



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 21st January 2025, 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	P	Lewis	P
Gordon	P	R Jennings-Evans	A	Marr	P
Hills	R	Malcaus Cooper	P	McGrath	R
Willgoss	P	Turner	P	Richardson	P
White	P	Stevens	P		
		D Jennings-Evans	A		

In attendance: Jo Whitfield –Clerk to the Council
Cllr Kevin Thompson - Surrey Heath Borough Councillor
Cllr Rob Lee – Surrey Heath Borough Councillor
Cllr Victoria Wheeler – Surrey Heath Borough Councillor
H Taylor Schmied – Lightwater Resident
C Gomme – Bagshot By-Election Candidate

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

Cllr Turner was in the Chair

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		Action
C/24/138	Apologies for absence Apologies for absence were received and accepted from Cllrs Hardless, R Jennings-Evans and D Jennings-Evans	
C/24/139	Declarations of interest None	
C/24/140	Public Questions Q1- Ms. Taylor Schmied addressed the Council with concerns regarding the potential removal of two blue cedar trees located in Lightwater Cemetery. In response, the Chair of the Council informed Ms. Taylor Schmied that the Lightwater Committee had reviewed her concerns and wished to reassure her that there are no plans to remove the trees in question.	

	<p>Q2 – Cllr Lee extended an invitation to the Chair of Council and the Council as a whole to attend the next SHBC External Partnership meeting. The Chair noted that his attendance would require approval from the Full Council, and no decision was made at the meeting.</p> <p>Cllr Lee also requested that the Council confirm the anticipated costs associated with item 11 on the agenda. The Chair responded that the costs were publicly available on the Council's website and would be addressed during the discussion of item 11 by Members.</p> <p>Finally, Cllr Lee requested a breakdown of the general and earmarked reserves. The Chair noted that this information is included in the budget monitoring reports, which are publicly available on the Council's website.</p> <p>Q3 – Cath Gomme asked the Council whether they were aware of the potential implications for parish and town councils under the proposed local government reorganisation and the current devolution plan and whether WPC is prepared for the changes.</p> <p>The Clerk informed those present that she had attended the SALC forum earlier in the day, where it was noted that both NALC and SALC are seeking clarity on what the proposed local government reorganisation and current devolution plan will mean for Town and Parish Councils. Cllr Malcaus Cooper, who is also the Vice-Chair of SALC mentioned that it is generally assumed these councils will take on devolved powers. Further details are anticipated with the release of the Community White Paper, expected in March.</p> <p>Q4 - Tony Murphy submitted a written question asking “Do members agree that it is Para 6 of the code of conduct, which is fundamental – and in a healthy representative democracy it must not be limited by a view that public confidence can be achieved by presenting a sense of unity arising from majority decisions. Do members also agree that Cllrs, in their representative role, when appropriate, should maintain a dissenting personal view, whilst ensuring clarity that it is a personal view and does not represent the Council’s policy – it is my view that public confidence can be gained by decisions seen to be made by debate of (possibly) strongly held opposing positions, representing public views, which may have resulted in a compromise decision. The ability to disagree “in a robust but civil manner” is essential to democracy and must not be lost as a result of the item 11 proposal?”</p> <p>The Council agreed that all debate should be conducted in a civil manner, ensuring that differing views are expressed respectfully. This approach aligns with Paragraph 6 of the Members Code of Conduct, which emphasises the importance of robust but civil discussion in maintaining a healthy and transparent representative democracy.</p>	
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C/24/141	<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/24/159 To note the Personnel Committee’s decision regarding staffing matters.</p> <p>C/24/160 Greenspace Contract Increase 2025-2026</p> <p>C/24/161 Outcome of Code of Conduct Complaint Submitted by Windlesham Parish Council</p> <p>C/24/162 To consider recommendations from SHBC Standards Committee</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/24/142	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The minutes of the Full Council meeting held on 26th November 2024 were approved and signed by Cllr Turner 	Cllr Turner
C/24/143	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 26th November 2024, 18th December 2024 and 8th January 2025 were approved and signed by Cllr Stevens. The minutes and recommendations therein of the Personnel Committee meeting held on the 14th of January 2025 were approved and signed by Cllr Turner <p>Recommendation 1: To adopt the Mental Health Policy attached to the Personnel Minutes presented. APPROVED</p> <ul style="list-style-type: none"> Recommendation 2: To consider offering the opportunity for a few Councillors and the Assistant Clerk to attend the NALC Powershift Conference, scheduled for June in London. Members to note the Clerk’s attendance has already been approved. <p>Cllr Malcaus Cooper proposed, Cllr Gordon seconded and it was unanimously resolved that the attendance of the Clerk, Assistant Clerk, Chair, and Vice-Chair of the Council, along with the Chair of each Village Committee or a substitute in their stead, be approved. It was noted that the cost of attendance is £65 per delegate, plus travel expenses, which will be funded from the Councillor training budget line or through virements from any year-end underspends.</p> <p>It was also resolved that any other Councillors wishing to attend would do so at their own expense.</p>	<p>Cllr Stevens</p> <p>Cllr Turner</p>

	<p>• Recommendation 3: Staffing Matters: To be dealt with under confidential. NOTED</p> <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 Windlesham Committee meeting held on the 10th December 2024. 	
C/24/144	<p>Windlesham Councillor Resignation & By-Election Update</p> <p>1. Windlesham Councillor Resignation</p> <p>Members were formally notified that Cllr McGrath had resigned from her position as Councillor, resulting in a casual vacancy in the Windlesham North Ward.</p> <p>A formal notice of a casual vacancy, was issued under Section 87(2) of the Local Government Act 1972 on the 9th January 2025.</p> <p>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.</p> <p>If called the By-Election will be held by 3rd April 2025.</p> <p>Noted</p> <p>Members expressed their thanks to Cllr McGrath for her valuable contributions during her time as Councillor. Her commitment to the community and the Windlesham North Ward has been greatly appreciated, and she leaves with the Council's best wishes for her future endeavours.</p> <p>2. Impact of Pre-Election Period on the Upcoming Annual Parish Meeting</p> <p>Members were 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.</p> <p>To avoid any potential breach of the 'Code of Recommended Practice on Local Authority Publicity,' members were 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.</p>	

	<p>It was resolved to delegate authority to the Clerk to set a date between 2nd May 2025 and 1st June 2025 and to ensure that adequate communications are issued to inform the public of the change.</p> <p>3. Bagshot Ward By-Election Update</p> <p>Members were informed that SHBC has now published the <i>Statement of Persons Nominated</i> (attached) for the Bagshot ward of the Windlesham Parish by-election, scheduled to take place on Thursday, 6 February 2025.</p> <p>Members noted that it is anticipated that the election count will be on Friday, 7 February 2025. Unfortunately, the Clerk will be unavailable on this date. The Council were 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.</p> <p>The Borough Councillors present confirmed that the count would take place on the evening of the 6th of February, and it was resolved that both the Chair and Vice Chair of the Council would attend to welcome the newly elected Councillor.</p>	
C/24/145	<p>To review Fees & Charges</p> <p>a) Allotments</p> <p>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.</p> <p>Members were informed that the allotment charges are currently set at rates set out below.</p> <p>Charges for 2024-2025 Full Plot £40 Half Plot £25</p> <p>Recommendation</p> <p>Based on the comparison presented, it was recommended that the Council adopt an annual fee increase aligned with the published Retail Price Index (RPI) for July each year.</p> <p>If Members resolve to implement this method of annual increments, allotment holders will be notified giving the required 12 months' notice and the first increase will be applied in September 2026, based on the July 2026 RPI</p> <p>It was also recommended that no changes be 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'.</p> <p>Action</p>	

	<p>1. Members were asked to decide:</p> <p>a) If they wish to increase the allotment fees</p> <p>if so</p> <p>b) Would they like to adopt an annual fee increase aligned with RPI or decide on a flat fee for 2026?</p> <p>2. Members were asked to decide whether they would like to make any changes to the current refund clause within the tenancy agreement as stated above.</p> <p>Cllr Willgoss proposed, Cllr Gordon seconded, and it was resolved unanimously to adopt an annual fee increase for allotments aligned with the published Retail Price Index (RPI) for July of each year. This approach ensures a consistent and transparent adjustment of fees in line with inflation.</p> <ul style="list-style-type: none"> ○ Allotment holders will be notified of this change, with the required 12 months' notice provided. ○ The first fee increase under this method will be implemented in September 2026, based on the RPI published in July 2026. <p>It was also resolved that no changes will be made to the allotment refund clause in the tenancy agreement for the 2024-25 financial year. The clause will remain as follows:</p> <p><i>"If a tenancy is given up during the year or a notice to quit served, no refund of rent is payable."</i></p> <p>Cllr Malcaus Cooper reiterated that the council is firmly committed to supporting and maintaining allotments as a vital community resource. This dedication has been clearly demonstrated by its decision to purchase the land on which the allotments are situated, ensuring their availability and protection for current and future generations.</p>	
C/24/146	<p>To review Fees & Charges</p> <p>b) Cemeteries</p> <p>Members were presented with the pricing structure and informed that the Cemetery charges were reviewed by each Committee as follows:</p> <p>Bagshot – reviewed during the committee meeting in November 2024, with the following recommendation:</p> <ul style="list-style-type: none"> • Ashes interred in a grave or at a memorial wall: <ul style="list-style-type: none"> ○ Resident: Increase to £275 ○ Non-resident: Increase to £600 • Plaques at memorial wall (with or without ashes): <ul style="list-style-type: none"> ○ Resident: Increase to £85 	

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Non-resident: Increase to £95 All other fees remain unchanged. <p>Lightwater – reviewed during the committee meeting in January 2025, with the following recommendation:</p> <ul style="list-style-type: none"> 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. <p>Windlesham – reviewed during a committee meeting in December 2024, with the following recommendation:</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. Remove the "Full-sized grave plot for future use (when purchased at the same time as #1)" from the price list. <p>The council was asked to review and approve the charges as presented.</p> <p>It was resolved to adopt the charges as resolved by the Village Committees above.</p> <p>Cllr Malcaus Cooper highlighted that when factoring in all associated costs, including staffing, the operation of the cemeteries has been running at a financial loss. This shortfall has been consistently addressed by the Council through its budgeting process, ensuring that the cemeteries continue to be maintained and available for the community. This commitment reflects the Council's recognition of the essential nature of these services and its dedication to upholding them despite the financial challenges involved.</p> <p>Noted</p>	
C/24/147	<p>To review and approve Standing Orders</p> <p>Members were presented with a copy of the current Standing Orders and informed that Councillors last reviewed and approved Standing Orders in May 2024</p> <p>Since then, no changes have been made to the model NALC template for Standing Orders.</p> <p>Action required:</p> <p>Members were asked to review and approve the Standing Orders presented.</p> <p>It was resolved to adopt the Standing Orders as presented.</p>	
C/24/148	<p>To review and approve Financial Regulations</p>	

	<p>Members were presented with a copy of the current Financial Regulations and informed that Councillors last reviewed and approved Financial Regulations in May 2024</p> <p>Since then, no changes have been made to the model NALC template for Financial Regulations.</p> <p>Action required:</p> <p>Members were asked to review and approve the Financial Regulations presented.</p> <p>It was resolved to adopt the Financial Regulations as presented.</p>	
C/24/149	<p>To consider appointing a consultant to improve Councillor collaboration and relations.</p> <p>At the November meeting, Councillors expressed a desire to appoint a consultant to improve collaboration and relations among members.</p> <p>The Clerk contacted a recommended mediator experienced in inter-council dynamics and provided background information.</p> <p>Members reviewed the quotes provided.</p> <p>Cllr Malcaus Cooper proposed, Cllr Gordon seconded and it was resolved with 12 in favour, 1 against and 0 abstentions not to proceed with a mediator. Instead, it was resolved to arrange an informal meeting among councillors to address the matter internally.</p>	
C/24/150	<p>Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £29,911.90 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £29,911.90 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/24/151	<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> <ul style="list-style-type: none"> • note levels of expenditure shown and the associated balance sheet approving any overspends shown; <p>Councillors noted and approved all information presented including overspends and virements outlined in the Actual vs Budget report as of 9th January 2025 along with the corresponding Income and Expenditure reports.</p>	

C/24/152	<p>Budget and Precept 2025/26</p> <p>Members were reminded that 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. After accounting for budgeted income of £93,284, the precept requirement totals £551,061. Additionally, Surrey Heath Borough Council has now confirmed the tax base for 2025-26. As a result, councillors were informed that the Band D equivalent precept for 2025-26 will be £65.29, representing an 8.27% increase compared to the previous year.</p> <p>Noted</p>	
C/24/153	<p>To approve regular payments for 2025-2026</p> <p>Members were reminded that Financial Regulations 5.6 states:</p> <p>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.</p> <p>Members were presented with a list of regular direct debits, annual subscriptions paid by credit card, as well as all PAYE, NI and Pension payments.</p> <p>Actions required: Councillors were asked: To approve the continued payment of direct debits, regular credit card payments, salaries and all associated costs listed for the financial year 2025-26.</p> <p>It was resolved to approve the continued payment of direct debits, regular credit card payments, salaries and all associated costs listed above for the financial year 2025-2026.</p>	
C/24/154	<p>Bank Reconciliation</p> <p>Members were asked to review the bank reconciliations for October, November and December 2024, as presented.</p> <p>Overall Cash Position Members were informed that the net assets held by the Council as at 16th January 2025 was £1,235,672. Of this, £762,118 is held in earmarked reserves. Members were asked to note that the ear-marked balance has decreased by £9,591 since 1 April 24 (£771,709).</p> <p>Members noted the reconciliations presented and resolved that Cllr Malcaus Cooper or Cllr Jennings-Evans in the absence of Cllr Malcaus</p>	

	Cooper would continue to sign off the above reconciliations.	
C/24/155	<p>Consultation on Strengthening Standards</p> <p>Members were asked to consider if they wish to respond to the above consultation either as:</p> <ul style="list-style-type: none"> a) Individual Councillors b) A Parish Council Response c) Both of the above <p>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.</p> <p>It was resolved to delegate authority to the Clerk, in conjunction with Cllr Harris, Cllr Malcaus Cooper, Cllr Marr, Cllr White, and Cllr Turner, to respond on behalf of the Council. Additionally, it was resolved that all Councillors should submit their responses individually.</p> <p><i>20:36 Cllr Gordon left the meeting</i></p> <p><i>20:38 Cllr Gordon re-joined the meeting</i></p>	
C/24/156	<p>Clerks update</p> <p>The Clerk presented Members with a report on the following topics:</p> <ul style="list-style-type: none"> • Greenspace Procurement • Windlesham Cemetery Half Plots • Lightwater Recreation Ground Trust • Memorial Testing • Windmill Field Playground • Allotment Purchase • Precept Communications • War Memorial Surveys • Annual Parish Meeting • Heathpark Community Building • Community Reception • Hook Mill Lane Site • Festive Lighting and Christmas Trees 2025 • WNP Grant 	
C/24/157	<p>Correspondence</p> <p>There was no correspondence for discussion in the open session.</p>	
C/24/158	<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/24/159 To note the Personnel Committee's decision regarding staffing matters.</p>	

	C/24/160 Greenspace Contract Increase 2025-2026 C/24/161 Outcome of Code of Conduct Complaint Submitted by Windlesham Parish Council C/24/162 To consider recommendations from SHBC Standards Committee	
C/24/159	To note the Personnel Committee's decisions regarding staffing matters Noted	
C/24/160	Greenspace Contract Increase 2025-2026 Members reviewed the papers presented and resolved unanimously to approve a 7% increase to cover the rise in operational costs.	
C/24/161	Outcome of Code of Conduct Complaint Submitted by Windlesham Parish Council. Noted	
C/24/162	To consider recommendations from Surrey Heath Borough Council Standards Committee Noted	
	There being no further business the meeting closed at 21:15	

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

User: 6993.R.MIDGLEY

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					<u>4,380.80</u>	<u>513.55</u>	<u>4,894.35</u>			<u>4,380.80</u>	
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					<u>4,380.80</u>	<u>513.55</u>	<u>4,894.35</u>				

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>				



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MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL **Held on Monday 17th February 2025, at 5:45pm, held at the Briars Centre, Briar Avenue,** **Lightwater**

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

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

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

Cllr Turner was in the Chair

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		Action
C/24/163	Apologies for absence Apologies for absence were received and accepted from Cllrs Hardless, R Lewis, Marr, Richardson and Wilson	
C/24/164	Declarations of interest Cllr White and Cllr Gordon declared a non-pecuniary interest in agenda item 5 as both are Surrey Heath Borough Councillors and will be considering the Community Governance Review request at the Borough Council meeting being held on the 19 th February 2025.	
C/24/165	Public Questions No questions	
C/24/166	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>Members agreed that no items were to be discussed in the confidential part of the meeting.</p>	
C/24/167	<p>Consideration of Representation at Surrey Heath Borough Council (SHBC) Meeting</p> <p>Following the publication of SHBC's CGR report, Members were asked to consider if they wished to submit questions at the upcoming SHBC Council meeting. The questions had been carefully drafted based on the reports content and recommendations, as well as key concerns raised with the Clerk. They also reflected the latest developments in local government reorganisation.</p> <p>The aim of the questions presented was to ensure that any proposed changes to governance structures align with broader strategic objectives, avoid unnecessary duplication of efforts or public expenditure, and uphold the principles of transparency and accountability. These questions seek to provide residents with clear justifications for any decisions made while ensuring that governance changes genuinely serve the best interests of the entire community.</p> <ol style="list-style-type: none"> 1. The Council was asked to review the questions presented and either approve or reject each question. <ul style="list-style-type: none"> • If approved, the question will remain on record and be addressed at the SHBC meeting. • If not approved, the question will be formally withdrawn before the meeting. • Once the Council has agreed on the questions to be formally submitted, it was recommended that they be prioritised in order of importance to ensure that the most critical issues are addressed first within the available time <p>It was resolved unanimously that Windlesham Parish Council would make representation at the SHBC Council meeting being held on the 19th February 2025. It was also resolved to submit all 5 questions presented (see attached), which should be prioritised as follows:</p> <p>Priority 1: Justification for a Windlesham CGR Given Local Government Reorganisation</p> <p>Priority 2: Financial Justification</p> <p>Priority 3: Timing and Justification for a Second CGR</p> <p>Priority 4: Validity of Social Media Survey Data</p> <p>Priority 5: WPC's Involvement in Drafting the Terms of Reference</p> 2. Members also considered if they wished a representative or two to attend the meeting to pose supplementary questions if required. 	

	<p>It was unanimously resolved to delegate authority to Cllr Turner and Cllr Malcaus Cooper to attend the SHBC Council meeting on 19th February 2025 and present the agreed questions.</p> <p>Additionally, it was resolved by a vote of 10 in favour, 0 against, and 2 abstentions to delegate authority to Cllr Turner and Cllr Malcaus Cooper to pose supplementary questions. These questions will be determined by a working party consisting of Cllr Turner, Cllr Malcaus Cooper, Cllr Jennings-Evans, and Cllr Willgoss, which will convene at 3pm on 19th February to finalise them.</p>	
	There being no further business the meeting closed at 18:30	

PRIORITY 1: Justification for a Windlesham CGR Given Local Government Reorganisation

The English Devolution White Paper (December 2024) outlines plans for unitarisation and the creation of additional Mayoral Strategic Authorities (Section 3.1). The report also confirms that SHBC is planning a borough-wide CGR as part of its 2025/26 Annual Plan, with work scheduled to begin in June 2025, and the CGR itself commencing in March 2026 (Sections 3.5 & 4.2). Given this, how can SHBC justify the merit of conducting a Windlesham-specific CGR now, knowing that the entire borough may be reviewed again within 12 months? Would it not be more efficient and cost-effective for the public purse, to defer this request and incorporate it into the wider borough-wide review once the government has clarified the next steps?

PRIORITY 2: Financial Justification

The officer's report estimates that a CGR could cost around £50,000 (Section 6.4), primarily due to the substantial officer time required across multiple departments, including Democratic Services, Legal, Planning Policy, Revenues, and Finance (Section 6.1). Additionally, SHBC is facing severe financial pressures, with increasing reliance on reserves, staff reductions, and service cuts (Section 3.2 & 7.2). Given these constraints, how can the Council justify this expenditure at a time when other essential services are being reduced? What criteria have been used to determine that this is a necessary and prudent use of public funds?

PRIORITY 3: Timing and Justification for a Second CGR

The last CGR was concluded in October 2020 and implemented in May 2023. The officer's report states that best practice suggests conducting a CGR every 10-15 years unless there has been a significant change (Section 1.3). Given this, has sufficient time been allowed to assess its impact before considering further changes? Furthermore, the report does not indicate any material change (such as major population growth) since the last CGR (Section 1.3). What specific evidence supports the need for another review at this stage?

PRIORITY 4: Validity of Social Media Survey Data

The September 2024 survey was used to assess support for a CGR, yet it is our understanding that there were no controls in place to prevent multiple submissions from the same device or to verify that respondents were residents of Windlesham Parish. Without these safeguards, the reliability of the data is questionable, as results may have been influenced by duplicate responses or submissions from non-residents. Given that this data is being used to justify a potential CGR, how does SHBC ensure its statistical integrity? Will the Council publish details of the methodology, including how duplicate and non-resident responses were identified and excluded from consideration?

PRIORITY 5: WPC's Involvement in Drafting the Terms of Reference

Under Section 93(3) of the Local Government and Public Involvement in Health Act 2007, SHBC must consult any local authority with an interest in the review, including Windlesham Parish Council. Government Guidance on CGRs (2010, Paragraphs 35 and 52) also states that parish councils must be consulted and their views considered.

The report does not confirm how Windlesham Parish Council will be involved in shaping the Terms of Reference or whether it will have a meaningful opportunity to represent its community before decisions are made. How will SHBC demonstrate compliance with its legal duty to consult? Will it commit to ensuring the Terms of Reference reflect the Parish Council's views before proceeding with the CGR?



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

Held on Monday 20th January 2025 at 11:00am at Lightwater Library, Guildford Road, Lightwater

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

In attendance: Sarah Wakefield- Assistant Clerk
Cllr Lewis- Windlesham Village Councillor- acting as a substitute for Cllr Richardson

Ann Fenton- Windlesham Resident

Cllr Stevens took the Chair

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

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		Action
PLAN/24/72	Apologies for absence Apologies were received and accepted from Cllrs Richardson and Turner.	
PLAN/24/73	Declarations of interest No Declarations of Interest.	
PLAN/24/74	Public question time Ann Fenton- Windlesham Resident Ms Fenton raised concerns regarding item 5 on the agenda, the motion from Windlesham Councillors regarding the use of landfill material for a haul road on the Heathpark Wood SANG site. She noted that while the pathways are temporary, there is a risk that plastics and other materials present could be compressed into the ground by truck activity, potentially leading to long-term environmental issues.	

PLAN/24/75	<p>Exclusion of the press and public</p> <p>No Exclusions to the press and public</p>	
PLAN/24/76	<p>To consider a motion from Windlesham Village Councillors regarding the use of landfill material on the Heathpark Wood SANG Site</p> <p>Members unanimously resolved to write to the Head of Enforcement at SHBC, with copies to the Head of Planning and the relevant Planning Officer, to express concerns regarding the construction of a haul road through the Heathpark Wood SANG site and to seek clarification on the following points:</p> <ul style="list-style-type: none"> • Purpose of the haul road- The committee noted that the haul road is on the opposite side of the road from the development and want to seek clarification on the necessity of this road and determine why building materials are being transported through it. • Material quality and U1 exemption compliance- The materials used for the haul road appear to include visible plastic waste, which is not permitted under the U1 exemption referenced in Persimmon's e-mail dated 7th January. Confirmation is requested on whether the contractor has properly registered the U1 exemption. • Environmental concerns- Concerns were raised about potential ground contamination from the materials used. Clarification is sought on whether SHBC has conducted or requested sample testing. If not, it is strongly recommended that testing be carried out to ensure compliance with environmental standards. • Compliance with Planning conditions- Members ask for confirmation that the contractor has met all planning conditions to enable them to begin work on the site. • Planning permission for the haul road- Clarification is requested on whether planning permission was required for the haul road construction. Concern was expressed over the lack of communication from Persimmon, as they appear to have proceeded without informing the council. 	
PLAN/24/77	<p>To consider a response to a Runnymede Borough Council consultation: Potential Locally Listed Building Designations: revised list of Non-Designated Heritage Assets (NDHAs) in Englefield Green</p> <p>Members reviewed the plans and praised the work being undertaken but resolved not to issue a council response.</p>	
PLAN/24/78	<p>To consider a response to a Runnymede Brough Council consultation: Thorpe Conservation Area: Conservation Area Appraisal and Management Plan</p> <p>Members reviewed the plans and praised the work being undertaken but resolved not to issue a council response.</p>	

PLAN/24/79	<p>To consider a response to a Bracknell Forest Council consultation: update of the Thames Basin Heath Special Protection Area Supplementary Planning Document (SPA SPD)</p> <p>Members unanimously resolved to respond to the consultation as a committee. A response will be compiled and submitted by the closing date of 12th February 2025.</p>	
PLAN/24/80	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications	
25/0001/FFU	<p>14 Cedar Close, Bagshot, Surrey, GU19 5AD Erection of a part single/part two storey side/rear extension, conversion of garage into habitable accommodation, changes to fenestration and internal alterations.</p> <p>No objection with the following comments: Members noted the loss of garage and raised concerns about the impact of construction vehicles, particularly related to potential parking issues within the close.</p>	FPA
	Lightwater Applications	
25/0013/FFU	<p>20 Mount Pleasant Close, Lightwater, Surrey, GU18 5TP Erection of single storey rear extension following demolition of existing sun lounge.</p> <p>No objection</p>	FPA
25/0009/PMR	<p>9 Fox Covert, Lightwater, Surrey, GU18 5TU Application to remove condition 4 (new windows) in relation to application 23/0421/FFU Erection of a first-floor extension including ground floor alterations and erection of an outbuilding.</p> <p>Objection for the following reasons: The windows on the western elevation should remain as specified in the original condition.</p>	Relaxation/Modification
25/0008/FFU	<p>112A Ambleside Road, Lightwater, Surrey, GU18 5UE Erection of single storey side extension and covered porch, roof lights to existing side extension and changes to fenestration.</p> <p>No objection</p>	FPA
24/1284/DTC	<p>160 Macdonald Road Lightwater Surrey GU18 5YB Submission of details to comply with condition 4 (tree protection plan) attached to planning permission 24/0776/FFU for Erection of</p>	Details to Comply

	<p>single storey rear extension and garage conversion with insertion of rooflights.</p> <p>No objection with the following comments: It is noted that details to comply have been provided and ask that SHBC ensures they meet all their requirements.</p>	
24/1267/FFU	<p>110 Ambleside Road, Lightwater, Surrey, GU18 5UL Change of use of a private residential dwelling house (Class C3) to a small children's home with private residential house (Class C2) with no material changes internally or externally.</p> <p>Members resolved to comment as follows: Members raised concerns regarding the change of use setting a precedent on the road, as well as issues related to access and parking spaces.</p>	FPA
	Windlesham Applications	
25/0025/FFU	<p>19 Updown Hill, Windlesham, Surrey, GU20 6DL Part garage conversion to create bathroom and utility.</p> <p>No objection</p>	FPA

There being no further business, the meeting closed at 11:46



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

Held on Wednesday 12th February at 11:00am at All Saints' Church Hall, Broadway Road, Lightwater

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

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/24/81	Apologies for absence Apologies for absence were received and accepted from Cllr White. The Assistant Clerk informed members that Cllr Richardson has resigned from the committee with immediate effect.	
PLAN/24/82	Declarations of interest None.	
PLAN/24/83	Public question time There were no questions raised.	
PLAN/24/84	Exclusion of the press and public No Exclusions to the press and public.	

PLAN/24/85	<p>To consider a motion from Windlesham Village Councillors regarding the use of landfill material on the Heathpark Wood SANG Site</p> <p>Members unanimously resolved to write to Environment Agency and the Head of Enforcement at SHBC to seek clarification on the following points:</p> <p>Environment Agency-</p> <ul style="list-style-type: none"> • Members were particularly concerned that materials not permitted under the U1 exemption have been used in the construction of the haul road and seek confirmation that the Environment Agency are satisfied all materials comply. • Members requested confirmation on whether the Environment Agency has reviewed the materials in question, conducting an on-site inspection and taking samples for analysis. • Members wanted to know if the Environment Agency was satisfied that all relevant materials could be safely removed from the site once the works were completed. They also sought clarification that the site would not suffer irreversible contamination <p>SHBC-</p> <ul style="list-style-type: none"> • Members have requested clarification regarding the purpose of the haul road, assurance that all planning requirements have been met before tree removal and have also highlighted concerns over the lack of communication from the developer to the community. 	
PLAN/24/86	<p>To consider a response to a Runnymede Borough Council consultation: Runnymede Pitch and Plot Allocation Scheme for Gypsies, Travellers and Travelling Showpeople SPD</p> <p>Members reviewed the plans but resolved not to issue a council response.</p>	
PLAN/24/87	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications	
25/0038/FFU	<p>47 Church Road, Bagshot, Surrey, GU19 5EQ Erection of a detached games room.</p> <p>No objection, provided the proposed room is not used for habitable accommodation and the tree officer confirms that the development will not impact the trees.</p>	FPA

25/0043/CES	123 Yaverland Drive Bagshot Surrey GU19 5DZ Certificate of lawfulness for the proposed erection of a single storey side extension with pitched roof and rooflights and raising of the side elevation window. No objection	Certificate Proposed Development
25/0048/FFU	36 Manor Way, Bagshot, Surrey, GU19 5JZ Erection of a single storey rear extension, conversion of loft with hip to gable roof extension and addition of rear dormer. Erection of new front porch following demolition of existing front porch and lean to. No objection	FPA
25/0046/CEU	Land And Buildings to The North East Of Bracknell Road Bracknell Road Bagshot Surrey Certificate of lawfulness for existing use of site for equestrian outdoor sport and recreation use. No objection	Certificate of Existing Use
25/0067/DTC	The Cedars 2 High Street Bagshot Surrey GU19 5AE Submission of details to comply with condition 7 (Fencing details) and 8 (Roof Insulation) attached to planning permission 24/0499/FFU for External alterations works to existing office building and car park, including replacement windows, new entrance gates, fenestration changes, erection of cycle store, conversion of Members noted the submission details and are content to leave it to SHBC to confirm that all requirements have been met.	Details to Comply
	Lightwater Applications	
25/0033/NMA	Lightwater Country Park The Avenue Lightwater Surrey GU18 5RG Non-material amendment to planning permission 24/0156/FFU (for the erection of canopy for the development of padel tennis courts, pickle ball courts with associated customer kiosk, toilet, means of enclosure, lighting and associated infrastructure) to provide a reduced size of the canopy structure, kiosk and outdoor communal area. No objection	Non Material Amendment
25/0086/NMA	88 Ambleside Road Lightwater Surrey GU18 5UJ Non-material amendment to planning permission 24/0391/FFU (Erection of a single storey rear extension following demolition of existing conservatory, conversion of loft space into habitable accommodation, installation of rear dormer and roof lights, conversion of loft space above the detached garage into habitable accommodation) for the removal of the dormer from the rear elevation, alterations to the roof windows on the house and garage and removal of the window from the front of the garage No objection	Non Material Amendment

	Windlesham Applications	
24/1214/FFU	<p>Sunning House, Flat 3, London Road, Sunninghill, Ascot, Windsor And Maidenhead, SL5 9QN Retrospective planning permission for the erection of a detached outbuilding for ancillary use to main dwelling following demolition of existing outbuildings and replacement terracing.</p> <p>Members commented as follows: If approved, a condition should be applied to ensure the new outbuilding (currently used as a gym and store) remains ancillary and incidental to the enjoyment of the main dwelling. It should be retained within the curtilage of the host dwelling, and no separate curtilage should be created. At no time should the outbuilding be sold, sub-let, or rented independently from the main dwelling, nor should it be used as residential accommodation.</p> <p>Additionally, members asked for consideration of the resident's objection dated 10th February 2025, particularly regarding privacy concerns. It is requested that SHBC conduct a site visit to assess these objections.</p>	FPA
25/0061/FFU	<p>41 Windmill Field, Windlesham, Surrey, GU20 6QD Erection of first floor side extension.</p> <p>No objection with the following comment:</p> <p>This extension will involve the creation of a walk-in closet and en-suite bathroom at first floor level, which will affect the appearance of the front of the property and be visible from the roadside.</p> <p>It is stated in the Application Form that all materials will match the existing and members ask if this should be conditioned, as appearance and design are material planning considerations.</p> <p>They also noted that these works have commenced without consent, as indicated on the Application Form.</p>	FPA
24/1004/FFU	<p>Snows Ride Farm , Snows Ride, Windlesham, Surrey, GU20 6LA Modifications to existing entrance to provide wider access and erection of new posts and gate.</p> <p>No objection to the gate and posts.</p> <p>With the following comment:</p> <p>The works will involve the widening of the entrance area and additional tarmac surfacing. The photograph of the entrance dated 1.11.2024 shows mature trees in the vicinity of the entrance. Members request that SHBC investigate whether any</p>	FPA

	trees could be adversely affected by these works and ensure that no mature trees are harmed by the development.	
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There being no further business, the meeting closed at 11:38



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

Held on Tuesday 14th January 2025 at 7:30pm at St Anne's Church Centre, Church Road, Bagshot

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

In attendance: Sarah Wakefield- Assistant Clerk
Pam Newman- Lightwater Resident

Cllr R. Jennings-Evans in Chair

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

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		Action
LVC/24/40	Apologies for absence Apologies for absence were received and accepted from Cllrs Malcaus Cooper and Hartshorn.	
LVC/24/41	Declarations of Interest Cllr Turner declared a non-pecuniary interest in items 9 and 10 as he is the Council representative and a member of Lightwater Society. Cllr Harris declared a non-pecuniary interest in items 9 and 10 as he is a member of Lightwater Society.	
LVC/24/42	Public question time	

	No public questions.	
LVC/24/43	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: LVC/24/54- Lightwater Pavilion	
LVC/24/44	Committee and Sub-Committee Minutes: The minutes of the Lightwater Village Committee meeting held on the 8 th October 2024 were approved and signed by Cllr R Jennings-Evans.	Cllr R. Jennings-Evans
LVC/24/45	Payments for approval The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £7,440.00. It was resolved the payments the total sum of £7,440.00 be authorised, and the Chair signed the Expenditure Transactions Approval List.	Cllr R. Jennings-Evans
LVC/24/46	Committee finances – Income & Expenditure Members were presented with an income and expenditure report up until the 8 th January 2025. Members noted the report.	
LVC/24/47	Lightwater Cemetery a) To review cemetery fees and charges The Committee were asked to review the fees and charges for Lightwater Cemetery and to make a recommendation to Full Council for ratification. Members unanimously agreed to 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. b) To review a Topographical Survey and fencing <u>Fencing</u> Members were reminded of the fencing quotes which had already been reviewed at the last committee meeting. Members were asked to review the quotes again and decide which quote they would like to proceed with. Cllr R Jennings Evans proposed, Cllr Harris seconded, and it was unanimously agreed to proceed with quote 2, provided it included the use of a minimum of 3 support wires. If quote 2 cannot meet this requirement, members agreed to proceed with quote 1.b. <u>Topographical Survey</u>	

	<p>Members were reminded that the topographical survey of the cemetery was completed in December 2024. Members were asked to confirm if they would like to proceed with the following next steps once the deed title had returned from Land registry-</p> <p>A. Request the surveyor to superimpose the title deed boundary onto the survey to identify any discrepancies. B. Have the surveyor mark out the boundary. C. Proceed with fencing once the boundary is marked. D. Expedite the registration process without waiting for the fencing to be completed.</p> <p>Members unanimously agreed to proceed with the next steps (A, B, C, and D) as outlined above. It was also agreed to request a quote from the surveyor who conducted the topographical survey for the completion of these steps. Delegated authority was given to the Clerk, in conjunction with the Chair and Vice Chair, to review the surveyor's quote to ensure it aligns with the brief. Additionally, members approved a budget of up to £1,000 for the work, to be funded from the Cemetery Earmarked Reserve (EMR).</p>	Clerk, Chair & Vice-chair
LVC/24/48	<p>Lightwater Recreation ground- to discuss two requests for the use of the Recreation Ground.</p> <p>Members reviewed two requests to use the Lightwater Recreation ground in 2025:</p> <p>Lightwater Society requested to use the Recreation Ground for a VE Day event on Saturday 10th May 2025.</p> <p>The Lightwater Fete Committee requested the use of the Recreation Ground to host the Lightwater Village Fete on either Saturdays 21st or 28th June 2025.</p> <p>Members unanimously resolved to approve the use of the field for the purposes outlined above, subject to all the necessary event paperwork being completed to the Council's satisfaction.</p>	
LVC/24/49	<p>War memorial planting- to discuss planting options at the war memorial and the war memorial gardens</p> <p>Members were asked to consider the options outlined in the meeting papers for maintenance and planting of the bedding around the war memorial and maintenance within the war memorial gardens:</p> <p>Members unanimously resolved to proceed with Quotation A from the alternative contractor for a one-off planting and maintenance project around the war memorial and within the war memorial gardens. It was agreed that the contractor, in conjunction with the Clerk, would select the plants at their discretion. Members agreed a spend up to £1000 to be funded from the Lightwater Village Reserve.</p> <p>Members also requested that the ongoing maintenance of both areas be handled by L-Vis, with the Clerk initiating discussions with the volunteer group to determine how this can be implemented. In the meantime,</p>	<p>Clerk</p> <p>Clerk</p>

	members agreed that Glendale would continue with the ongoing maintenance of the areas.	
LVC/24/50	<p>Grant Applications-</p> <p>Members were asked to consider a grant application from the Lightwater Fete Committee (part of Lightwater Connected), requesting £500 to cover arena events for the annual Lightwater Fete.</p> <p>Members were asked to consider the grant application and decide if they would like to award a grant for the above purposes.</p> <p>Members unanimously resolved to award the Lightwater Fete Committee (part of Lightwater Connected) £500 for the above purposes.</p>	
LVC/24/51	<p>Clerks Update-</p> <p>The Assistant Clerk provided the following update:</p> <ol style="list-style-type: none"> 1) <u>Proposed Parking Charges at Lightwater Country Park</u> As resolved at the last committee meeting, a letter was sent to the leader of SHBC to express concerns about the proposed introduction of car parking charges at Lightwater Country Park. A response to the letter was received and forwarded to members of the committee. 2) <u>Hook Mill Lane</u> As resolved at the last committee meeting, a planning consultant has been appointed to assess the planning limitations and potential of the site. The consultant is scheduled to visit the site next week and their appraisal will be shared with members upon receipt. 	
LVC/24/52	<p>Correspondence-</p> <p>Members discussed correspondence from a Lightwater resident expressing concerns about the Blue Cedar trees in Lightwater Cemetery. Members confirmed that they would like to reassure the resident that any proposed works in the cemetery will be carefully considered, and there is no intention to remove any specimen trees.</p>	
LVC/24/53	Exclusion to the press and public – To exclude members of the public, including the press, for consideration of items excluded under s1(2) of the Public Bodies (Admission to Meeting) Act 1960.	
LVC/24/54	<p>Lightwater Pavilion Project-</p> <p>Members were reminded of a call held in December, attended by the Clerk, agreed members, and the appointed solicitor, to address queries regarding the management of the trust. Following the call, the Clerk circulated a recording to all members for reference.</p> <p>It was confirmed in the meeting that the Council's Auditor had provided the Clerk with an effective approach for the future management of the trust. The</p>	

	<p>Clerk is currently awaiting a response from the solicitor to confirm her agreement with the proposed approach.</p> <p>Members agreed that establishing a Lightwater Pavilion working party would be beneficial to discuss next steps once the trust's management approach has been finalised.</p>	
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There being no further business, the meeting closed at 20:27



Windlesham Parish Council

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The Council Offices
The Avenue
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GU18 5RG

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

Held on Tuesday 4th February 2025 at 7:00pm at St Anne's Church Centre, Church Road, Bagshot

Councillors	
Bakar	P
Du Cann	P
Gordon	P
Hills	R
White	P
Willgoss	P

In attendance: Sarah Wakefield– Assistant Clerk

Cllr Willgoss took the Chair

P - present

A – apologies

PA – part of meeting

- no information

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		Action
BVC/24/38	Apologies for Absence No Apologies for absence were received.	
BVC/24/39	Declarations of Interest There were no Declarations of Interest.	
BVC/24/40	Public question time No Public Questions.	
BVC/24/41	Exclusion of the press and public There were no exclusions to the press and public.	
BVC/24/42	Committee and Sub-Committee Minutes The minutes of the Bagshot Village Committee meetings held on the 12 th November 2024 were approved and signed by Cllr Willgoss.	Cllr Willgoss

BVC/24/43	<p>Payment lists for approval</p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £563.45.</p> <p>It was resolved payments to the total sum of £563.45 be authorised, and the Chair signed the Expenditure Transactions Approval List.</p>	Cllr Willgoss
BVC/24/44	<p>Committee finances – Income & Expenditure Report</p> <p>Members were presented with an income and expenditure report up until the 27th January 2025.</p> <p>Members noted the report.</p>	
BVC/24/45	<p>Bagshot Cemetery- To discuss Cemetery Improvements</p> <p>Members had identified several areas in the cemetery needing attention and agreed to further investigate or obtain quotes for the necessary improvements. Members were asked to review the updates in the papers and asked to make the necessary decisions.</p> <p>Members noted the following updates:</p> <ul style="list-style-type: none"> • Repair and reinstatement of the crosses on the memorials which are close to the chapel: The Assistant Clerk informed members that she is seeking quotes from stonemasons. • Repair or replace broken tiles in the chapel entrance (obtain quotes): The Assistant Clerk informed members that she is seeking quotes for the broken tiles and also for the repair of some brickwork around the entrance to the Chapel, but so far, no quotes have been received. <p>Reinstate the pathways in the cemetery: The Assistant Clerk reported that she has sought quotes from 3 contractors to reinstate the pathways in Bagshot Cemetery and hopes to bring indicative pricing to the meeting.</p> <ul style="list-style-type: none"> • Remove the green plastic grass and replace with an industrial mat: The Assistant Clerk updated members that the plastic grass matting has been removed and replaced with new matting. It was also reported that new safety matting has also been installed in front of the chapel entrance. • New carpet in the Chapel: The Assistant Clerk reported she has contacted a local carpet fitting company for quotes and will arrange a site visit in the future. <p>Members were also advised that the drainage works in the cemetery were still ongoing, with delays arising due to the need to obtain permission from the Ministry of Justice for excavation near graves.</p>	

BVC/24/46	<p>School Lane Field- to discuss the maintenance of School Lane Field Pond and improvements to the pathways and drainage</p> <p>Members noted the update in the meeting papers regarding potential approaches for maintaining the pond at School Lane Field.</p> <p>Following Wayne Purdon's site visit, members unanimously agreed that if he recommends a valve system, he should proceed with its design, and pricing should be obtained accordingly.</p> <p>The Assistant Clerk reported that she was in the process of obtaining quotes for a porous path around the pond and field and would provide an update on costs at a future meeting.</p>	
BVC/24/47	<p>Bagshot Conservation Area- Conservation Area Appraisal</p> <p>Members noted that the last appraisal of the Bagshot Conservation Area was conducted by SHBC in 2015. Cllr Willgoss requested that the committee consider formally requesting SHBC to undertake a new appraisal. The committee was asked to decide whether they wished to request the Clerk to contact SHBC to propose a review of the Conservation Area Appraisal for Bagshot.</p> <p>Members unanimously resolved to request that the Clerk contacts SHBC to propose a review of the Conservation Area Appraisal for Bagshot.</p>	Clerk
BVC/24/48	<p>Grants- to discuss grant applications from Curley Park Rangers Football Club and Bagshot Cricket Club</p> <p><u>To consider a Grant Application from Bagshot Good Companions</u></p> <p>Members reviewed a grant application from Bagshot Good Companions, requesting £500 to help fund the groups outings and events.</p> <p>Members unanimously resolved to grant the full amount of £500 to the Bagshot Good Companions for the above purposes. The grant is to be funded from the Bagshot Grant budget.</p> <p><u>To consider a Grant Application from Curley Park Rangers Football Club</u></p> <p>Members reviewed a grant application from Curley Park Rangers, requesting £2,323 to help fund their annual fund pitch maintenance.</p> <p>Members unanimously resolved to grant the full amount of £2,323 to the Curley Park Rangers Football Club for the above purposes. As the grant budget is insufficient, members agreed</p>	

	<p>to allocate £1,842 from the Bagshot Grant Budget and £481 from the Bagshot Village Reserve.</p> <p><u>To consider a CIL funding application from Bagshot Cricket Club</u></p> <p>Members reviewed a CIL funding application from Bagshot Cricket Club to help fund new outdoor training net facilities. Members were asked to confirm if they wish to grant Bagshot Cricket Club the requested £10,000 for the outlined purposes.</p> <p>Members unanimously resolved to fund £5,000 from the Bagshot CIL. Members also agreed to consider a further application in the future if the club was unable to raise the necessary funds, provided they could demonstrate that they had explored other funding options, such as from SHBC or SCC.</p>	
BVC/24/35	<p>Clerks update</p> <p>No updates.</p>	
BVC/24/36	<p>Correspondence</p> <p>The Assistant Clerk read out an update from Cllr Richard Tear with regards the Bagshot Traffic and Infrastructure scheme. Cllr Tear confirmed that the designs for the traffic scheme in Bagshot Village were complete and that he was waiting for SCC Highways to provide further updates.</p>	
BVC/24/37	<p>Exclusion of the press and public - To exclude members of the public, including the press, For consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>No exclusions to the press and public.</p>	

There being no further business, the meeting closed at 19:47

PAYMENTS

Top Level for Month No 10				Order by Invoices Entered							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/01/2025	10005203836	738	CASTLE WATER	CASTL	7.14	0.00	7.14	4055	455	7.14	Water - Dec 24 Lightwater Pav
TOTAL INVOICES					7.14	0.00	7.14			7.14	
VAT ANALYSISCODE OTS @ 0.00%					7.14	0.00	7.14				
TOTALS					7.14	0.00	7.14				

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
20/01/2025	1752	739	PERFECTION PEST	PERFPEST	260.00	0.00	260.00	4435	225	260.00	2 x visits re: mice control
TOTAL INVOICES					260.00	0.00	260.00			260.00	
VAT ANALYSISCODE OTS @ 0.00%					260.00	0.00	260.00				
TOTALS					260.00	0.00	260.00				

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
10/10/2024	2797	740	SURREY ALC	SALC	60.00	12.00	72.00	4350	220	60.00	2 x SALC Annual Conf
20/01/2025	75015	741	PLAY INSPECTION CO	PLAYI	269.25	53.85	323.10	4220	310	107.70	Freemantle/School Lane inspect
								4220	410	53.85	Lightwater Rec inspection
								4220	510	107.70	Kings Lane/Windmill insp
TOTAL INVOICES					329.25	65.85	395.10			329.25	
VAT ANALYSISCODE S @ 20.00%					329.25	65.85	395.10				
TOTALS					329.25	65.85	395.10				

Top Level for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/02/2025	13	742	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Planning Meeting - 8 Jan 25
								4950	425	5.55	Planning Meeting - 8 Jan 25
								4950	525	3.90	Planning Meeting - 8 Jan 25
03/02/2025	0851	743	MULBERRY CO	MULBE	90.00	18.00	108.00	4500	330	15.00	6 x Code of Conduct training
								4500	430	30.00	6 x Code of Conduct training
								4500	530	45.00	6 x Code of Conduct training
04/02/2025	2040463	744	SURREY HEATH	SHBC01	8,556.32	1,711.27	10,267.59	4165	310	3,622.98	Greenspace maint - Feb 25
								4165	410	2,780.43	Greenspace maint - Feb 25
								4165	510	2,022.13	Greenspace maint - Feb 25
								4220	410	65.39	Playground insp - LW Rec
								4220	310	65.39	Playground insp - SLF
31/01/2025	2086	745	ZENTECH IT	FRE01	287.57	57.51	345.08	4440	225	247.57	Licences - 31 Jan 25 + support
								4425	225	40.00	Licences - 31 Jan 25 + support
05/02/2025	202503	746	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	18.50	Full Council - 21 Jan 25
								4950	425	18.50	Full Council - 21 Jan 25
								4950	525	13.00	Full Council - 21 Jan 25
								4950	425	50.00	LVC - 14 Jan 25
TOTAL INVOICES					9,048.89	1,786.78	10,835.67			9,048.89	
VAT ANALYSISCODE OTS @ 0.00%					115.00	0.00	115.00				
VAT ANALYSISCODE S @ 20.00%					8,933.89	1,786.78	10,720.67				
TOTALS					9,048.89	1,786.78	10,835.67				

Top Level for Month No 11

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2025	11299	747	SURREY HILLS	SURREYH	2,074.00	400.00	2,474.00	4400	225	2,074.00	Reg of 3 x cemeteries (legal)
26/07/2024	388366	748	OCEAN FIRE	OCEAN	219.87	43.97	263.84	4435	225	219.87	Srvce of fire equip
07/02/2025	10005480609	749	CASTLE WATER	CASTL	7.14	0.00	7.14	4055	455	7.14	Water - Broadway Rd (1-31 Jan)
TOTAL INVOICES					2,301.01	443.97	2,744.98			2,301.01	
VAT ANALYSISCODE					OTS @ 0.00%	81.14	0.00	81.14			
VAT ANALYSISCODE					S @ 20.00%	2,219.87	443.97	2,663.84			
TOTALS					2,301.01	443.97	2,744.98				

Top Level for Month No 11

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
13/02/2025	1046191	750	UK SAFETY MANAGEMENT	UK SAFETY	59.00	11.80	70.80	4525	235	59.00	PAT test - Bagshot Chapel
24/05/2024	4063A	751	NEIL CURTIS	NEIL	20.00	0.00	20.00	4005	400	20.00	Correction to inv4063
TOTAL INVOICES					79.00	11.80	90.80			79.00	
VAT ANALYSISCODE OTS @ 0.00%					20.00	0.00	20.00				
VAT ANALYSISCODE S @ 20.00%					59.00	11.80	70.80				
TOTALS					79.00	11.80	90.80				

Top Level for Month No 11

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
13/02/2025	1046179	752	UK SAFETY MANAGEMENT	UK SAFETY	116.80	23.36	140.16	4435	225	116.80	PAT testing - office + chamber
TOTAL INVOICES					116.80	23.36	140.16			116.80	
VAT ANALYSISCODE S @ 20.00%					116.80	23.36	140.16				
TOTALS					116.80	23.36	140.16				

Agenda Item 8 – Full Council Meeting 25 February 25
Budget Monitoring Report to 13 February 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;
- (ii) Councillors should note the schedule showing the Forecast expenditure to 31 March 25 (see Table 3) which details the anticipated year end position and anticipated funds that will be transferred to the General Reserve or EMRs. This shows a number of potential transfers to EMRs where specific budgeted items have not been spent and a balance that will be transferred to the general reserve.

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 £3,139. 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	£90,073 ⁽¹⁾	£77,351
1030	Allotment fees	£2,098 ⁽²⁾	£1,970
1076	Precept	£505,201 ⁽³⁾	£505,201
1800	Other income	£16,581 ⁽⁴⁾	0
1900	Interest received	£13,546 ⁽⁵⁾	£9,492
1950	CIL income	£10,115 ⁽⁶⁾	0
Total income		<u>£637,614</u>	<u>£594,014</u>

- (1) Income from burial fees arises as follows: Bagshot - £656; Lightwater - £18,558; Windlesham - £70,859;
- (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. In addition £3,581 was received from Locality which will be used to offset the cost of the Windlesham Local Plan preparation;
- (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 13 February 25 along with the corresponding Balance Sheet and Income and Expenditure reports attached.

Expenditure for the year to date is £428,874 against a full year budget of £594,014 – approximately 82.6% (after deduction of the £75K Cemetery EMR amounts) and is in line with that expected given an even spread of costs. Of this expenditure a sum of £64,707 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 £29,581 giving an overspend of £13,581 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 £765 have been incurred with an overspend is £165.

(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 though transfers have been made from the general reserve of the individual cemetery reserves to reflect the substance of the resolution.
- (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 £8,426 per month reflect the annual increase applied from February onwards. The level of increase was discussed and approved at the Full Council meeting on 21 January 2025 (C/24/160). Costs 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 has now begun.
- (3) 4300 Salaries and related payroll costs – the salary and related costs show a charge of £137,124 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) subject to resignations and appointments of Councillors in the remainder of the period. Any excess 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. Table 1 below shows movements on the account. To date Bagshot has spent its full budget allocation whilst Lightwater has £1,920 and Windlesham £900 remaining.

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. Table 2 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 shows estimated spend against the current budget which is reflected against the General Reserve balance.

Table 1: Windlesham Parish Council Grant Reconciliation – 13 Feb 25

WVC GRANT RECONCILIATION (coel 4650)- 2024-25					17 Feb 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	BVC/23/62	£957			£957
- Bagshot Society re: venue hire, publicity, planting	BVC/23/78	£697			£697
- Lightwater Library Assoc. re: induction loop installation	LVC/24/27		£930		£930
- Lightwater Community Cinema	LVC/24/16		£750		£750
- Windlesham Darby & Joan Club	WVC/24/33			£800	£800
- Surrey Heath Neighbourhood Watch	C/24/67	£150	£150	£150	£450
- Bagshot Events - mini Christmas trees on shop fronts	BVC/24/22	£1,311			£1,311
- Windle Valley Fundraisers, Xmas lights switch on	BVC/24/34	£500			£500
- Windlesham Scouts replacement tables	WVC/24/43			£400	£400
- Windlesham Over 60's Luch Club	WVC/24/56			£750	£750
- Bagshot Cricket Club	BVC/24/48	£5,000			£5,000
Grant expenditure per I&E		£7,658	£580	£2,100	£10,338
Committed for 2024-25					
- Lightwater Fete Committee	LVC/24/50		£500		£500
Bagshot Good Companions	BVC/24/48	£500			£500
Curley Park Rangers grant	BVC/24/48	£2,323			£2,323
Total grant expenditure		£10,481	£1,080	£2,100	£13,661
Movements from EMRs					
Bagshot Cricket Club tfr from EMR Bagshot CIL	BVC/24/48	(£5,000)			(£5,000)
Curley Park Rangers tfr from Village Reserve	BVC/24/48	(£481)			(£481)
		(£5,481)	£0	£0	(£5,481)
Available budget		(£0)	£1,920	£900	£2,820

Table 2: EMR status as at 13 February 2025

	Account	Balance at 11 Feb 25	Committed <i>Note</i>	Adj balance 11 Feb 25		
	General Reserve (11 Feb 25)	374,511.00	(91,689.00)	282,822.00	Forecast net expenditure - Feb-Mar 25	
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	3,254.00	(3,154.00)	0.00	Windmill Field playground - £3,154	C/23/206
325	EMR Windlesham CIL	57,182.18	(53,800.00)	3,382.18	Windmill Field playground - £50,000; 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		
336	EMR Lightwater Cemetery maintenance	37,750.00	(10,000.00)	27,750.00	Topographical survey of LW Cemetery	LVC/23/54
337	EMR Bagshot Cemetery maintenance	25,000.00		25,000.00		
338	EMR Windlesham Cemetery maintenance	25,000.00		25,000.00		
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	(4,681.00)	8,868.56	Phone box renovations - £4,000; Face painting at Freemettle Road playground opening - £200; Curkley Park Rangers - £481	BVC/23/57; BVC/23/58; BVC/24/48
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	300,258.59	(237,500.00)	62,758.59	Traffic & infrastructure - £100,000; Bagshot Chapel - £20,000; Gomer Road playground £17,500; Allotment purchase - £100,000;	Various
390	EMR Civic Functions	1,143.87		1,143.87		
395	EMR Tree Works	38,828.49	(23,990.00)	14,838.49	Estimated cost of tree works to be taken from EMR - no provision in budget	Budget discussion
399	EMR CGR costs	40,000.00		40,000.00		
	Capital Reserve & EMRs	830,817.58	(405,424.00)	425,393.58		
	Total Reserves	1,206,628.58	(497,113.00)	709,515.58		

Table 3: Forecast expenditure as at 31 March 25

WINDLESHAM PARISH COUNCIL - FORECAST INCOME &EXPENDITURE FOR 2024-25							
		Actual to 31 Jan 25	Forecast February 11	Forecast March 12	2024-25 Actual/Forecast	Annual Budget	Variance
Income Detail							
1000	Burial fees	88,273	6,132	6,132	100,538	77,351	23,187
1030	Allotment fees	2,098			2,098	1,970	128
1076	Precept	505,201			505,201	505,201	0
1800	Other income	16,581			16,581	0	16,581
1900	Interest received	13,493	5,688	1,140	20,321	9,492	10,829
1950	CIL income	10,115			10,115	0	10,115
Total income		635,761	11,820	7,272	654,854	594,014	60,840
Expenditure Detail							
4005	Ashes internment	6,191	496	496	7,184	7,680	496
4050	Rates	2,794			2,794	3,048	254
4055	Pavilion utilities	61		120	181	500	319
4060	Maintenance	58,923	2,130	2,130	63,183	48,910	(14,273)
4062	Cemetery maintenance - EMR	0			0	75,000	75,000
4070	Allotment refunds	0			0	100	100
4100	War Memorial	150			150	5,210	5,060
4105	Bagshot Clock	0			0	500	500
4160	Greenspace contingency	2,697			2,697	3,000	303
4165	Greenspace contract	80,993	8,426	28,426	117,845	120,000	2,155
4185	Planting	5,873			5,873	5,863	(10)
4190	Christmas trees	0	7,500		7,500	5,745	(1,755)
4195	Tree maintenance/surgery	10,911	1,225	1,225	13,361	0	(13,361)
4220	Playground repair/renewals	29,451	131	131	29,712	16,000	(13,712)
4300	Salaries	88,010	8,620	8,620	105,250	105,681	431
4340	Local Government Pension	25,836	2,546	2,546	30,928	32,515	1,587
4345	HMRC payroll	23,278	2,358	2,358	27,994	29,982	1,988
4350	Training	1,248	257	257	1,761	2,000	239
4380	Elections	0			0	0	0
4400	Legal/Recruitment/HR costs	497	2,474		2,971	5,000	2,029
4403	Consultant costs	0		3,581	3,581	0	(3,581)
4410	Cleaner	0			0	750	750
4415	Insurance	5,244			5,244	5,200	(44)
4420	Finance system	3,229			3,229	2,073	(1,156)
4425	External finance support	725	40	40	805	600	(205)
4430	Licences & subscriptions	9,027			9,027	4,991	(4,036)
4435	Office expenses	2,854	180	180	3,214	2,400	(814)
4440	ICT costs	2,291	261	261	2,813	6,557	3,744
4445	Audit	70		1,575	1,645	1,620	(25)
4455	Telecoms and security	1,225	101	127	1,453	1,795	342
4500	Cllr allowances, training and exp	25,141	2,479	2,479	30,099	32,627	2,528
4525	Bagshot Chapel building costs	334			334	10,240	9,906
4550	Office building costs	5,769	75	375	6,220	7,804	1,584
4555	HMLD building costs	8,216	15	15	8,247	7,946	(301)
4600	Annual meeting/Civic costs	404	1,596		2,000	2,000	0
4640	Marketing	608		3,392	4,000	4,000	0
4650	Grants	5,838	1,887	1,887	9,613	11,000	1,387
4905	Pavilion Capital project	692	3,000		3,692	15,000	11,308
4915	Festive Lights Capital project	2,712	4,464		7,176	7,176	0
4950	Hall hire	1,128	150	150	1,428	3,501	2,073
Total expenditure		412,420	50,411	60,371	523,204	594,014	70,810
Total Income		635,761	11,820	7,272	654,854	594,014	60,840
Total Expenditure		(412,420)	(50,411)	(60,371)	(523,204)	(594,014)	70,810
Net income/(expenditure)		223,341	(38,590)	(53,098)	131,650	0	131,650

Plus: Transfer from EMR	15,116		15,116
- EMR395 Tree Works	13,361		
- EMR354/350/355 Village reserves	0		
- EMR354/350/355 Village reserves	1,755		
Less: Transfer to EMR	111,389		111,389
- Cemetery EMRs (C/24/117)	75,000	Tfr made	
- EMR340 Lightwater Pavilion	11,308		
- EMR331 War Memorial	5,060		
- EMR330 Repairs and maintenance	9,906		
- 325 Windlesham CIL	10,115		
Virements:			
- 4430 Licences and subscriptions	3,428		
- 4440 ICT costs	(3,428)		
Movement to/(from) Gen Reserve	35,377		35,377

Detailed Balance Sheet - Excluding Stock

Movement Month 11 Date 13 Feb 2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	2,139	
105	VAT Control A/c	4,880	
200	Barclays Current Account	536,760	
205	Santander Account	201,193	
210	RBS Account	47,219	
215	Skipton Account	67,628	
225	Cambridge and Counties Account	231,281	
230	Hampshire Trust Bank	65,984	
235	Redwood Bank	66,271	
245	Unity Bank current a/c	4,994	
Total Current Assets		1,228,348	
<u>Current Liabilities</u>			
500	Creditors	13,568	
501	Bagshot PL	5,000	
502	Lightwater PL	536	
503	Windlesham PL	2,615	
Total Current Liabilities		21,719	
Net Current Assets			1,206,629
Total Assets less Current Liabilities			1,206,629

Represented by :-

300	Current Year Fund	208,740
310	General Reserves	165,771
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.	37,750
337	EMR Bagshot Cemetery Maint.	25,000
338	EMR Windlesham Cemetery Maint.	25,000
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	300,259
390	EMR Civic Functions	1,144
395	EMR Tree Works	38,828
399	EMR CGR costs	40,000

Detailed Balance Sheet - Excluding Stock**Movement Month 11 Date 13 Feb 2025**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>1,206,629</u>

Income & Expenditure by Budget 13/02/2025

Month No: 11

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	1,800	90,073	77,351	(12,722)			116.4%
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	16,581	0	(16,581)			0.0%
1900 Interest Received	231	13,724	9,492	(4,232)			144.6%
1950 CIL Income	0	10,115	0	(10,115)			0.0%
Total Income	2,031	637,792	594,014	(43,778)			107.4%
<u>Overhead Expenditure</u>							
4005 Ashes interment	0	6,191	7,680	1,490		1,490	80.6%
4050 Rates	0	2,794	3,048	254		254	91.7%
4055 Pavilion Utilities	32	93	500	407		407	18.6%
4060 Maintenance	50	58,972	48,910	(10,062)		(10,062)	120.6%
4062 Cemetery maintenance - general	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	8,426	89,419	120,000	30,581		30,581	74.5%
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	0	10,911	0	(10,911)		(10,911)	0.0%
4220 Playground Repairs & Renewal	131	29,581	16,000	(13,581)		(13,581)	184.9%
4300 Salaries	0	88,010	105,681	17,671		17,671	83.3%
4340 Local Government Pension	0	25,836	32,515	6,679		6,679	79.5%
4345 HMRC Payroll	0	23,278	29,982	6,704		6,704	77.6%
4350 Training	0	1,248	2,000	752		752	62.4%
4400 Legal/HR/Recruitment Costs	2,074	2,571	5,000	2,429	5,000	(2,571)	151.4%
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	40	765	600	(165)		(165)	127.5%
4430 Licences & Subscription	0	9,027	4,991	(4,036)		(4,036)	180.9%
4435 Office Expenses	220	3,073	2,400	(673)		(673)	128.1%
4440 ICT Costs	248	2,538	6,557	4,019		4,019	38.7%
4445 Audit	0	70	1,620	1,550		1,550	4.3%
4455 Telecoms & Security	0	1,225	1,795	570		570	68.2%
4500 Cllr Allowances, Training & Ex	120	25,261	32,627	7,366		7,366	77.4%
4525 Bagshot Chapel Building Costs	0	334	10,240	9,906		9,906	3.3%
4550 Office Building Costs	0	5,769	7,804	2,035		2,035	73.9%

Income & Expenditure by Budget 13/02/2025

Month No: 11

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4555 HMLD Building Costs	0	8,218	7,946	(272)		(272)	103.4%
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	5,000	10,838	11,000	162	2,250	(2,088)	119.0%
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	115	1,243	3,501	2,259		2,259	35.5%
Total Overhead	16,454	428,874	594,014	165,140	7,250	157,890	73.4%
Total Income	2,031	637,792	594,014	(43,778)			107.4%
Total Expenditure	16,454	428,874	594,014	165,140	7,250	157,890	73.4%
Net Income over Expenditure	(14,423)	208,918	0	(208,918)			
plus Transfer from EMR	5,000	64,707	0	(64,707)			
less Transfer to EMR	0	10,115	0	(10,115)			
Movement to/(from) Gen Reserve	(9,423)	263,510	0	(263,510)			

Item 9 - Windlesham Parish Council Investment Strategy

The attached investment strategy is prepared for the Full Council to consider. The Council members are also asked to read and consider the following information to inform the next course of action.

Note that investment opportunities for Local Authorities are increasingly rare with a large number of financial institutions no longer taking deposits from them. However the Council now has accounts with Unity Bank and so can access this bank as a source of deposits, it being a bank that aims to support local initiatives and as such is familiar with the needs of local councils.

1. Analysis of cash and investment balances at 31 January 2025

Account	Acct type	Int. Rate	31 Jan 25	Est m'ment to 31 Mar 25	Est balance as at 31 Mar 25
Barclays Bank	Current	0.00%	527,841	(199,115)	328,726
Unity Bank	Current	0.00%	4,994	0	4,994
Santander Bank	Instant access	1.05%	201,193	348	201,541
RBS account	Instant access	1.36%	47,166	113	47,279
Unity Bank	Instant access	2.50%	-	0	-
Skipton BS *	Annual interest	3.10%	67,628	2,096	69,725
Cambridge & Counties	180 day notice	4.50%	231,281	1,738	233,019
Hampshire Trust *	12 month deposit	3.70%	65,984	2,441	68,425
Redwood Bank *	95 day notice	3.45%	66,271	2,286	68,557
	TOTAL		1,212,357	(190,092)	1,022,266
Account type					
Current account					333,720
Instant access accounts					248,820
Medium term accounts					439,726
					1,022,266

Notes:

- (i) The expenditure forecast includes £120,000 for the allotment purchase.
- (ii) The Hampshire Trust account balance matures on 28 February 2025 with options available to the Council being:
 - Re-invest in a 1 year Fixed Saver account at an interest rate of 4.36% gross, a 2 year fixed rate Saver account is available but at a lower rate of 4.22% and a three year account at 4.16%;
 - Re-invest in an easy access account currently available at a rate of 3.90% but which tracks the Bank of England rate so is therefore variable;

- Withdraw the funds and invest elsewhere.
 - If no instructions are received the funds will be transferred to an easy access account with Hampshire Trust earning interest at the relevant rate.
- (iii) Interest rates are currently in the process of alteration as the base rate changes. There is no guarantee that rates shown above will remain constant over the coming months.

2. Analysis by account type

As noted in the table above we currently have £334k in current accounts, £249k in instant access accounts and £440k in medium term deposit accounts. It should also be noted that £275,530.50 will be received from SHBC on 1 April 25 covering the first half of the precept, the second half will be received on 1 September 25. This will take the balance in the Barclays account to an estimated £603k, sufficient to cover the net expenditure budgeted for the entire year. Subject to satisfactory completion of the HML sale and further CIL amounts due the council will have significant funds available – it is noted that the timing and amount of these two items is uncertain however.

- Current accounts

The Council currently use Barclays Bank as the main current account provider. However during the course of the last two years we have had significant issues surrounding the changing of signatories on the account which lead to the Council resolving to set up a current account with Unity Bank. This is now in place and available for use.

Council should consider the following options:

- From 1 April 25 invoices should reflect the Unity Bank current account as the bank to be used;
- A sum of £100k should be transferred to the Unity Bank instant access account earning 2.5% interest in order to obtain a return on these surplus funds and cover any bank charges incurred (this was part of the initial proposal);
- The Barclays account should continue to be used to reduce the balance held prior to moving to Unity Bank after a transition period.

- Instant access accounts

The Council currently holds £248k of funds in instant access accounts with Santander and RBS earning a weighted average interest rate of approximately 1.11%.

Currently Unity Bank are offering the following savings projects:

- Instant Access savings account paying 2.5% gross;
- 30 day deposit account paying 2.96% gross;
- 90 day deposit paying 3.06% gross;
- 6 month fixed term deposit paying 4.00% gross;
- 12 month fixed term deposit paying 4.25% gross.

Council should consider moving the £248k funds to a Unity Bank account. Given the funds held in the current account and the potential expenditure on projects in 2025-26 it may be advisable to invest in either the 30 or 90 day deposit accounts. Funds would be tied up for these periods but with planning this should not be a problem as funds could be moved with the relevant notice.

- **Medium Term Accounts**

The Council holds £439k in medium term accounts earning interest at rates between 3.1% and 4.5%. At the current time these are competitive though we do have issues with access. It is proposed that the Council retain these accounts though conduct periodic reviews to ensure that ^{they} remain competitive in the market. Where this ceases to be the case then a further proposal will be made.

3. Actions required

3.1 Council to decide the approach to the balance held with Hampshire Trust at the expiry date of 28 February 2025.

- Re-invest in a Fixed Rate saver account currently at 4.36% gross;
- Re-invest in an easy access account at 3.9% but which tracks the Bank of England rate;
- Withdraw the funds and invest elsewhere;
- Allow funds to be transferred to an easy access account.

3.2 Council to consider whether, in relation to the existing current account:

- To ensure that incoming funds are transferred into the Unity Bank current account;
- To deposit a sum of £100,000 in the Unity Bank instant access account;
- To maintain the use of the Barclays account for a transition period until moving over permanently to the Unity Bank current account. At this point all funds should be transferred and the Barclays account closed.

3.3 The Council should consider transferring the funds from RBS and Santander into a Unity Bank deposit account to increase the interest potential. The Council should additionally decide which account from the list above to use.

3.4 3.4 Council to make a decision on the future of the medium term balances as noted above.

WINDLESHAM PARISH COUNCIL
INVESTMENT STRATEGY – ADOPTED FEBRUARY 2023

1. Introduction

- 1.1 The Local Government Act 2003 ('the Act') Section 12 provides a local authority with the power to invest:
- (a) *For any purpose relevant to its functions under any enactment; or*
 - (b) *For the purpose of the prudent management of its financial affairs*
- 1.2 Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Department for Levelling Up, Housing and Communities (DLUHC).
- 1.3 The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide states *'Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to DLUHC's statutory Guidance on local government investments. If total investments are to exceed the threshold specified in DLUHC's statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the DLUHC guidance.'*
- 1.4 The council acknowledges that the threshold within the DLUHC's statutory guidance is £100,000 and has therefore developed this Investment Strategy.

2. Objectives

- 2.1 The council's priorities are, in the following ranking order:
- (a) The security of capital to minimise the risk of losses
 - (b) The liquidity of investments to meet the cash flow needs of the council
 - (c) Maximising income within the framework of the national economic situation

- 2.2 The council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.
- 2.3 The council will endeavour to maximise the depositor protection offered by the Financial Services Compensation Scheme (FCSC) or other deposit protection schemes available.
- 2.4 The council acknowledges that the FSCS offers 100% protection up to £85,000 *per financial institution* for small local authorities, which within the FSCS guidance are defined as '*local authorities with an annual budget of up to €500,000*' (approx. £428,000 February 2024). As the Council's budget exceeds this limit the deposits made are therefore not covered by the scheme.

3. Investments

- 3.1 All investments and deposits will be in pounds sterling (£) and placed with UK registered financial institutions. Wherever possible, these institutions will be covered by the depositor protection of the FSCS.
- 3.2 Where investments or deposits are made with financial institutions that are not covered by the FSCS depositor protection, the credit rating of the institution will be a minimum of 'A', and the credit ratings will be checked as least annually by the RFO.
- 3.3 Where appropriate to do so, and to benefit from a higher rate of interest, an instant access deposit account may be used for any surplus funds needed for current expenditure. A daily 'feed' or 'sweep' facility may be set up between the instant access account and the council's primary current account if that is beneficial to the council's liquidity requirements.
- 3.4 Funds not needed for current expenditure (i.e., general or earmarked reserves) may be placed on longer term investments, taking into account the liquidity requirements of the council and the financial projections of the council's adopted business plan.
- 3.5 Longer term investments are defined as those with a maturity date exceeding 12 months. Long term investments are treated as assets within the definition outlined in the JPAG Practitioners' Guide.

4. Reporting and Review

- 4.1 An annual report on the council's investments and deposits will be provided to the Finance Committee, prior to the council determining its budget and precept for the forthcoming financial year.
- 4.2 This policy will be reviewed and approved annually by council, taking into account any changes to guidance contained within legislation and the JPAG Practitioners' Guide.

Agenda Item 10– Council Risk Assessment

Full Council – 25 February 2025

1. Background

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

2. Work Completed

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

All risk assessments are attached for information.

3. Key Risks

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

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

4. **Action Required**

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

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

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

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

Richard Midgley
RFO
17 February 2025

WINDLESHAM PARISH COUNCIL

RISK ASSESSMENT

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

Key

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

Risk Register - Adopted December 2016

Reviews and amendments: February 2018 C/17/183
 January 2019 C/18/184
 February 2020 C/19/204
 March 2021 C/20/218
 February 2022 C/21/156
 January 2023 C/22/167
 January 2024 C/23/161
 January 2025

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

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

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

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			Financial regulations manages the process									
7	Financial	Cash loss	<p>Councils financial regulations in place Any cash received is banked weekly Generally no cash is received however as the Council does not allow this form of payment,</p> <p>Expenditure signed off by Full Council Internal auditor checks twice per year.</p>	RFO Clerk	1	3	3	Members to complete audits throughout the year	Clerk and Council	1	3	3
8	Financial	Incorrect payments of tax/NI Incorrect payment of salaries or allowances. Incorrect hours claimed for overtime	<p>All staff appointments and salaries approved by Full Council. Salaries reviewed and approved at full council by 1 April each financial year.</p> <p>Pay is processed by the Clerk using the in house payroll system and payments are made to staff, authorised by two authorised signatories, one of whom is a Councillor</p> <p>Tax and NI and pension payments are calculated using a payroll software programme and payments made to agencies as calculated,</p> <p>All overtime hours recorded and time off or payment agreed with the Chairman.</p> <p>Personnel files are held by WPC</p>	Clerk .	2	3	6		Clerk	1	3	6

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

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

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
16	manageme nt systems		Three quotes to be sought for goods/works/services above £3000 in value. For between £400 and £3,000, the Clerk/RFO will strive to obtain 3 estimates. Full Council review and agree awarding contract. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.									
17	Financial and manageme nt systems	Contracts with third party not completed in line with contract. Contractors not in possession of adequate liability insurance Contractors not properly qualified to carry out work. Councillors making decisions outside the agreed policy	Process in place as above. All new contracts monitored by Council	Clerk	3	3	9	Councillors are not allowed to contact directly potential new contractors, this must be completed via the Clerk	Clerk	2	3	6
18	Financial and manageme nt systems	Inadequate insurance.	Insurance reviewed yearly with insurance agent. Include public liability. Full council discuss appropriate coverage. Fidelity checks in place.	Clerk	1	3	3	No further action		1	3	3
19	Financial and	Data Protection Policy not in place	Policy in place and reviewed yearly.	Clerk	2	3	6	Policy to include safeguards on registration.	Clerk	1	3	3

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
	managem nt systems		Included in Standing orders. The Council is registered with the Information Commissioners Office. GDPR compliance audit took place in May 2018 – GDPRinfo.com appointed as DPO. All Sensitive information is held securely									
20	Financial and managem nt systems	Freedom of information not robust.	Council conforms to Data Protection standards. Responds to requests within time limits Policy part of standing orders	Clerk	1	3	3	No further action		1	3	3
21	Financial and managem nt systems	Information security fails causing loss of data, information hijacked.	Information security Policy in place and reviewed yearly. PIN/access to systems only known by management and staff. Access changed on staff member leaving. Internal auditor to report on system.	Clerk	2	4	8	Members to complete test on system twice per year through audits to mitigate the risk.	Clerk/ Council	1	4	4
22	Assets	Damage and risk to Street furniture & open spaces	An asset register is kept up to date and a detailed review carried out every 3-5 years. Insurance is held at the appropriate level for all items. Regular checks made of all equipment by greenspace contract staff as part of the contract. Inspections recorded Annual inspection carried out by registered	Clerk	2	3	6	Formally check at monthly meetings the records of inspection.	Clerk	1	3	3

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

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

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

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

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

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

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

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

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

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

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

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

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

January 2022	Section 32 - Elections – new Councillors not properly inducted/trained - amended to “Training is encouraged but mandatory”
January 2022	Section 33 - A pandemic stops or reduces the ability for council to operate - amended – “Government agrees to allow meetings to be held remotely if legislation permits”
January 2022	Section 34 - Resources insufficient to meet the council priorities – further controls amended – “Council to set a three-year budget as recommended by the auditor. Also council to agree to actions from the independent report.”
February 2022	Section 13 – Election Costs -control measures amended – “An asset register is kept up to date and a detailed review carried out every 3-5 years”
February 2022	Section 22 – Damage & Risk to Street Furniture – amended –“ An asset register is kept up to date and a detailed review carried out every 3-5 years”
February 2022	Section 24 – Liabilities – amended “All new risks to be assessed immediately and agreed with appropriate action by Full Council”
February 2022	Section 29 – Governance no succession planning of management – further control measures amended – “Operations Manual to be kept up to date and reviewed annually” “Members to consider a resilience plan”
February 2022	Section 32 – Governance code of conduct – Control measures amended – “Any Member breaking the code could be referred to the monitoring officer.”
January 2024	Section 15 – Financial funds on deposit – Control measures amended – “The Council is not covered under the FA Deposit Protection Scheme as the precept level exceeds eur500,000 (or UK equivalent).”
January 2025	Section 7 – Cash Loss – amended “Generally no cash is received however as the Council does not allow this form of payment.”

Item 11 - Committee Vacancy

Councillor Vacancies on WPC Committees

Members are asked to note that Councillor Richardson has stepped down from the Planning Committee, creating a vacancy.

Currently, the Windlesham Village Committee has only one councillor serving on the Planning Committee. To ensure balanced representation and that Windlesham's interests are effectively considered in planning matters, it is recommended that a Windlesham ward councillor or any other Councillor who is resident in a Windlesham ward, be appointed to this vacancy.

Whilst discussing this matter, Members should also consider a request from Cllr Wilson to be appointed to the Personnel Committee with immediate effect.

Please note that all councillors will have the opportunity to express their interest in committee appointments that best align with their skills and expertise at the Annual Meeting on 20th May

Action

- a) Members are asked to formally acknowledge the resignation of Cllr Richardson from the planning committee.**
- b) To consider appointing a Windlesham ward councillor or any other Councillor who is resident in a Windlesham ward, to the planning committee to ensure adequate representation for Windlesham Village.**
- c) To consider Councillor Wilson's request to be appointed to the Personnel Committee with immediate effect.**

JW

Clerk to the Council

February 2025

Item 12 – Christmas Tree and Festive Lights Tender

Full Council 25th February 2025

Windlesham Parish Council is preparing to launch a tender process for the provision, installation, and maintenance of Christmas trees and festive lighting across the parish. This report summarises the key aspects of the tender process to inform council members and ensure transparency before the formal invitation to tender is issued.

Action Required

Council is asked to consider the information presented in this report and to resolve whether to proceed with the tender process for the provision, installation, and maintenance of Christmas trees and festive lighting for the years 2025, 2026, and 2027.

Overview of the Tender

The tender seeks to engage a contractor for the supply, installation, maintenance, and removal of Christmas trees and lighting for a **1 year contract for 2025, and an option of a 3 year contract covering 2025, 2026, and 2027**. The selected contractor will be responsible for ensuring high-quality festive displays and responding to any issues within specified timeframes.

Budget Consideration

The approved budget allocation for the Christmas tree and lighting provision in **2026 is £21,000**. This budget will be used to ensure the successful delivery of the contract while maintaining value for money. It is essential that all tender submissions remain within this financial framework while meeting the Council's quality and safety expectations.

Scope of Work

The contract will cover the following key aspects:

- **Christmas Trees:** Supply and installation of trees of specified heights for Lightwater, Bagshot, and Windlesham.
- **Lighting:** Installation, maintenance, and removal of rented lighting motifs for designated lampposts.
- **Fencing:** Options for securing trees with fencing for public safety.
- **Call-Out Services:**
 - General maintenance responses within 24 hours.
 - Emergency response for hazardous issues within 2 hours.

Contractor Requirements

Interested contractors must provide:

- Evidence of prior experience in similar projects.
- A minimum of one reference from a past project.
- Valid public liability insurance (£10 million).
- Risk assessment and health and safety compliance documents.
- A completed standard selection questionnaire.

Evaluation Criteria

Submitted tenders will be assessed based on the following weighted criteria:

Criteria	Weighting (%)	Description
Value for Money	40%	Competitive pricing with a detailed cost breakdown ensuring quality service and materials.
Experience & Track Record	20%	Evidence of successful delivery of similar projects, including references.
Quality of Products & Services	30%	Compliance with safety standards (HERS certification), durability of trees and lighting, and overall reliability.
Social Value	10%	The Public Services (Social Value) Act 2012 requires public bodies to consider how the services they procure might improve the economic, social, and environmental well-being of their area.

Tenders will be scored out of 10 for each criterion and weighted accordingly to determine the preferred contractor.

Disqualification Criteria

Submissions will be automatically disqualified for:

- Failure to provide mandatory documentation (insurance, risk assessments, references).
- Non-compliance with required emergency response times.
- A history of safety violations or contract non-performance.
- Legal or ethical violations, including misrepresentation.

Item 13 - Cllr Malcaus Cooper requests that Council consider the following motion:

Windlesham Parish Council (WPC) recognises the importance of protecting and sustaining local community assets and services to ensure their continued benefit to residents.

This Council is asked to resolve to:

- 1. Request that Surrey Heath Borough Council (SHBC) considers adopting a formal Community Asset Transfer (CAT) policy to establish a structured and transparent framework for the transfer of appropriate assets to parish and town councils, charities, and community groups.**
- 2. Delegate authority to the Clerk to initiate exploratory discussions with the Chief Executive of SHBC and relevant staff at SCC regarding:**
 - **The potential adoption of a Community Asset Transfer (CAT) policy to provide clarity and fairness in future asset transfers.**
 - **Opportunities for devolution of services or transfer of community assets where appropriate, ensuring local decision-making and long-term sustainability.**
- 3. Ensure that any outcomes from these discussions are brought back to full Council for consideration before any formal commitments are made.**

This motion does not authorise the transfer of any specific assets or services at this stage but allows the Parish Council to explore potential opportunities in a constructive and collaborative manner.

Background & Rationale

Context: Local Government Reorganisation and the Need for a CAT Policy

The landscape of local government is shifting, with an increasing emphasis on devolution and empowering parish and town councils to take on greater responsibility for service delivery and asset management.

The December 2024 White Paper on Local Government Reorganisation (LGR) outlines the government's vision for strengthening local democracy by fostering closer collaboration between principal authorities and parish councils. This approach acknowledges that well-managed lower-tier councils are often best placed to preserve, enhance, and maintain local assets and services for the benefit of residents.

As the drive towards unitarisation continues, there is a growing risk that community assets could be lost, sold, or centralised as principal authorities restructure their property portfolios. Many services and amenities currently provided by SHBC could face reduction or disposal, leaving parished areas with fewer local resources.

Windlesham Parish Council (WPC) is financially stable, has strong governance structures, and is well-positioned to engage proactively with SHBC on securing the future of key community assets and services. A formalised Community Asset Transfer (CAT) policy would ensure a fair

and structured process for transferring assets to local councils, safeguarding them for community use.

What is Community Asset Transfer (CAT)?

Community Asset Transfer (CAT) is a recognised and well-established mechanism that enables local councils and community organisations to take responsibility for public assets. Many principal authorities across the UK have adopted CAT policies to:

- Provide a clear and transparent framework for asset transfers.
- Ensure that assets remain in community ownership and management.
- Promote long-term sustainability of local services and facilities.
- Safeguard important community spaces from disposal or private sale.

Given the ongoing discussions on Local Government Reorganisation (LGR) and unitarisation, it is critical that WPC actively engages with SHBC to:

- Protect existing community assets from being lost, mismanaged, or sold off.
- Ensure fair and structured consideration of potential transfers.
- Work collaboratively to enhance local decision-making and service delivery.

Item 14a - Cllr R Jennings-Evans requests that Council consider amending Standing Orders as follows:

Motion:

Amendment to Standing Orders on Committee Membership

Cllr R Jennings-Evans proposes that the Council's Standing Orders be amended to introduce a limit of a maximum of six (6) members per committee, with two (2) representatives from each village (Bagshot, Lightwater, and Windlesham), to ensure fair representation. Additionally, all Councillors may act as substitutes when necessary to maintain effective committee functioning.

It is suggested that the following clause be inserted after 4d(iv)

Each committee shall have a maximum of six members, with at least two members representing each village. In cases where a village cannot fulfil its representation, the remaining members shall be appointed by Full Council to ensure fair representation across the parish.

If agreed, the relevant Terms of Reference for each committee should be amended accordingly to reflect this change in committee composition.

Item 14b - Cllr Malcaus Cooper requests that Council consider both amending and clarifying Standing Orders as follows:

Windlesham Parish Council is asked to resolve that:

1. The term “public” in the context of Public Question Time shall be defined as:

- **Residents of Windlesham Parish; or**
- **Representatives of businesses operating within Windlesham Parish.**

2. In line with Surrey Heath Borough Council’s approach to public questions, written questions submitted in advance of a meeting shall be limited to a maximum of 125 words.

Rationale

- Ensuring that Public Question Time is reserved for those with a direct interest in the parish, maintaining its relevance to local governance.
- Providing clarity on eligibility to participate in Public Question Time.
- Introducing a word limit for written questions aligns with best practices and ensures the efficient management of council meetings.

Item 14c - Cllr Wilson requests the Council consider amending Standing Orders in accordance with the Motion below:

The Council believes that cooperation and collaboration with Borough, County and Unitary Councils is essential to promote and defend the public interest in the Parish. To facilitate this, a new section will be added to Standing Order 25 as follows:

“c. Agenda items will be included in all ordinary full Council and Village Committee meetings entitled ‘Borough Council Update’, ‘County Council Update’ and ‘Unitary Council Update’ for any of these councils in existence at the time. All of the councillors on these councils with wards including areas of the parish or villages respectively will be invited to submit a written and/or oral report. Council or Committee members may ask any Borough, County or Unitary councillors present any questions that they are willing to answer during these agenda items.”



Standing Orders 2025 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 21ST JANUARY 2025
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**
 - i. The Chair of the Parish Council**
 - ii. Any two Parish Councillors**
 - iii. Any six local government electors for the parish**
 - e An agenda specifying the time and place, and business to be conducted at the meeting must be signed by the conveners and affixed in some conspicuous place or places in the parish.**
 - f An agenda will be set by the Parish Council in conjunction with conveners of the meeting, if called by six local government electors of the Parish.**
 - g Not less than 7 clear days public notice is to be given, the notice specifying the time, place and business to be transacted. If, however the business proposed relates to the establishment or dissolution of the Parish Council, 14 clear days notice is required.**
 - h A Parish Meeting shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
 - i The Chair of the Parish Council has a right to attend the Parish Meeting whether they are a local government elector for the parish or not. If they are not such an elector, their only vote at the meeting will be the casting votes as Chair of the meeting.**
 - j The Chair of the parish council, if present, shall preside at a parish meeting and if he is absent the vice-Chair (if any) shall, if present, preside. If the Chair and the vice-Chair of the parish council or the Chair of the parish meeting, as the case may be, is absent from an assembly of the parish meeting, the parish meeting may appoint a person to take the chair, and that person shall have, for the purposes of that meeting, the powers and authority of the Chair.**

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

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

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

8. PREVIOUS RESOLUTIONS

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

9. **VOTING ON APPOINTMENTS**

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

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

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

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

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

12. **MANAGEMENT OF INFORMATION**

See also standing order 21.

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

13. **DRAFT MINUTES**

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

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

effect:

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

- e **If the Council’s gross annual income or expenditure (whichever is higher)**
- **does not exceed £25,000, it shall publish draft minutes on a website which**
- **is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 13(e) and standing order 21(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

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

Officer or by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

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

15. **CODE OF CONDUCT COMPLAINTS**

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

standing order 15(d).

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

16. **PROPER OFFICER**

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

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

- ii. subject to standing order 10, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days

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

scheme; and

- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 24*).

17. RESPONSIBLE FINANCIAL OFFICER

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

18. ACCOUNTS AND ACCOUNTING STATEMENTS

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

Item 15 - Cllr Malcaus Cooper Motion: Request that Council consider making a commitment to achieve Quality Council Status.

This Council is asked to consider working towards achieving the Quality Award under the Local Council Award Scheme (LCAS) as formal recognition of its commitment to best practices in governance, financial management, and community representation.

The Council is further asked to consider delegating authority to the Clerk to enter the Council into the Local Council Award Scheme at the Quality Award level and to undertake all necessary steps to complete the application and accreditation process.

Background & Introduction to Quality Council Status

The role of parish and town councils is evolving, with increasing recognition from Government that well-run local councils are essential partners in delivering public services and representing communities effectively. The December 2024 White Paper on Local Government Reorganisation (LGR) outlines a clear ambition to strengthen relationships between principal authorities and parish and town councils, encouraging greater collaboration and higher standards of governance and transparency at the local level.

Windlesham Parish Council (WPC) has long been committed to excellence in governance, financial management, and community leadership. The Council has already demonstrated this through:

- Achieving the General Power of Competence (GPC), which allows greater flexibility and decision-making authority.
- Employing a Clerk who is CiLCA qualified, ensuring strong professional leadership and compliance with best practices.
- Investing in Continuous Professional Development (CPD) for all staff, ensuring ongoing learning and improvement in council operations.

To formalise its commitment to best practice and high standards, WPC now seeks to work towards achieving the Quality Award under the Local Council Award Scheme (LCAS). This accreditation, administered by the National Association of Local Councils (NALC), recognises councils that demonstrate exemplary governance, effective financial management, and meaningful community engagement.

By attaining this award, WPC will further strengthen its credibility, reinforce its position as a well-managed and forward-thinking council, and align itself with the Government's vision for strong and capable local councils.

Background

The Local Council Award Scheme (LCAS), administered by NALC, is designed to set a national benchmark for high-performing local councils. The Quality Award acknowledges councils that

go beyond statutory requirements to demonstrate good governance, financial transparency, and strong community leadership.

Securing this accreditation will:

- Align WPC with the Government's localism agenda, reinforcing its role as a proactive and capable partner in local government.
- Demonstrate WPC's leadership in best practice, enhancing its reputation and credibility with residents and stakeholders.
- Provide a structured framework for continuous improvement, ensuring the Council operates efficiently and transparently.

Outcome

Achieving Quality Council Status will further strengthen Windlesham Parish Council's commitment to professional governance, community engagement, and responsible financial management, ensuring it remains an exemplary local authority working in the best interests of its residents.

Item 16 - Participation in the Draft Transport Strategy for the South East

Full Council 25th February 2025

The Council has received an email regarding the Draft Transport Strategy for the South East by Transport for the South East (TfSE) and Members are asked to consider whether Council will respond.

If Council wishes to respond the Council is asked to delegate authority to the Clerk in conjunction with the Chair of each Village Committee to formulate a unified Council response.

Background:

TfSE has released a Draft Transport Strategy outlining a vision for the region's transport network up to 2050. The strategy is built around five key missions:

1. **Improving Strategic Connectivity:** Enhancing connections between major urban areas and international gateways, with a focus on public transport, to stimulate economic growth.
2. **Strengthening Resilience:** Developing a transport network capable of providing reliable journeys and effectively responding to current and future operational risks.
3. **Promoting Inclusion and Integration:** Addressing challenges such as transport-related social exclusion and creating a cohesive transport system to improve connectivity and quality of life for all communities.
4. **Decarbonising Transport:** Implementing measures to reduce carbon emissions from surface transport, aligning with climate change objectives.
5. **Facilitating Sustainable Growth:** Supporting planned housing and employment developments that prioritise sustainable transport solutions.

The full draft strategy is available for review at:

<https://transportforthesoutheast.org.uk/app/uploads/2024/12/Draft-Transport-Strategy.pdf>