the parish or not. If they are not such an elector, their only vote at the meeting will be the casting votes as Chair of the meeting.**
- j **The Chair of the parish council, if present, shall preside at a parish meeting and if he is absent the vice-Chair (if any) shall, if present, preside. If the Chair and the vice-Chair of the parish council or the Chair of the parish meeting, as the case may be, is absent from an assembly of the parish meeting, the parish meeting may appoint a person to take the chair, and that person shall have, for the purposes of that meeting, the powers and authority of the Chair.**
- k **The quorum of the Parish Meeting is two, unless a document has to be executed, in which case it is three (LGA 1972, s13(2))**
- l **The conveners may give such publicity to the meeting as seems desirable.**
- m **Voting at a Parish Meeting: each local government elector may, at a parish meeting or at a poll consequent thereon, give one vote and no more on any question.**

A question to be decided by a parish meeting shall, in the first instance, be decided by the majority of those present at the meeting and voting thereon,

and the decision of the person presiding at the meeting as to the result of the voting shall be final unless a poll is demanded.

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

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

8. PREVIOUS RESOLUTIONS

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

9. VOTING ON APPOINTMENTS

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

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

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

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;

- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

12. **MANAGEMENT OF INFORMATION**

See also standing order 21.

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

confidential information or personal data without legal justification.

13. DRAFT MINUTES

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

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

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

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

14. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of

conduct adopted by the Council.

- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 14(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 14(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**

iii. **it is otherwise appropriate to grant a dispensation.**

15. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the Council.
- b Where the notification in standing order 15(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

16. **PROPER OFFICER**

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

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

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

Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;

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

17. **RESPONSIBLE FINANCIAL OFFICER**

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

18. **ACCOUNTS AND ACCOUNTING STATEMENTS**

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

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

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

19. FINANCIAL CONTROLS AND PROCUREMENT

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

tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

20. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel Committee is subject to standing order 12.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair or if he/she/they is not available, the vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to the Council.
- c Following consultation with the Personnel Committee and upon a resolution from the Committee, the Chair, Vice Chair and Chair of Personnel will conduct the

annual appraisal of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair or in his/her/their absence, the vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chair or vice-Chair of the Personnel Committee this shall be communicated to another member of the Personnel Committee which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 12(a), persons with line management responsibilities shall have access to staff records referred to in standing order 20(f).

21. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 22.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 12.

- a The Council may appoint a Data Protection Officer.

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

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

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

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

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

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

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

- a An invitation to attend a meeting of the Council shall be sent, together with the

agenda, to the ward councillor(s) of the District and County Council Council representing the area of the Council.

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

26. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

27. **STANDING ORDERS GENERALLY**

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

Agenda Item 10 – Review of Financial Regulations - Full Council 21st January 2025

Councillors last reviewed and approved Financial Regulations on the 14th May 2024.

Since then, no changes have been made to the model NALC template.

Action required:

Members are asked to read the attached Financial Regulations and approve as presented.

**Jo Whitfield
Clerk to the Council
January 2025**



WINDLESHAM PARISH COUNCIL

FINANCIAL REGULATIONS ADOPTED 14TH MAY 2024

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These Financial Regulations were adopted by the council at its meeting held on 14th May 2024.

1. General

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

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

1.7. In addition, the council shall:

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

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

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

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

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

3. Accounts and audit

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

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

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

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

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

4. Budget and precept

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

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

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

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

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

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

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

5. Procurement

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

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

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

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

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

6. Banking and payments

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

- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. If an expenditure item has been approved by either Full Council, the relevant Committee or under delegated authority; and the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments be submitted to the next appropriate village committee or Full Council meeting.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £15,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.8. The Council shall delegate authority for payment of invoices to the RFO, who shall prepare a schedule of payments, forming part of the Agenda for the Meeting and, together with the relevant invoices, retrospectively present the schedule to the relevant village committee or at a meeting of Full Council. The council / committee shall review the schedule for compliance. The approved schedule shall be signed by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was reviewed.

7. Electronic payments

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

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

8. Cheque payments

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

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk , RFO and Assistant Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £100] including VAT.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly..
 - a) Vouchers for payments made in cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into a cash float but must be separately banked, as provided elsewhere in these regulations.

11. Payment of salaries and allowances

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

12. Loans and investments

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

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

13. Income

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

14. Payments under contracts for building or other construction works

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

15. Stores and equipment

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

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1000. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

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

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Item 11 - To consider appointing a consultant to improve Councillor collaboration and relations

Full Council 21st January 2025

Action: The Council is asked to read and review the information below and consider

- a) if they wish to engage a mediator to commence this process.
and if so**
- b) If they would like to proceed with option 1 or option 2.**

At the November meeting, councillors expressed a desire to appoint a consultant to facilitate a process aimed at improving collaboration and relations among members.

Following this the Clerk has contacted a recommended local government mediator with expertise in resolving inter-council dynamics. The consultant was provided with background information on the circumstances that led to a significant breakdown of trust among members and informed that councillors now wish to address these issues constructively and are seeking a pathway to rebuild trust, improve collaboration, and establish a positive working relationship that enables the Council to move forward collectively.

After evaluating the Council's requirements, the mediator has proposed the following phased approach:

Option 1

1. Individual Interviews

- Initial one-on-one interviews with the Clerk and Assistant Clerk to understand the internal dynamics and procedural context.
- Individual interviews with Windlesham Councillors to gather perspectives and identify any specific challenges or opportunities.

2. Group Interviews

- A group interview with individual village committees to discuss collective issues and potential solutions specific to their committee.

3. Full Council Group Session

- Following the interviews, a facilitated group session for the entire Council will be conducted. This session will focus on building mutual understanding, fostering collaboration, and agreeing on actionable steps to improve overall relations.

Estimated Cost £2000 plus reasonable travel expenses which may include 1 overnight stay.

Option 2

An alternative to the above proposal is to include all steps above but consider individual interviews with all Councillors.

Estimated Cost £3,500-£4,000 plus reasonable travel expenses which may include 1 overnight stay.

The proposed approaches are designed to ensure that all councillors and staff have an opportunity to contribute their views while providing a structured pathway toward resolution and enhanced collaboration.

PAYMENTS

Top Level for Month No 8

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/11/2024	EXP - 25 NOV 24	712	JO WHITFIELD	JOWHIT	62.05	0.00	62.05	4435	225	62.05	2 x chairs + travel (JW exp)
17/11/2024	3000	713	GREENLANDS	GREE	1,300.00	260.00	1,560.00	4160	310	230.00	Instal lifebuoy rings at pond
								4160	310	116.67	Tommy soldiers/poppy install
								4160	410	116.66	Tommy soldiers/poppy install
								4160	510	116.67	Tommy soldiers/poppy install
								4060	500	720.00	Instal 3 x noticeboards W Cem
21/11/2024	092-170	714	GLENDALE	GLEND	559.00	111.80	670.80	4005	300	86.00	Plaques: 6 x W; 5 x L; 2 x B
								4005	400	215.00	Plaques: 6 x W; 5 x L; 2 x B
								4005	500	258.00	Plaques: 6 x W; 5 x L; 2 x B
TOTAL INVOICES					1,921.05	371.80	2,292.85			1,921.05	
VAT ANALYSISCODE OTS @ 0.00%					62.05	0.00	62.05				
VAT ANALYSISCODE S @ 20.00%					1,859.00	371.80	2,230.80				
TOTALS					1,921.05	371.80	2,292.85				

Top Level for Month No 8

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/11/2024	20211132	715	ONE TIME ACCOUNT	ONE TIME	1,997.00	399.40	2,396.40	4430	225	1,997.00	Breakthrough - Council Hive Pr
28/11/2024	LS EXP	716	LUCY SHANNON EXPENSE	SHANNON	119.96	0.00	119.96	4435	225	119.96	LS expenses 27/6 to 21/11
28/11/2024	5604	717	ONE TIME ACCOUNT	ONE TIME	1,431.25	286.25	1,717.50	4430	225	1,431.25	Cloudy IT GovAssist product
TOTAL INVOICES					3,548.21	685.65	4,233.86			3,548.21	
VAT ANALYSISCODE OTS @ 0.00%					119.96	0.00	119.96				
VAT ANALYSISCODE S @ 20.00%					3,428.25	685.65	4,113.90				
TOTALS					3,548.21	685.65	4,233.86				

Top Level for Month No 9

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/12/2024	106979	718	THE BLACK SHACK	BLACKSHACK	62.67	12.53	75.20	4435	225	62.67	HI-VIS VESTS
29/11/2024	3778	719	NP TREE MANAGEMENT	NPTREE	620.00	124.00	744.00	4195	210	620.00	TREE WORK - LW RECREATION
29/11/2024	3777	720	NP TREE MANAGEMENT	NPTREE	810.00	162.00	972.00	4195	210	810.00	TREE WORKS COLLEGE RIDE
TOTAL INVOICES					1,492.67	298.53	1,791.20			1,492.67	
VAT ANALYSISCODE S @ 20.00%					1,492.67	298.53	1,791.20				
TOTALS					1,492.67	298.53	1,791.20				

17/12/2024

Windlesham Parish Council

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PURCHASE DAYBOOK

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Top Level for Month No 9

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/11/2024	143-2	721	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Planning Committee - 13 Nov 24
								4950	425	5.55	Planning Committee - 13 Nov 24
								4950	525	3.90	Planning Committee - 13 Nov 24
30/11/2024	1996	722	ZENTECH IT	FRE01	653.93	130.79	784.72	4440	225	260.78	Microsoft 365 licence - Nov 24
								4435	225	373.15	Replacement printer inks
								4425	225	20.00	Advice re: teams recording
02/12/2024	2040186	723	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,385.97	Grounds maintenancet - Dec 24
								4165	410	2,598.53	Grounds maintenancet - Dec 24
								4165	510	1,889.84	Grounds maintenancet - Dec 24
02/12/2024	2040187	724	SURREY HEATH	SHBC01	130.78	26.16	156.94	4220	310	65.39	SLF gym insp - Nov 24
								4220	410	65.39	LW Rec gym insp - Nov 24
12/12/2024	202427	725	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	50.00	BVC (12 Nov 24)
								4950	325	18.50	FC (26 Nov 24)
								4950	425	18.50	FC (26 Nov 24)
								4950	525	13.00	FC (26 Nov 24)
16/12/2024	SCOUTS DEPOSIT	726	ONE TIME ACCOUNT	ONE TIME	500.00	0.00	500.00	566	0	500.00	Refund of firework display dep
16/12/2024	106206	727	PRINT	PRINT	150.00	0.00	150.00	4640	225	150.00	210 x A5 booklets to print
TOTAL INVOICES					9,424.05	1,731.82	11,155.87			9,424.05	
VAT ANALYSIS CODE OTS @ 0.00%					765.00	0.00	765.00				
VAT ANALYSIS CODE S @ 20.00%					8,659.05	1,731.82	10,390.87				
TOTALS					9,424.05	1,731.82	11,155.87				

Top Level for Month No 9

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/12/2024	168	728	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Planning Meeting - 18 Dec 24
								4950	425	5.55	Planning Meeting - 18 Dec 24
								4950	525	3.90	Planning Meeting - 18 Dec 24
12/12/2024	10004705991	729	CASTLE WATER	CASTL	14.05	0.00	14.05	4055	455	14.05	Broadway Road - 1/1- to 30/11
31/12/2024	1958	730	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Maintenance @ Wind Cem (Dec 24
18/12/2024	5219010	731	VIKING	VIKIN	179.46	27.39	206.85	4435	225	179.46	Misc stationery for office use
31/12/2024	2038	735	ZENTECH IT	FRE01	300.78	60.16	360.94	4440	225	260.78	Microsoft 365 licences + suppo
								4425	225	40.00	Microsoft 365 licences + suppo
23/12/2024	4888	736	SH NEIGHBOURHOOD WAT NEIGH WAT		380.00	0.00	380.00	4005	400	190.00	Internement 1 x LW; 1x W'sham
								4005	500	190.00	Internement 1 x LW; 1x W'sham
07/12/2024	TM GROUP PIA	737	ONE TIME ACCOUNT	ONE TIME	1,361.51	0.00	1,361.51	4555	235	1,361.51	Various legal searches re: HML
TOTAL INVOICES					4,380.80	513.55	4,894.35				
VAT ANALYSISCODE OTS @ 0.00%					1,798.06	0.00	1,798.06				
VAT ANALYSISCODE S @ 20.00%					2,567.74	513.55	3,081.29				
VAT ANALYSISCODE Z @ 0.00%					15.00	0.00	15.00				
TOTALS					4,380.80	513.55	4,894.35				

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/01/2025	3818	732	NP TREE MANAGEMENT	NPTREE	1,140.00	228.00	1,368.00	4195	210	1,140.00	Remove deadwood - SLF area
								395		-1,140.00	Remove deadwood - SLF area
								6000	210	1,140.00	Remove deadwood - SLF area
06/01/2025	2040323	733	SURREY HEATH	SHBC01	130.78	26.16	156.94	4220	310	65.39	Playground insp - SLF
								4220	410	65.39	Playground insp - LW rec
06/01/2025	2040324	734	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,385.97	Greenspace contract - Jan 25
								4165	410	2,598.53	Greenspace contract - Jan 25
								4165	510	1,889.84	Greenspace contract - Jan 25
TOTAL INVOICES					<u>9,145.12</u>	<u>1,829.03</u>	<u>10,974.15</u>			<u>9,145.12</u>	
VAT ANALYSISCODE S @ 20.00%					9,145.12	1,829.03	10,974.15				
TOTALS					<u>9,145.12</u>	<u>1,829.03</u>	<u>10,974.15</u>				

Agenda Item 13 – Full Council Meeting 21 January 25
Budget Monitoring Report to 9 January 25

1. **Budget 2025/26**

The expenditure budget for 2025/26 was confirmed at the Full Council meeting on 26 November 2024 with a total expenditure budget of £644,345 and a precept requirement, after budgeted income of £93,284, totalling £551,061. SHBC have confirmed the tax base for 2025/26 of 8,439.80 for the Parish. The Band D equivalent precept is therefore £65.29 an increase of 8.27% over the prior year.

2. **Actions required**

- (i) Councillors need to note levels of expenditure shown and the associated balance sheet approving the overspends shown;

3. **General Reserve less Committed amounts**

The table below shows the General Reserve less amounts committed by Council Resolutions. The recommended level of reserve is a minimum of 3 months of the net revenue expenditure, for 2024-25 this is £126,301, rising to £137,765

WINDLESHAM PARISH COUNCIL - GENERAL RESERVE STATUS AS AT 9 January 24				
				Balance at
				01 Apr 24
General Reserve (1 April 24)				226,179.79
Movements				
1	Legal and associated costs re: CGR	C/23/225		(40,000.00)
				186,179.79
Committed:				
1	Excess of agreed cost of Council Office refurbishment over EMR330 Repairs and Maintenance	C/23/113	(15,952.62)	
2	Christmas Trees - costs in excess of budget	C/24/21(b)	(1,755.00)	
3	Legal costs re: purchase of the allotment site	C/24/26	(20,000.00)	
4	Move budget fm cost element 4062 - Cemetery maintenance - EMR	C/24/117	75,000.00	
5	Transfer to Village Cemetery reserves (3 x £25,000)	C/24/117	(75,000.00)	
				(37,707.62)
General Reserve after committed amounts				148,472.17

4. **CGR Costs**

In accordance with resolution C/24/118 of the 26 November 24 Full Council meeting an estimate of the costs directly associated with the CGR has been made for the current year to date and totals £2,228. This reflects purely staff costs and does not include indirect costs such as administration nor additional time required to complete the normal duties assigned. This should be treated solely as an estimate based on time

recorded on the council time system as being directly related to the CGR, this may not provide a complete record of all CGR activity where such work was undertaken alongside other projects or where the work could not be definitively allocated as CGR related.

5. Income generated

		Year to date	Budget
1000	Burial fees	£77,852 ⁽¹⁾	£77,351
1030	Allotment fees	£2,098 ⁽²⁾	£1,970
1076	Precept	£505,201 ⁽³⁾	£505,201
1800	Other income	£13,000 ⁽⁴⁾	0
1900	Interest received	£12,402 ⁽⁵⁾	£9,492
1950	CIL income	£10,115 ⁽⁶⁾	0
Total income		<u>£620,688</u>	<u>£594,014</u>

(1) Income from burial fees arises as follows: Bagshot - £656; Lightwater - £17,881; Windlesham - £59,315;

(2) Allotment fees were billed in September each year with other smaller invoices raised for those that are let part way through the period;

(3) The precept is generally received in two tranches in April and June each year. The first tranche was received on 1 April 24 the second on 28 June 24;

(4) Other income comprises an amount of £13,000 received from SHBC in respect of the Freemantle Road playground. It has been moved to income, previously it was offset vs the cost of the playground renewal, on the advice of the Internal Auditors. The corresponding overspend is reflected in account 4220 Playground Repairs and Renewals;

(5) Interest arises on the bank accounts held by the Council and is paid monthly (four accounts) or annually (three accounts). The income level reflects higher than anticipated cash levels held.

(6) CIL income of £10,115 was received in respect of planning reference 21/1176/FFU at Solstrand, Station Road, Bagshot. The amount has been booked to the Bagshot CIL EMR.

6. Overspends and Transfers

Councillors are asked to note the Actual vs Budget report as at 9 January 25 along with the corresponding Income and Expenditure reports attached.

Expenditure for the year to date is £392,796 against a full year budget of £594,014 – approximately 75.7% and is in line with that expected given an even spread of costs (after deduction of the £75K Cemetery EMR amounts). Of this expenditure a sum of £49,592 has been transferred from EMRs to offset the total spend.

The following overspends against budget have been noted:

(1) 4060 Maintenance

The maintenance expenditure includes £7,500 for the lighting project under the Broadway Road bridge. A transfer from EMR325 Windlesham CIL has been made to offset this amount (WVC/22/72).

(2) 4185 Planting

The annual planting invoice for the three villages has been received for a total of £5,873 - £10 over budget.

(3) 4195 Tree Maintenance/Surgery

No budget was reflected for this cost element with any expenditure resolved to be taken from the EMR as part of the budget process. Cost of £10,911 have been incurred and set against EMR395 Tree Works and will continue to be for the remainder of the period.

(4) 4220 Playground Repairs and Renewals

Account 4220 shows expenditure of £28,789 giving an overspend of £12,789 against budget. The main element of this sum relates to the Freemantle Road playground in Bagshot which was completed in the period at a cost of £26,500. Of this amount £13,500 was drawn from EMR380 Bagshot CIL with a further £13,000 received from SHBC as noted in the income report (section (4) above).

(5) 4415 Insurance

Following the tender process for the insurance renewal the Council accepted a quote from our current suppliers, Clear Councils, giving rise to an overspend of £44 vs budget;

(6) 4420 Finance System

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

(7) 4425 External Finance Support

The support relates to external support for our systems and is incurred on an ad-hoc basis. Costs of £725 have been incurred with an overspend is £125.

(8) 4430 Licences and Subscriptions

Expenditure of £9,027 gives rise to an overspend of £4,036. Of this amount £3,428 relates to the enhanced compliance and operational support services that we approved at the Full Council meeting on 26 November 25 (C/24/123).

Councillors should also note the following:

- (1) 4062 Cemetery maintenance EMR - covers an amount of £25k per village cemetery agreed during the budget process that would be allocated to a specified EMR to cover future maintenance of each cemetery. In the November Full Council meeting Councillors resolved to vire these funds to the individual village cemetery reserves (C/24/117). The accounting system does not however allow a virement to be made

directly into a reserve hence these amounts will need to be set up as part of the year end process.

- (2) 4165 Greenspace Contract - currently covers the three villages but has been split to reflect the possibility that the contract will be split after the re-tendering process. The budget reflected an increase to cover inflationary pressures and general increases in greenspace costs anticipated (based on the same contract terms) plus an element for employing a procurement consultant. The latter was actioned at the March Full Council meeting (c/23/217). Current costs of £7,874 per month reflect the current contract terms. Cost are split in the ratios agreed at the meeting on 14 May 24 (c/24/09): Bagshot – 43%; Lightwater – 33%; Windlesham – 24%. The quote from the procurement consultant was approved at FC (C/24/125) with the result that the tender process should now begin.
- (3) 4300 Salaries and related payroll costs – the salary and related costs show a charge of £123,610 covering the existing 5 staff plus the operations executive up to the time of her departure. The total budget for the year is £168,178 which suggests a small underspend for the full year based on current monthly costs.
- (4) 4500 Councillor Allowances – the budget for Councillors' Allowances is based on the rates in place at the time of the budget. In the February 24 Full Council meeting it was resolved to increase the individual allowance to £1,750pa (C/23/183) from £1,661.40pa with an additional allowance for the Council Chair. This will lead to an annual cost of £33,250 versus a current budget of £32,627 (including training costs). Any surplus over budget will be taken from the general reserve as per the resolution. This assumes that all councillors claim the full allowance.
- (5) 4650 Grants - reflects a total budget of £11,000 split between the three villages. The table below shows movements on the account:

WVC GRANT RECONCILIATION (coel 4650)- 2024-25					09 Jan 25
		Bagshot	Lightwater	Windlesham	Total
Budget for the year		£5,000	£3,000	£3,000	£11,000
Reversal of year end accruals:					
- Bagshot PFA re: maintenance of facilities and open space	BVC23/62	(£957)			(£957)
- Lightwater Community Cinema	LVC23/43		(£1,000)		(£1,000)
- Lightwater Connected grant for fete	LVC23/43		(£250)		(£250)
Grants awarded in 2024-25:					
- Bagshot PFA re: maintenance of facilities and open space	BVC23/62	£957			£957
- Bagshot Society re: venue hire, publicity, planting	BVC23/78	£697			£697
- Lightwater Library Assoc. re: induction loop installation	LVC24/27		£930		£930
- Lightwater Community Cinema	LVC24/16		£750		£750
- Windlesham Darby & Joan Club	WVC24/33			£800	£800
- Surrey Heath Neighbourhood Watch	C/24/67	£150	£150	£150	£450
- Bagshot Events - mini Christmas trees on shop fronts	BVC24/22	£1,311			£1,311
- Windle Valley Fundraisers, Xmas lights switch on	BVC24/34	£500			£500
- Windlesham Scouts replacement tables	WVC24/43			£400	£400
- Windlesham Over 60's Luch Club	WVC24/56			£750	£750
Grant expenditure per I&E		£2,658	£580	£2,100	£5,338
Committed for 2024-25					
Total grant expenditure		£2,658	£580	£2,100	£5,338
Available budget		£2,342	£2,420	£900	£5,662

Other matters

(1) Village Christmas trees

In the Full Council meeting on 14 May 24 the Council approved a resolution to delegate authority to the Clerk to spend up to £2,500 per village tree (C/24/21(b)). This amount would cover the cost of purchase and installation of each tree along with the relevant electrical testing and certification. This amount – in total £7,500 – would exceed the budget of £5,745 with any excess being funded from the general reserve in accordance with the resolution.

Further investigation suggests an indicative cost of around £2,050 for each tree and installation leaving £450 for the necessary electrical works. These works cannot be completed until September at the earliest to ensure that the certification is valid over the Christmas period. Depending on the nature of the work involved these amounts may be overspent. Council are asked to provide the Clerk with authority to spend in excess of the limit currently set and fund and such amounts from the general reserve. This was approved at the FC meeting on 23 July 24 (C/24/40).

(2) The Communications Committee resolved to approve a subscription to Mailchimp in their meeting on 9 July 24 (COM/24/09) at a cost of £16 per month (£192pa). The subscription would allow the distribution of a subscription-based newsletter to residents and could also be used in other areas. This would be a rolling contract with costs posted to the Marketing budget (4640/225). This was approved at the FC meeting on 23 July 24 (C/24/40).

(3) At the Full Council meeting on 29 October 24 it was resolved (C/24/91) that the Council enter a standalone contract with our IT provider to backup data held on Microsoft 365 at a cost of £720pa. This would back up the data for the 24 staff members and councillors.

7. **Virements**

There are no virements required at this time.

8. **Commitments**

The Council has made various spending commitments either as part of the Full Council meetings or via Village Committees. The majority of these are to be set vs EMRs with some against the general reserve. The table below shows the commitments identified and their impact on the reserve levels and should allow Councillors to remain updated about the availability of funds.

The table does not show spending commitments against the current budget rather these will be identified separately and reflected in the income and expenditure reports going forward.

WINDLESHAM PARISH COUNCIL - EMR STATUS AS AT 9 JANUARY 2025						
	Account	Balance at 31 Jul 24	Committed <i>Note</i>	Adj balance 09 Jan 25		
	General Reserve (1 April 24)	226,179.79	(37,707.62)	188,472.17	See separate schedule	
315	Capital Receipts	1,300.00		1,300.00		
320	EMR School Lane Play Equipment	35,742.54		35,742.54		
321	EMR Windmill Field playground	3,154.00	(3,154.00)	0.00	Windmill Field playground - £3,154	C/23/206
325	EMR Windlesham CIL	67,382.18	(66,100.00)	1,282.18	Windmill Field playground - £50,000; Broadway Road lights - £7,500; Cemetery noticeboards - £4,800; Speed surveys - £3,000; Cemetery hedges - £800 ;	Various
330	EMR Repairs and Maintenance	26,047.38	(10,000.00)	16,047.38	Bagshot Chapel repairs	Budget discussion
331	EMR War Memorials	1,376.00		1,376.00		
335	EMR Cemeteries	24,650.00		24,650.00	Repair memorials in Bagshot Cemetery	BVC/23/76
336	EMR Lightwater Cemetery maintenance	19,700.00	(10,000.00)	9,700.00	Topographical survey of LW Cemetery	LVC/23/54
340	EMR Lightwater Pavilion & Rec	130,641.91	(22,499.00)	108,142.91	Legal advice re: Pavilion/FIT - £14,999; Removal of dedication - £4,000; Land transfer - £1,500; Additional legal questions arising - £2,000	LVC/23/46; LVC/23/59
345	EMR Bagshot Village	13,549.56	(4,200.00)	9,349.56	Phone box renovations - £4,000; Face painting at Freemettle Road playground opening - £200	BVC/23/57; BVC/23/58
346	EMR Bagshot grants	317.00		317.00		
350	EMR Lightwater Village	19,059.90	(18,300.00)	759.90	Cemetery funding - £18,300 (C/24/43)	
351	EMR Lightwater grants	3,100.00	(1,500.00)	1,600.00	Lightwater Village sign - £500; Lightwater Community Cinema - £750; Lightwater Society - £250	
355	EMR Windlesham Village	15,279.15	(5,000.00)	10,279.15	Planning consultant for Neighbourhood Plan	WVC/23/20
360	EMR Lightwater CIL	0.00		0.00		
365	EMR Elections	14,820.00		14,820.00		
370	EMR Council Office Repairs	1,500.00		1,500.00		
375	EMR Playarea Repairs & Renewals	15,000.00	(15,000.00)	0.00	Windmill Field playground - £15,000	C/23/206
377	EMR IT Equipment	517.01		517.01		
378	EMR Training	900.00		900.00		
380	EMR Bagshot CIL	295,143.20	(222,500.00)	72,643.20	Traffic & infrastructure - £100,000; Bagshot Chapel - £20,000; Gomer Road playground £2,500; Allotment purchase - £100,000	Various
390	EMR Civic Functions	1,143.87		1,143.87		
395	EMR Tree Works	45,065.75	(23,990.00)	21,075.75	Estimated cost of tree works to be taken from EMR - no provision in budget	Budget discussion
	Capital Reserve & EMRs	734,089.45	(402,243.00)	331,846.45		
	Total Reserves	961,569.24	(439,950.62)	521,618.62		

Income & Expenditure by Budget 09/01/2025

Month No: 10

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>							
1000 Burial fees	18,898	77,852	77,351	(501)			100.6%
1030 Allotment Fees	0	2,098	1,970	(128)			106.5%
1076 Precept	0	505,201	505,201	0			100.0%
1800 Other Income	0	13,000	0	(13,000)			0.0%
1900 Interest Received	0	12,402	9,492	(2,910)			130.7%
1950 CIL Income	0	10,115	0	(10,115)			0.0%
Total Income	18,898	620,668	594,014	(26,654)			104.5%
<u>Overhead Expenditure</u>							
4005 Ashes interment	0	6,191	7,680	1,490		1,490	80.6%
4050 Rates	280	2,794	3,048	254		254	91.7%
4055 Pavilion Utilites	0	47	500	453		453	9.3%
4060 Maintenance	0	56,770	48,910	(7,860)		(7,860)	116.1%
4062 Cemetery maintenance - EMR	0	0	75,000	75,000		75,000	0.0%
4070 Allotment Refunds	0	0	100	100		100	0.0%
4100 War Memorial	0	150	5,210	5,060		5,060	2.9%
4105 Bagshot Clock	0	0	500	500		500	0.0%
4160 Greenspace Contingency	0	2,697	3,000	303		303	89.9%
4165 Greenspace Contract	7,874	80,993	120,000	39,007		39,007	67.5%
4185 Planting	0	5,873	5,863	(10)		(10)	100.2%
4190 Christmas Trees	0	0	5,745	5,745		5,745	0.0%
4195 Tree Maintenance/Surgery	1,140	10,911	0	(10,911)		(10,911)	0.0%
4220 Playground Repairs & Renewal	131	29,181	16,000	(13,181)		(13,181)	182.4%
4300 Salaries	0	79,395	105,681	26,286		26,286	75.1%
4340 Local Government Pension	0	23,292	32,515	9,223		9,223	71.6%
4345 HMRC Payroll	0	20,923	29,982	9,059		9,059	69.8%
4350 Training	0	1,230	2,000	770		770	61.5%
4400 Legal/HR/Recruitment Costs	0	497	5,000	4,503	5,000	(497)	109.9%
4410 Cleaner	0	0	750	750		750	0.0%
4415 Insurance	0	5,244	5,200	(44)		(44)	100.9%
4420 Finance System	0	3,229	2,073	(1,156)		(1,156)	155.8%
4425 External Finance Support	0	725	600	(125)		(125)	120.8%
4430 Licences & Subscription	0	9,027	4,991	(4,036)		(4,036)	180.9%
4435 Office Expenses	0	2,561	2,400	(161)		(161)	106.7%
4440 ICT Costs	0	2,291	6,557	4,266		4,266	34.9%
4445 Audit	0	70	1,620	1,550		1,550	4.3%
4455 Telecoms & Security	0	1,124	1,795	671		671	62.6%
4500 Cllr Allowances, Training & Ex	0	22,770	32,627	9,857		9,857	69.8%
4525 Bagshot Chapel Building Costs	0	183	10,240	10,057		10,057	1.8%
4550 Office Building Costs	439	5,543	7,804	2,261		2,261	71.0%

Income & Expenditure by Budget 09/01/2025

Month No: 10

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4555 HMLD Building Costs	648	8,202	7,946	(256)		(256)	103.2%
4600 Annual Meeting & Civic Costs	0	404	2,000	1,597		1,597	20.2%
4640 Marketing	0	608	4,000	3,392		3,392	15.2%
4650 Grants	0	5,338	11,000	5,662	2,250	3,412	69.0%
4905 Pavilion Capital Project	0	692	15,000	14,308		14,308	4.6%
4915 Festive Lights	0	2,712	7,176	4,464		4,464	37.8%
4950 Hall Hire	0	1,128	3,501	2,374		2,374	32.2%
Total Overhead	10,512	392,796	594,014	201,218	7,250	193,968	67.3%
Total Income	18,898	620,668	594,014	(26,654)			104.5%
Total Expenditure	10,512	392,796	594,014	201,218	7,250	193,968	67.3%
Net Income over Expenditure	8,386	227,872	0	(227,872)			
plus Transfer from EMR	1,140	59,707	0	(59,707)			
less Transfer to EMR	0	10,115	0	(10,115)			
Movement to/(from) Gen Reserve	9,526	277,464	0	(277,464)			

Agenda Item 14 – Full Council Meeting 21 January
25 Budget and Precept 2025-26

Budget and Precept 2025-26

The expenditure budget for 2025-26 was confirmed at the Full Council meeting on 26 November 2024 with a total expenditure budget of £644,345 and a precept requirement, after budgeted income of £93,284, totalling £551,061. The Band D equivalent precept, based on a preliminary Band D equivalent figure of 8,439.80 supplied by Surrey Heath Borough Council, was therefore £65.29. This represented an increase of 8.27% over the prior year.

Surrey Heath Borough Council have subsequently confirmed by letter on 4 December 24 and by e-mail on 7 January 25 that the Tax Base for 2025-26 had been set on 3 December 24. The tax base for Windlesham for 2025-26 was set at 8,439.8 in line with the earlier estimate.

Councillors should therefore note that the Band D equivalent precept for 2025-26 remains at £65.29 representing an increase of 8.27% over the previous year.

Item 15 – To Approve Regular Payments for 2025-26

For approval at Full Council 21st January 2025

Financial Regulations 5.6 states:

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

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

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

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

Canva subscription
Information Commissioners Office annual registration
Survey Monkey subscription
Adobe subscriptions
National Allotment Society
Moneysoft (payroll software)

With regard to the current contracts, Council should note that the current Greenspace contract has a three month notice period with the Council currently starting a re-tendering process.

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

- Clerk to the Council
- Assistant Clerk
- Operations, Cemeteries & Allotment Coordinator
- Communications and Engagement Officer
- Responsible Financial Officer

Actions required:

Councillors are asked:

- 1) To approve the continued payment of direct debits, regular credit card payments, salaries and all associated costs listed above for the financial year 2025-26.

Richard Midgley
RFO
January 2025

Agenda Item 16–Full Council 21 January 25

Review of Bank Reconciliations

Members are asked to review the following bank reconciliations. Financial Regulations state that a member, other than the Chair, or authorized bank signatory, should sign off the reconciliations once reviewed. Below are the reconciliations for October to December 24.

WINDLESHAM PARISH COUNCIL - CASH AT HAND					
Account	Acct type	Int. Rate	31 Oct 24	30 Nov 24	31 Dec 24
Barclays Bank	Current	0.00%	610,974	580,004	564,181
Santander Bank	Instant access	1.05%	200,843	200,843	201,020
RBS account	Instant access	1.36%	47,060	47,060	47,110
Skipton BS *	Annual interest	3.10%	67,628	67,628	67,628
Cambridge & Counties	180 day notice	4.50%	228,729	229,558	230,418
Hampshire Trust *	12 month deposit	3.70%	65,984	65,984	65,984
Redwood Bank *	95 day notice	3.45%	66,271	66,271	66,271
	TOTAL		1,287,489	1,257,348	1,242,613
Account type					
Current account			610,974	580,004	564,181
Instant access accounts			247,902	247,902	248,131
Medium term accounts			428,612	429,441	430,300
			1,287,489	1,257,348	1,242,613
* - Annual interest only					

****** Members are asked to note that to date the Clerk only has online access to the Barclays, Cambridge & Counties and Redwood bank accounts

Overall cash position

Net assets held by the Council as at 16 January 2025 is £1,235,672 – see attached balance sheet. Of this £762,118 is held in ear-marked reserves. Members are asked to note that the ear-marked balance has decreased by £9,591 since 1 April 24 (£771,709).

Members are asked to note the above reconciliations and agree that either Cllr Malcaus Cooper or Cllr Jennings-Evans in the absence of Cllr Malcaus Cooper continue to sign off the above reconciliations.

Richard Midgley
RFO January 2025

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 16/01/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	18,326	
105	VAT Control A/c	12,546	
200	Barclays Current Account	542,930	
205	Santander Account	201,193	
210	RBS Account	47,166	
215	Skipton Account	67,628	
225	Cambridge and Counties Account	230,418	
230	Hampshire Trust Bank	65,984	
235	Redwood Bank	66,271	
Total Current Assets		1,252,460	
<u>Current Liabilities</u>			
500	Creditors	15,849	
503	Windlesham PL	940	
Total Current Liabilities		16,789	
Net Current Assets		1,235,672	
Total Assets less Current Liabilities		1,235,672	
<u>Represented by :-</u>			
300	Current Year Fund	237,783	
310	General Reserves	235,771	
315	Capital Receipts	1,300	
320	EMR School Lane Play Equipment	35,743	
321	EMR Windmill Field playground	3,154	
325	EMR Windlesham CIL	57,182	
330	EMR Repairs and Maintenance	26,047	
331	EMR War Memorials	1,376	
335	EMR Cemeteries	24,650	
336	EMR Lightwater Cemetery Maint.	12,750	
340	EMR Lightwater Pavilion & Rec	130,642	
345	EMR Bagshot Village	13,550	
346	EMR Bagshot Grants	317	
350	EMR Lightwater Village	19,060	
351	EMR Lightwater Grants	3,100	
355	EMR Windlesham Village	15,279	
365	EMR Elections	14,820	
370	EMR Council Office Repairs	1,500	
375	EMR Playarea Repairs & Renewals	15,000	
377	EMR IT Equipment	517	
378	EMR Training	900	
380	EMR Bagshot CIL	305,259	
390	EMR Civic Functions	1,144	
395	EMR Tree Works	38,828	
399	EMR CGR costs	40,000	
Total Equity		1,235,672	

Item 17 – Consultation on Strengthening Standards

Full Council 21st January 2025

Action

Members are asked to consider if they wish to respond to the above consultation either as:

- a) Individual Councillors**
- b) A Parish Council Response**
- c) Both of the above**

Overview

This consultation seeks views on introducing measures to strengthen the standards and conduct regime in England and ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.

Who the Government would like to hear from

Responses are invited from local authority elected members and officers from all types and tiers of authorities, and local authority sector representative organisations. They are also particularly keen to hear from those members of the public who have points of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

Please be assured that all responses to this consultation are anonymous, and no information will be disclosed in any future published response to the consultation, or reporting of the consultation results, that will compromise that anonymity.

Scope of this consultation

The Ministry of Housing, Communities and Local Government (MHCLG) is consulting on introducing strengthened sanctions for local authority code of conduct breaches in England.

This includes all ‘relevant authorities’ as defined by Section 27(6) of the Localism Act 2011, which includes:

- a county council
- a unitary authority
- London borough councils
- a district council
- the Greater London Authority
- the London Fire and Emergency Planning Authority
- the Common Council of the City of London in its capacity as a local authority or police authority

- the Council of the Isles of Scilly
- parish councils
- a fire and rescue authority in England constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
- a joint authority established by Part 4 of the Local Government Act 1985, an economic prosperity board established under section 88 of the Local Democracy, Economic Development and Construction Act 2009
- a combined authority established under section 103 of that Act,
- a combined county authority established under section 9(1) of the Levelling Up and Regeneration Act 2023
- the Broads Authority
- a National Park authority in England established under section 63 of the Environment Act 1995

It does not cover:

- police and crime commissioners
- internal drainage boards
- any other local authority not otherwise defined as a 'relevant authority' above

All references to 'members' refer to elected members, mayors, co-opted and appointed members of each of the 'relevant authorities' defined above.

Please use the link below to review all the relevant information and complete the consultation. Additionally, a summary of the questions is attached for your reference.

[Strengthening Standards and Conduct Consultation Link](#)

Closing date: 26th February 2025

Questions

1. In what capacity are you responding to this consultation?

- ☐ An elected member of a council body
- ☐ A council officer
- ☐ A council body
- ☐ A member of the public
- ☐ A local government sector body

2. Do you think the government should prescribe a mandatory minimum code of conduct for local authorities in England?

- ☐ Yes
- ☐ No

If no, why not?

3. If yes, do you agree there should be scope for local authorities to add to a mandatory minimum code of conduct to reflect specific local challenges?

- ☐ Yes – it is important that local authorities have flexibility to add to a prescribed code
- ☐ No – a prescribed code should be uniform across the country
- ☐ Unsure

4. Do you think the government should set out a code of conduct requirement for members to cooperate with investigations into code breaches?

- ☐ Yes
- ☐ No
- ☐ Unsure

5. Does your local authority currently maintain a standards committee?

- ☐ Yes
- ☐ No

Add any further comments

6. Should all principal authorities be required to form a standards committee?

- ☐ Yes
- ☐ No

Add any further comments

7. In most principal authorities, code of conduct complaints are typically submitted in the first instance to the local authority Monitoring Officer to triage, before referring a case for full investigation. Should all alleged code of conduct breaches which are referred for investigation be heard by the relevant principal authority's standards committee?

- ☐ Yes, decisions should only be heard by standards committees
- ☐ No, local authorities should have discretion to allow decisions to be taken by full council
- ☐ Unsure

8. Do you agree that the Independent Person and co-opted members should be given voting rights?

- ☐ Yes – this is important for ensuring objectivity
- ☐ No – only elected members of the council in question should have voting rights
- ☐ Unsure

9. Should standards committees be chaired by the Independent Person?

- ☐ Yes
- ☐ No
- ☐ Unsure

10. If you have further views on ensuring fairness and objectivity and reducing incidences of vexatious complaints, please use the free text box below.

11. Should local authorities be required to publish annually a list of allegations of code of conduct breaches, and any investigation outcomes?

- ☐ Yes - the public should have full access to all allegations and investigation outcomes
- ☐ No - only cases in which a member is found guilty of wrongdoing should be published

Other views (add your comments)

12. Should investigations into the conduct of members who stand down before a decision continue to their conclusion, and the findings be published?

- ☐ Yes
- ☐ No
- ☐ Unsure

13. If responding as a local authority, what is the average number of complaints against elected members that you receive over a 12-month period?

Number of complaints

13a. For the above, where possible, please provide a breakdown for complaints made by officers, other elected members, the public, or any other source:

Complaints made by officers

Complaints made by other elected members

Complaints made by the public

Complaints made by any other source

14. If you currently work, or have worked, within a local authority, have you ever been the victim of (or witnessed) an instance of misconduct by an elected member and felt that you could not come forward?

☐ Yes

☐ No

Please give reasons if you feel comfortable doing so.

15. If you are an elected member, have you ever been subject to a code of conduct complaint?

- ☐ Yes
- ☐ No

If so, did you feel you received appropriate support to engage with the investigation?

16. If you did come forward as a victim or witness, what support did you receive, and from whom? Is there additional support you would have liked to receive?

17. In your view, what measures would help to ensure that people who are victims of, or witness, serious councillor misconduct feel comfortable coming forward and raising a complaint?

18. Do you think local authorities should be given the power to suspend elected members for serious code of conduct breaches?

- ☐ Yes – authorities should be given the power to suspend members
- ☐ No – authorities should not be given the power to suspend members
- ☐ Unsure

19. Do you think that it is appropriate for a standards committee to have the power to suspend members, or should this be the role of an independent body?

- ☐ Yes - the decision to suspend for serious code of conduct breaches should be for the standards committee
- ☐ No - a decision to suspend should be referred to an independent body
- ☐ Unsure

Add your comments

20. Where it is deemed that suspension is an appropriate response to a code of conduct breach, should local authorities be required to nominate an alternative point of contact for constituents during their absence?

- ☐ Yes – councils should be required to ensure that constituents have an alternative point of contact during a councillor's suspension
- ☐ No – it should be for individual councils to determine their own arrangements for managing constituents' representation during a period of councillor suspension
- ☐ Unsure

21. If the government reintroduced the power of suspension do you think there should be a maximum length of suspension?

- ☐ Yes – the government should set a maximum length of suspension of 6 months
- ☐ Yes – however the government should set a different maximum length (please specify)
- ☐ No – I do not think the government should set a maximum length of suspension
- ☐ Unsure

If you think the government should set a different maximum length, what should this be, in months?

22. If yes, how frequently do you consider councils would be likely to make use of the maximum length of suspension?

- ☐ Infrequently – likely to be applied only to the most egregious code of conduct breaches
- ☐ Frequently – likely to be applied in most cases, with some exceptions for less serious breaches
- ☐ Almost always – likely to be the default length of suspension for code of conduct breaches
- ☐ Unsure

23. Should local authorities have the power to withhold allowances from suspended councillors in cases where they deem it appropriate?

- ☐ Yes – councils should have the option to withhold allowances from suspended councillors
- ☐ No – suspended councillors should continue to receive allowances
- ☐ Unsure

24. Do you think it should be put beyond doubt that local authorities have the power to ban suspended councillors from council premises and to withdraw the use of council facilities in cases where they deem it appropriate?

- ☐ Yes – premises and facilities bans are an important tool in tackling serious conduct issues
- ☐ No – suspended councillors should still be able to use council premises and facilities
- ☐ Unsure

25. Do you agree that the power to withhold members' allowances and to implement premises and facilities bans should also be standalone sanctions in their own right?

- ☐ Yes
- ☐ No
- ☐ Unsure

26. Do you think the power to suspend councillors on an interim basis pending the outcome of an investigation would be an appropriate measure?

- ☐ Yes, powers to suspend on an interim basis would be necessary
- ☐ No, interim suspension would not be necessary

Any further comments

27. Do you agree that local authorities should have the power to impose premises and facilities bans on councillors who are suspended on an interim basis?

- ☐ Yes - the option to institute premises and facilities bans whilst serious misconduct cases are investigated is important
- ☐ No - members whose investigations are ongoing should retain access to council premises and facilities
- ☐ Unsure

28. Do you think councils should be able to impose an interim suspension for any period of time they deem fit?

- ☐ Yes
- ☐ No

Any further comments

29. Do you agree that an interim suspension should initially be for up to a maximum of 3 months, and then subject to review?

- ☐ Yes
- ☐ No

Any further comments

30. If following a 3-month review of an interim suspension, a standards committee decided to extend, do you think there should be safeguards to ensure a period of interim extension is not allowed to run on unchecked?

- ☐ Yes – there should be safeguards
- ☐ No – councils will know the details of individual cases and should be trusted to act responsibly

30a. If you answered yes to above question, what safeguards do you think might be needed to ensure that unlimited suspension is not misused?

31. Do you think councillors should be disqualified if subject to suspension more than once?

- ☐ Yes – twice within a 5-year period should result in disqualification for 5 years
- ☐ Yes – but for a different length of time and/or within a different timeframe (please specify)
- ☐ No - the power to suspend members whenever they breach codes of conduct is sufficient

If you think councillors should be disqualified if subject to suspension more than once over a period different to 5 years, what should this be, in years?

If you think the government should set a different disqualification period, what should this be, in years?

Any other comments

32. Is there a case for immediate disqualification for gross misconduct, for example in instances of theft or physical violence impacting the safety of other members and/or officers, provided there has been an investigation of the incident and the member has had a chance to respond before a decision is made?

- ☐ Yes
- ☐ No
- ☐ Unsure

Any other comments

33. Should members have the right to appeal a decision to suspend them?

- ☐ Yes - it is right that any member issued with a sanction of suspension can appeal the decision
- ☐ No – a council's decision following consideration of an investigation should be final
- ☐ Unsure

34. Should suspended members have to make their appeal within a set timeframe?

- ☐ Yes – within 5 days of the decision is appropriate to ensure an efficient process
- ☐ Yes – but within a different length of time (please specify)
- ☐ No – there should be no time limit for appealing a decision

If you think the government should set a different appeals timeframe, what should this be, in days?

35. Do you consider that a complainant should have a right of appeal when a decision is taken not to investigate their complaint?

- ☐ Yes
- ☐ No
- ☐ Unsure

36. Do you consider that a complainant should have a right of appeal when an allegation of misconduct is not upheld?

- ☐ Yes
- ☐ No
- ☐ Unsure

37. If you answered yes to either of the previous two questions, please use the free text box below to share views on what you think is the most suitable route of appeal for either or both situations.

38. Do you think there is a need for an external national body to hear appeals?

- ☐ Yes – an external appeals body would help to uphold impartiality
- ☐ No – appeals cases should be heard by an internal panel

Any further comments

39. If you think there is a need for an external national appeals body, do you think it should:

- ☐ Be limited to hearing elected member appeals
- ☐ Be limited to hearing claimant appeals
- ☐ Both of the above should be in scope

Please explain your answer

40. In your view, would the proposed reforms to the local government standards and conduct framework particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- ☐ It would benefit individuals with protected characteristics
- ☐ It would disadvantage individuals with protected characteristics
- ☐ Neither

Please use the text box below to make any further comment on this question

Item 18 -Clerks Update

Workstream Update:

Greenspace Procurement	In Progress	<p>Update and Decisions:</p> <p>At the November Full Council meeting, Members unanimously delegated authority to the Chair & Vice Chair of the Council, along with the Chair and Vice-Chair of the Village Committees, to collaborate with the procurement consultant on a multi-lot tender. Due to scheduling difficulties, only the Chair of Council, Vice-Chair of Lightwater, and Chair and Vice-Chair of Windlesham could meet. During the meeting, the following decisions were made:</p> <ol style="list-style-type: none"> 1. The tender will be divided into three lots, one for each village while allowing contractors to bid for the entire contract. 2. A query has arisen regarding the Windlesham Village Councillors' preference to retain the current cemetery greenspace contractor. The original contract expired on 31st March 2022, and Members resolved not to review its terms, resulting in no formal extension. Advice has been sought on whether : <ul style="list-style-type: none"> • The Council is obligated to include this arrangement in the current tender. • It can remain a standalone contract or is a re-tender required given the time elapsed without a formal review. <p>Upcoming Tender Details:</p> <ul style="list-style-type: none"> • Contract Term: Five years, with an option for a two-year extension. Robust exit clauses are essential, particularly considering the potential outcome of the CGR process. • Break Clauses: At Years 1 and 3. • Non-Compliance Clauses: Members have requested advice on standard clauses to include for accountability, such as penalties for missed deadlines, failure to meet service standards, or repeated breaches. • Tender Evaluation: Members initially proposed a weighting of 50% for price and 30% for quality but are seeking further guidance to ensure a balance between service quality and value for money. • Automatic Tender Failures: <ul style="list-style-type: none"> ○ Minimum insurance coverage of £10 million. ○ Ability to provide all services without subcontracting. ○ Demonstrated legislative compliance. ○ Acceptable environmental standards. ○ Provision of satisfactory risk assessments. ○ Commitment to being a Living Wage employer. ○ Response times: 24 hours for general issues, 2 hours for emergencies. <p>Additional Input:</p> <p>The above points are a starting point and Members will take direction</p>
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		<p>from the consultant regarding additional criteria or considerations to enhance the tender.</p> <p>Other Updates:</p> <ul style="list-style-type: none"> Officers are actively updating mapping.
Windlesham Cemetery Half Plots	In Progress	A contractor has been appointed for the identified works, which include the removal of five conifers. Permission from the SHBC Tree Officer is required before proceeding. Once approval is obtained, the work will commence.
Lightwater Recreation Ground Trust	In Progress	Nominated members of the Lightwater Committee have met with a solicitor to establish the legalities surrounding the Lightwater Recreation Ground Trust. The Committee is currently awaiting confirmation on the best course of action for the management of the land and the development of the Pavilion.
Follow Up Priority 2 Memorial Testing	Stalled	Quotes are being obtained for the necessary memorial testing on those memorials categorized as Priority 2.
Windmill Field Playground Tender & Consultation	In Progress	A tender process is currently underway, with a deadline set for the end of January 2025. After the deadline, the Committee will evaluate the submissions and intends to consult residents on the top three proposals. However, as it is generally advised to avoid consultations during pre-election periods, this consultation may need to be deferred.
Allotment Purchase	In Progress	The purchase of the allotments is currently with the solicitors, and the necessary searches are in progress.
Precept Leaflet	In Progress	SHBC has informed the Council that WPC leaflets cannot be delivered alongside the council tax demand. However, the Responsible Finance Officer (RFO) and Communications Officer are actively working on dedicated communications specifically regarding the Council Tax.
War Memorial Surveys and Remedial Work	In Progress	Surveys have been scheduled for late January, and we anticipate that the reports will be ready in time for the February Full Council meeting.
Annual Parish Meeting (APM)	In Progress	The Annual Parish Meeting is scheduled for 19th March 2025. However, due to the likelihood of the Council being in a pre-election period as a result of a potential by-election for the Windlesham North Ward, Members are asked to consider rescheduling the meeting to a date between 3rd May and 1st June 2025.
Heathpark Community Building	In Progress	In line with minute reference C/24/92, an expression of interest has been lodged with the developer. The Council is scheduled to meet with the developer for discussions immediately prior to this meeting.
Community Reception	In Progress	<p>Current Status:</p> <p>The Community Reception Survey, designed to encourage nominations, has unfortunately generated minimal interest, with only one nomination received. Notably, this individual nominated was already awarded in 2022.</p>

		Action Required: Councillors are requested to consider potential nominees and email their suggestions to the Assistant Clerk.
HML Planning and Sale	In Progress	In line with a Lightwater Committee resolution, a Planning Consultant has been appointed to evaluate the potential development opportunities for the site. Update to follow.
Festive Lighting and Christmas Trees for 2025	In Progress	The Council's current contract for festive lighting and Christmas trees has expired. A new tender process is required for the 2025-2027 period. Due to uncertainty surrounding the CGR process, a draft tender will propose an annual contract with the option to extend for a further two years.
Re-Instate Allotment Compost Area to a Usable Plot	In Progress	This piece of work is booked for the end of January.
APM Presentation to SALC	Almost Complete	This is being given on the 21 st January 2025, therefore will be complete by the time of the Full Council meeting.
Locality Grant Application for WNP	Complete	WPC has received £3,581, which will be allocated to fund the Neighbourhood Plan Consultant.

Ongoing Day-to-Day Activities – The examples below include, but are not limited to, the following:

- Cemetery Management: Routine operations and follow-ups.
- Playground Maintenance: Inspection reports and necessary actions.
- Administrative Tasks: Financial transactions, HR, and payroll management.
- Council Risk Management: Ongoing risk assessments.
- Policy and Regulation Updates:
 - Review of standing orders and financial regulations (target: February).
 - Cemetery and allotment fees and charges, including contract and regulation revisions.
 - Review of internal control effectiveness and audit processes.
 - Review and update of the investment strategy.
- Seasonal Planning:
 - Preparations for summer planting.
 - Festive Planning: Initiate the process of renewing Christmas tree and festive lighting contracts.

- HR Management: Implementation of legislative updates and policy reviews.
- Transparency and compliance
- Building maintenance

Meetings – Preparation and Attendance

- Village-Specific Meetings:
 - Bagshot: February
 - Windlesham: March
 - Lightwater: April
- Full Council Meetings: Monthly.
- Planning Committee Meetings: Twice a month
- Personnel Committee: April
- Communications Committee: April.

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