



# **Windlesham Parish Council**

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## **MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**

**Held on Tuesday 25<sup>th</sup> March 2025, at 7.15pm held at St Anne's Church Centre, 43 Church Road, Bagshot**

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

**In attendance:** Jo Whitfield –Clerk to the Council  
Caleb Van Ryneveld – Election Candidate  
Cllr Victoria Wheeler – SHBC Councillor & Election Candidate

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

Cllr Turner was in the Chair

.....  
**Cllr White informed Members of the recent and sad passing of former Councillor Ruth Hutchinson.**

**Members expressed their sincere condolences and unanimously agreed that a formal letter of sympathy be sent to the family on behalf of the Parish Council.**

		<b>Action</b>
<b>C/24/191</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs Lewis, Gordon, Hartshorn and D Jennings-Evans	
<b>C/24/192</b>	<b>Declarations of interest</b>  Cllr Wilson declared a non-pecuniary interest in item 24 on the agenda.	
<b>C/24/193</b>	<b>Public Questions</b>  No public questions.	
<b>C/24/194</b>	<b>Exclusion of the press and public.</b>	

	<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/24/211      Lightwater Recreation Ground Trust Legal Agreement</p> <p>C/24/212      Chairman's Community Reception – discuss award nominations.</p> <p>C/24/213      To discuss contractual terms regarding the purchase of the Allotment site</p> <p>C/24/214      Motion to consider action regarding a potential breach of Electoral Law</p> <p>C/24/215      Burial Matters</p> <p><b>Cllr Wilson proposed, Cllr Richardson seconded, that agenda items 21 and 24 be moved to the open session of the meeting.</b></p> <p>The Clerk advised that item 21 had been placed in the confidential section due to the potential for the discussion to involve legal advice.</p> <p>In relation to item 24, the Clerk confirmed that advice had been sought from the Monitoring Officer, who confirmed that the item may be discussed during the pre-election period, provided that the Council avoids influencing the election. To ensure full compliance with pre-election guidance and to avoid any risk of influencing the election or political bias, the item should be discussed in a confidential session.</p> <p><b>A vote was taken and the motion was defeated with 3 in favour, 9 against, and 1 abstention.</b></p>	
<b>C/24/195</b>	<p><b>Full Council Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Full Council meeting held on 25<sup>th</sup> February 2025 <b>were approved and</b> signed by Cllr Turner</li> </ul>	<b>Cllr Turner</b>
<b>C/24/196</b>	<p><b>Committee and Sub-Committee Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Planning Committee meetings held on the 25<sup>th</sup> February 2025, 5<sup>th</sup> March 2025 and 12<sup>th</sup> March 2025 <b>were approved and</b> signed by Cllr Stevens.</li> </ul> <p>Members noted the open minutes of the recent village committee and sub-committee meetings:</p> <ul style="list-style-type: none"> <li>The Windlesham Committee meeting was held on the 12<sup>th</sup> March 2025. Minutes will be available shortly. <b>NOTED</b></li> </ul>	<b>Cllr Stevens</b>
<b>C/24/197</b>	<p><b>Accounts for payment</b></p> <p>The Clerk presented a list of expenditure transactions for approval, in the sum of £13,102.67 and explained the individual items.</p> <p><b>It was resolved the payments (Appendix A) in the total sum of £13,102.67 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b></p>	

<b>C/24/198</b>	<p><b>Budget Monitoring Reports</b></p> <p>Members were presented with an actual vs budget report detailing any overspends, transfers or virements for approval. Additionally, Members were presented with the EMR status and year end forecast.</p> <p><b>Councillors made the following resolutions:</b></p> <p>(i) <b>Councillors noted the levels of expenditure shown and the associated balance sheet approving the overspends shown.</b></p> <p>(ii) <b>Members resolved to approve the transfers of unspent funds from the following budget lines to EMRs:</b></p> <ul style="list-style-type: none"> <li>• <b>4220/210 Playground repairs and renewals</b></li> <li>• <b>4060/215 Maintenance (Allotments)</b></li> <li>• <b>4525/235 Bagshot Chapel Building Costs</b></li> <li>• <b>4100/305 War Memorial (Bagshot)</b></li> <li>• <b>4165 Greenspace Contract</b></li> <li>• <b>4060/400 Maintenance (LW Cemetery)</b></li> <li>• <b>4220/410 Playground repairs and renewals</b></li> <li>• <b>4650/440 Grants (Lightwater)</b></li> <li>• <b>4905/455 Pavilion Capital Project</b></li> <li>• <b>4100/550 War Memorial (Windlesham)</b></li> <li>• <b>4220/510 Playground repairs and Renewals</b></li> <li>• <b>4650/540 Grants (Windlesham)</b></li> <li>• <b>4100/405 War Memorial (Lightwater)</b></li> </ul> <p>(iii) <b>Members resolved to amend the Scheme of Delegation to delegate authority to the Clerk to incur/authorise expenditure from the EMRs shown below up to a limit of £3,000, with or without a budget:</b></p> <ul style="list-style-type: none"> <li>- <b>330 EMR Repairs and Maintenance;</b></li> <li>- <b>331 EMR War Memorials ;</b></li> <li>- <b>370 EMR Council Office Repairs;</b></li> <li>- <b>375 EMR Playground Repairs and Renewals</b></li> <li>- <b>332 EMR Allotments</b></li> <li>- <b>396 EMR Greenspace</b></li> <li>- <b>395 EMR Tree Maintenance</b></li> </ul> <p>(iv) <b>Members resolved to approve the transfer of the funds of £43,028 received from Your Fund Surrey re: Windmill Field to EMR321 Windmill Field playground.</b></p>	<p><b>RFO</b></p> <p><b>RFO</b></p> <p><b>RFO</b></p>

	<p>(v) <b>Members noted the estimated cost of works directly related to the CGR of £3,559 in the period to 18 March 25 and resolved with 9 in favour, 2 against, and 2 abstentions to approve the transfer of this amount from EMR399 CGR costs to the General Reserve.</b></p>	RFO
C/24/199	<p><b>Bank Reconciliation</b></p> <p>Members were asked to review the bank reconciliations for January and February 2025, as presented.</p> <p><b>Overall Cash Position</b> Members were informed that the net assets held by the Council as at 17<sup>th</sup> March 2025 was £1,173,003. Of this, £828,757 is held in earmarked reserves. Members were asked to note that the earmarked balance has increased by £57,048 since 1 April 24 (771,709.13).</p> <p>Cllr Wilson flagged the level of reserves and requested it be reviewed.</p> <p><b>Members noted the reconciliations presented and resolved that Cllr Malcaus Cooper or Cllr Jennings-Evans in the absence of Cllr Malcaus Cooper would continue to sign off the above reconciliations.</b></p>	
C/24/200	<p><b>Members Allowances 2025-26</b></p> <p>Members were reminded that in 2024 the Independent Remunerations Panel, set up by Surrey Heath BC met to consider Councillor allowances. In line with the Panel's conclusions, the Member's Allowances were raised to the current levels.</p> <p><b>Council noted that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Parish agreed to pay up to 30% of the basic allowance of Surrey Heath Borough Council</b></li> <li>• <b>The full 30% payment equates to £1,750 per Councillor per annum, subject to indexation. For 18 Councillors, this is a budget of £31,500.</b></li> <li>• <b>The Parish Council agreed to pay a Chair's Allowance for should be £1,750.</b></li> </ul> <p><b>Members also noted that the Indexation of allowances is in accordance with the indexation applied to SHBC Members' allowances, acknowledging that whilst the Council has set the allowance policy for all Members, individual Members may choose whether to receive the full allowance, partial allowance, or not to receive the allowance at all.</b></p> <p><b>Finally, it was noted that for 2025-26, SHBC agreed at their meeting held on the 19th February 2025 not to increase Members' Allowances; therefore, there is no change this year.</b></p>	
C/24/201	<b>To Review the Council's Investments and Strategy for 2025-26</b>	



	<p><b>relationship with their advisors and to obtain a better understanding of how such a relationship would work and what the potential returns could be.</b></p> <p>Cllr Hardless raised concerns regarding the concentration of Council funds within Unity Bank, cautioning against reliance on a single financial institution. He highlighted the importance of risk mitigation and advocated for a more balanced distribution of reserves across multiple institutions.</p> <p>In support, Cllr Wilson endorsed the need for diversification and made specific reference to the potential advantages of using money market funds to enhance both security and return. Cllr Malcaus Cooper additionally recommended that the Council investigate options through the Churches, Charities and Local Authorities (CCLA) Investment Management.</p> <p><b>Additionally, it was resolved unanimously that the RFO should review and further mitigate any risk through diversification and also investigate investment options through the Churches, Charities and Local Authorities (CCLA) Investment Management.</b></p>	RFO
C/24/202	<p><b>To review the Effectiveness of Internal Control and Audit</b></p> <p>Members were informed that the RFO has reviewed the Council's current internal audit arrangements against the following areas of internal audit activity, as set out in Governance and Accountability.</p> <ul style="list-style-type: none"> <li>• the scope of internal audit;</li> <li>• independence;</li> <li>• competence;</li> <li>• relationships with the clerk and the authority; and</li> <li>• audit planning and reporting</li> </ul> <p>The results of this review were presented to the Council. The RFO is satisfied that this review confirms that proper internal audit arrangements are in place.</p> <p><b>Members noted the report and that at the Full Council meeting on 23 January 2024 Council appointed Mulberry &amp; Co (Company A) for 2024-25 and 2025-26 confirmed under resolution C/23/160b.</b></p>	
C/24/203	<p><b>To Review and Approve the Council Risk Assessment</b></p> <p>Councillors were presented with an updated risk assessment highlighting the key risks and asked to either approve the document or identify any amendments or improvements.</p> <p>Additionally, Members were asked to review the draft Risk Appetite Statement presented and assess whether it accurately represents the collective position of the Council.</p> <p>Cllr Wilson expressed thanks to officers for their work on shaping and articulating the Council's risk appetite in alignment with good governance principles. Cllr Richardson noted the importance of being mindful of the potential risk around meeting service delivery expectations.</p>	

	<p><b>Members resolved unanimously to note the nature of the risks outlined, approve the risk assessment as presented and schedule the next full review of the Risk Assessment in the financial year 2025–26.</b></p> <p><b>Members also resolved unanimously to adopt the Risk Appetite Statement as presented.</b></p>									
C/24/204	<p><b>Review of Inventory and Land</b></p> <p>Members were presented with the fixed asset register and asked to review.</p> <p>The balance of assets held is £407,097</p> <p>Cllr Malcaus Cooper informed the Clerk that, to her understanding, the Council had agreed many years ago to adopt the bench situated outside Vickery’s in Lightwater. The Clerk will review historical records and, if appropriate, add the bench to the Council’s asset register.</p> <p><b>It was resolved to approve the Fixed Asset Register as presented, including the above-mentioned bench if applicable.</b></p>	The Clerk/RFO								
C/24/205	<p><b>To consider summer planting for 2025</b></p> <p>Members were informed that six companies had been approached to provide a quote for the summer planting and hanging baskets around the villages. Unfortunately, of those six, only 2 were able to meet the specification. Of those, only one quote of £5,975 was received. The breakdown by village can be viewed below:</p> <table><tr><td>Windlesham</td><td>£1,923</td></tr><tr><td>Lightwater</td><td>£2,160</td></tr><tr><td>Bagshot</td><td>£1,892</td></tr></table> <p>Members were asked to:</p> <p>a) Either approve the above quote</p> <p>or</p> <p>b) Decide not to install hanging baskets this year</p> <p>Members noted that the barrier to obtaining quotes was the requirement for the hanging baskets to be watered.</p> <p><b>Cllr R Jennings-Evans proposed, Cllr Malcaus Cooper seconded, and it was resolved unanimously to proceed with the quote presented.</b></p>	Windlesham	£1,923	Lightwater	£2,160	Bagshot	£1,892	The Clerk		
Windlesham	£1,923									
Lightwater	£2,160									
Bagshot	£1,892									
C/24/206	<p><b>VE Day 2025 – To consider village decorations</b></p> <p><b>Members were informed that</b> in preparation for VE Day, each committee has set aside a budget to support celebrations, either through grant funding or decorations. The allocated budgets are as follows:</p> <table><tr><td><b>Village</b></td><td><b>Allocated Budget (£)</b></td></tr><tr><td>Bagshot</td><td>£5,000</td></tr><tr><td>Lightwater</td><td>£6,500</td></tr><tr><td>Windlesham</td><td>£6,500</td></tr></table>	<b>Village</b>	<b>Allocated Budget (£)</b>	Bagshot	£5,000	Lightwater	£6,500	Windlesham	£6,500	
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	<p>During initial discussions, both the Lightwater and Windlesham Committees indicated an interest in adorning the lamp columns in the village centres with flags. Bagshot did not wish to consider this; therefore, their budget was adjusted accordingly.</p> <p>1. Members were asked to decide whether they wish to proceed with the installation of flags on the lamp columns at the centre of both Lightwater and Windlesham.</p> <p><b>Windlesham</b> Flags and bunting on 9 x lamp columns <b>Cost: £1,125</b></p> <p><b>Lightwater</b> 11 x Union flags 'Windsor Style' with ribbon wrap, on 11 x lamp columns in Lightwater <b>Cost: £2,178</b></p> <p><b>Cllr Malcaus Cooper proposed, Cllr R Jennings-Evans seconded, and it was resolved with 12 in favour, 1 against, and 0 abstentions to proceed with the installation of flags in both Lightwater and Windlesham.</b></p> <p>2. Members were asked to decide if they would like to approve a grant request from Bagshot Events to fund flags for Bagshot High Street shop fronts.</p> <p><b>Cllr R Jennings-Evans resolved, Cllr White seconded, and it was resolved with 12 in favour, 1 against, and 0 abstentions to grant Bagshot Events £584 for VE Day flags. This will be funded from the 2025-26 budget.</b></p>	<p>The Clerk</p> <p>The Clerk</p>
C/24/207	<p><b>Greenspace Procurement Update</b></p> <p><b>Members were reminded that previously</b> Council had resolved to proceed with the procurement of greenspace services. However, several key developments have taken place since that decision that require further consideration, particularly regarding procurement regulations and local government reorganisation.</p> <ul style="list-style-type: none"> <li><b>Members were asked to read the information provided noting the recommendation, and decide if they wished to:</b> <ul style="list-style-type: none"> <li>Pause the procurement process until Autumn 2025, formally extending the current contract with SHBC until October 2027 via an initial 12 month extension with the option for a further extension of up to 12 months if required. This will provide the necessary continuity if delays occur during the reorganisation, for procurement and mobilisation to take place (please note that the procurement consultant has recommended that Members</li> </ul> </li> </ul>	



	<p>agree a minimum extension of 12 months (to October 2026) to allow sufficient time for procurement under the new regulations, and sufficient mobilisation to minimise any disruption to services).</p> <ul style="list-style-type: none"> <li>○ Note that <b>if the Council agrees to postpone the tendering process, the current Windlesham Cemetery Greenspace contract will be extended for a further 12 months in line with the extension option within the original contract.</b></li> </ul> <p><b>Recommendation</b> Given the uncertainty surrounding future responsibilities, councillors with delegated authority recommend that the procurement process be paused until Autumn 2025. This would allow:</p> <ul style="list-style-type: none"> <li>• Time to assess the impact of local government reorganisation.</li> <li>• Alignment with the new procurement regulations.</li> <li>• Service continuity under the extended SHBC contract.</li> <li>• A review of the Windlesham Cemetery contract and consideration of whether an extension of the contract is required.</li> </ul> <p><b>Cllr White proposed, Cllr Jennings-Evans seconded, and it was resolved unanimously to pause the procurement process until Autumn 2025, formally extending the current contract with SHBC until October 2027 via an initial 12 month extension with the option for a further extension of up to 12 months if required.</b></p> <p><b>It was also resolved to extend the current Windlesham Cemetery Greenspace contract for a further 12 months in line with the extension option within the original contract.</b></p>	Clerk
C/24/208	<p><b>Motion from Cllr Wilson requesting a commitment to equality, inclusivity, and a review of social media platforms.</b></p> <p>Cllr Wilson requested that the Council consider making the following commitment. <i>This council,</i></p> <ul style="list-style-type: none"> <li>(i) aims to ensure equal opportunities for all residents of the parish;</li> <li>(ii) values diversity;</li> <li>(iii) attempts to create inclusive environments where everyone feels safe, respected, and empowered to contribute;</li> <li>(iv) is appalled by the recent rise of extremism on some social media, creating fear in certain vulnerable groups, and</li> <li>(v) will, therefore, deactivate its Twitter/X account and remove all references to it on the council's website.</li> </ul> <p>The Clerk informed Members that the Parish Council Twitter/X account had been inactive for a number of years, and therefore had been removed along with any reference to the social media platform on the website.</p> <p>Considerable discussion followed, with some members expressing concern that the request appeared to reflect a personal viewpoint and could be perceived as politically motivated. Cllr. Richardson proposed an amendment to the motion to remove points (iv) and (v).</p>	

	<p><b>Cllr. Wilson did not accept the proposed amendment, and as no seconder was forthcoming, the amendment was not progressed, as per Standing Order 1(b).</b></p> <p><b>Cllr Turner noted that Windlesham Parish Council is committed to promoting Diversity, Equity, and Inclusion (DEI) both within the Council and across the wider community, and all policies aim to reflect this.</b></p>	
<b>C/24/209</b>	<p><b>Correspondence</b></p> <p><b>None</b></p>	
<b>C/24/210</b>	<p><b>Exclusion of the press and public.</b> 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/24/211      Lightwater Recreation Ground Trust Legal Agreement</p> <p>C/24/212      Chairman's Community Reception – discuss award nominations.</p> <p>C/24/213      To discuss contractual terms regarding the purchase of the Allotment site</p> <p>C/24/214      Motion to consider action regarding a potential breach of Electoral Law</p> <p>C/24/215      Burial Matters</p>	
<b>C/24/211</b>	<p><b>Lightwater Recreation Ground Trust Legal Agreement</b></p> <p>Members discussed the merits of approving a Memorandum of Agreement setting out a framework for the Parish Council to manage the Lightwater recreation ground, including the Lightwater Pavilion.</p> <p><b>The Council was asked to:</b></p> <p><b>1. Approve the Memorandum of Agreement (MoA) presented</b></p> <p><b>Cllr Malcaus Cooper proposed, Cllr Willgoss seconded, and it was resolved with 9 in favour, 3 against and 1 abstention to approve the Memorandum of Agreement (MoA) ensuring that it accurately reflects the services involved.</b></p> <p><b>2. Consider appointing identified Members to act as a Trustee Committee</b></p> <p><b>Cllr Malcaus Cooper proposed, Cllr Harris seconded, that the Lightwater Councillors be appointed as Members of the Committee to oversee the Trust and a recorded vote was taken.</b></p> <p><b>Cllr Turner                                      In Favour</b>  <b>Cllr Stevens                                    In Favour</b></p>	<b>Clerk</b>

	<p> Cllr Willgoss                      In Favour  Cllr R Jennings- Evans      In Favour  Cllr Du Cann                      In Favour  Cllr White                          In Favour  Cllr Bakar                          In Favour  Cllr Harris                          In Favour  Cllr Malcaus Cooper           In Favour  Cllr Hardless                      Against  Cllr Richardson                  Against  Cllr Wilson                          Against  Cllr Marr                            Against </p> <p>The motion was carried with 9 in favour and 4 against, with 0 abstentions. The Clerk will now draw up terms of reference for approval.</p> <p><b>3. Resolve that the Clerk be authorised to sign the MoA on behalf of the Council</b></p> <p>Cllr Harris proposed, Cllr Malcaus Cooper seconded, that the Clerk be authorised to sign the MoA on behalf of the Council. A recorded vote was taken.</p> <p> Cllr Turner                          In Favour  Cllr Stevens                        In Favour  Cllr Willgoss                        In Favour  Cllr R Jennings- Evans      In Favour  Cllr Du Cann                        In Favour  Cllr White                          In Favour  Cllr Bakar                          In Favour  Cllr Harris                          In Favour  Cllr Malcaus Cooper           In Favour  Cllr Hardless                        Against  Cllr Richardson                  Against  Cllr Wilson                          Against  Cllr Marr                            Against </p> <p>The motion was carried with 9 in favour and 4 against, with 0 abstentions.</p>	Clerk
C/24/212	<p><b>Chairman's Community Reception – discuss award nominations.</b></p> <p>Cllr Malcaus Cooper proposed, Cllr Stevens seconded, and it was unanimously resolved to approve the additional nomination as outlined in the report.</p>	Clerk
C/24/213	<b>To discuss contractual terms regarding the purchase of the Allotment site</b>	

	<p>Members considered the update provided and reviewed the accompanying draft contract.</p> <p><b>Members resolved unanimously to approve the terms of the contract and, subject to successful negotiation of the overage clause, authorised the Clerk and Chair and Vice Chair of Council to execute/sign the legal paperwork (including the contract and transfer deed) in accordance with Standing Orders.</b></p>	Clerk																								
C/24/214	<p><b>Motion to consider action regarding a potential breach of Electoral Law</b></p> <p><b>Members reviewed the motion.</b></p> <p><b>Cllr Turner proposed, Cllr Harris seconded, that Members should delegate authority to the Clerk to submit a formal complaint to the Electoral Commission to investigate potential breaches of electoral regulations. A recorded vote was taken.</b></p> <p><i>21:13 Cllr Hardless left the meeting</i></p> <table><tr><td><b>Cllr Turner</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr Stevens</b></td><td><b>Against</b></td></tr><tr><td><b>Cllr Willgoss</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr R Jennings- Evans</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr Du Cann</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr White</b></td><td><b>Abstained</b></td></tr><tr><td><b>Cllr Bakar</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr Harris</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr Malcaus Cooper</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr Richardson</b></td><td><b>Against</b></td></tr><tr><td><b>Cllr Wilson</b></td><td><b>Against</b></td></tr><tr><td><b>Cllr Marr</b></td><td><b>Abstained</b></td></tr></table> <p><b>The motion was carried with 7 in favour and 3 against, with 2 abstentions.</b></p>	<b>Cllr Turner</b>	<b>In Favour</b>	<b>Cllr Stevens</b>	<b>Against</b>	<b>Cllr Willgoss</b>	<b>In Favour</b>	<b>Cllr R Jennings- Evans</b>	<b>In Favour</b>	<b>Cllr Du Cann</b>	<b>In Favour</b>	<b>Cllr White</b>	<b>Abstained</b>	<b>Cllr Bakar</b>	<b>In Favour</b>	<b>Cllr Harris</b>	<b>In Favour</b>	<b>Cllr Malcaus Cooper</b>	<b>In Favour</b>	<b>Cllr Richardson</b>	<b>Against</b>	<b>Cllr Wilson</b>	<b>Against</b>	<b>Cllr Marr</b>	<b>Abstained</b>	Clerk
<b>Cllr Turner</b>	<b>In Favour</b>																									
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<b>Cllr Marr</b>	<b>Abstained</b>																									
C/24/215	<p><b>Burial Matters</b></p> <p><b>Members noted the report presented and agreed to carry out the actions as detailed in the confidential report.</b></p>	Clerk																								
	<p><b>There being no further business the meeting closed at 21:45</b></p>																									

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
25/02/2025	5502415	757	VIKING	VIKIN	130.13	26.03	156.16	4435	225	130.13	Stationery - office use
TOTAL INVOICES					130.13	26.03	156.16			130.13	
VAT ANALYSISCODE S @ 20.00%					130.13	26.03	156.16				
TOTALS					130.13	26.03	156.16				

## Top Level for Month No 12

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/03/2025	2040530	755	SURREY HEATH	SHBC01	8,574.59	1,714.92	10,289.51	4165	310	3,622.98	Greenspace (March 25)
								4165	410	2,780.43	Greenspace (March 25)
								4165	510	2,022.12	Greenspace (March 25)
								4220	310	74.53	School Lane Field insp
								4220	410	74.53	L'water Rec inspection
01/03/2025	25	756	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Planning Meet - 12 Feb 25
								4950	425	5.55	Planning Meet - 12 Feb 25
								4950	525	3.90	Planning Meet - 12 Feb 25

<b>TOTAL INVOICES</b>	<u>8,589.59</u>	<u>1,714.92</u>	<u>10,304.51</u>
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<u>8,589.59</u>
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VAT ANALYSISCODE	OTS	@ 0.00%	15.00	0.00	15.00
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VAT ANALYSISCODE	S	@ 20.00%	8,574.59	1,714.92	10,289.51
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<b>TOTALS</b>	<u>8,589.59</u>	<u>1,714.92</u>	<u>10,304.51</u>
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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
28/02/2025	28 FEB 25	758	SUZIE KIERNAN	SK - EXP	69.98	0.00	69.98	4435	225	69.98	Expenses (SK) to 28 Feb 25
28/02/2025	2134	759	ZENTECH IT	FRE01	489.86	97.97	587.83	4440	225	249.86	M365 licences = support
								4425	225	240.00	M365 licences = support
TOTAL INVOICES					559.84	97.97	657.81			559.84	
VAT ANALYSISCODE OTS @ 0.00%					69.98	0.00	69.98				
VAT ANALYSISCODE S @ 20.00%					489.86	97.97	587.83				
TOTALS					559.84	97.97	657.81				

Top Level for Month No 12				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/03/2025	PROFORMA	760	DISPLAYKIT	DISPLAYKIT	410.00	82.00	492.00	4640	225	410.00	8 panel & pole baseline stand
05/03/2025	202506	761	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	50.00	BVC 4 Feb 25 room hire
								4950	325	18.50	FC 25 Feb 25 room hire
								4950	425	18.50	FC 25 Feb 25 room hire
								4950	525	13.00	FC 25 Feb 25 room hire
07/03/2025	241704	762	BRUNEL ENGRAVING	BRUN	91.66	18.33	109.99	4600	225	91.66	Paperweights + engraving x 5
TOTAL INVOICES					601.66	100.33	701.99			601.66	
VAT ANALYSISCODE OTS @ 0.00%					100.00	0.00	100.00				
VAT ANALYSISCODE S @ 20.00%					501.66	100.33	601.99				
TOTALS					601.66	100.33	701.99				



Top Level for Month No 12			Order by Invoices Entered								
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/03/2025	10005832910	764	CASTLE WATER	CASTL	6.45	0.00	6.45	4055	455	6.45	Water 1-28 Feb 25
11/03/2025	126132	766	GD FIRE SECURITY	GDFIR	190.00	38.00	228.00	4455	225	190.00	Ann Maint - Intruder alarm
17/03/2025	253156-1	767	SLCC ENTERPRISES LTD	SLCC	475.00	0.00	475.00	4430	225	475.00	JW membership (2025-26)
TOTAL INVOICES					671.45	38.00	709.45			671.45	
VAT ANALYSISCODE OTS @ 0.00%					481.45	0.00	481.45				
VAT ANALYSISCODE S @ 20.00%					190.00	38.00	228.00				
TOTALS					671.45	38.00	709.45				

Top Level for Month No 12				Order by Invoices Entered							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
26/02/2025	11357	763	SURREY HILLS	SURREYH	1,500.00	300.00	1,800.00	4400	225	650.00	Legal re: CGR,
								399		-650.00	Legal re: CGR,
								6000	225	650.00	Legal re: CGR,
								4400	225	850.00	Legal re:MOU + Charitable Trus
TOTAL INVOICES					1,500.00	300.00	1,800.00			1,500.00	
VAT ANALYSISCODE S @ 20.00%					1,500.00	300.00	1,800.00				
TOTALS					1,500.00	300.00	1,800.00				

Top Level for Month No 12

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
17/03/2025	2003001	768	POLARIS CONSULT	POLARIS	1,050.00	210.00	1,260.00	4165	310	451.50	Greenspace proct to March 25
								4165	410	346.50	Greenspace proct to March 25
								4165	510	252.00	Greenspace proct to March 25
TOTAL INVOICES					1,050.00	210.00	1,260.00			1,050.00	
VAT ANALYSISCODE S @ 20.00%					1,050.00	210.00	1,260.00				
TOTALS					1,050.00	210.00	1,260.00				



# **Windlesham Parish Council**

Joanna Whitfield  
Clerk to the Council  
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The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

## **MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 8<sup>th</sup> April 2025, at 7.30pm held at St Anne's Church Centre, 43 Church Road, Bagshot**

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

**In attendance:** Jo Whitfield –Clerk to the Council  
1 x Member of public  
George Gilbert – Windlesham Resident

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

Cllr Turner was in the Chair

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		<b>Action</b>
<b>C/24/216</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs Hardless and Gordon.	
<b>C/24/217</b>	<b>Declarations of interest</b>  <b>Cllr Malcaus Cooper declared a non-pecuniary interest in item 9 on the agenda, stating her position as both a director and the Vice-Chair of the Surrey Association of Local Councils (SALC).</b>  <b>Cllr R Jennings-Evans declared a non-pecuniary interest in item 9 on the agenda, noting her position as a County Councillor.</b>	
<b>C/24/218</b>	<b>Public Questions</b>  The Chair noted that two representations had been submitted. However, both exceeded the 150 word limit as set out in the Council's Standing Orders. Despite this, the submissions were circulated to all Councillors in advance of	

	<p>the meeting for their consideration. It was agreed that these representations would be addressed under the correspondence section of the agenda.</p> <p>Mr George Gilbert raised a question regarding the proposed community building at Heathpark Wood, enquiring who it is primarily intended to serve – new residents from the development or the existing surrounding community. He sought clarification on the expected users, particularly in relation to the geographical focus of the facility.</p> <p>Cllr Alan Stevens responded by asking Mr Gilbert for his own view on who the building should be for. Mr Gilbert suggested that, if given a preference, those residents living closest to the site might prefer the building not to be constructed at all. Alternatively, he noted that a more practical facility, such as a nursery or a doctor’s surgery, may be more appropriate and better received. He also expressed concern about the lack of parking provision associated with the proposal.</p> <p>Cllr Richardson clarified that, as identified in the planning documents, the building is intended for the use of residents in the immediate vicinity.</p>																																	
C/24/219	<p><b>Exclusion of the press and public.</b></p> <p><b>Cllr Harris proposed, Cllr Willgoss seconded that item 15 be moved into the open part of the meeting.</b></p> <p><b>The Clerk advised that item 15 contained personal data and, therefore, should remain confidential. A recorded vote was requested.</b></p> <table><tr><td>Cllr Turner</td><td>Against</td></tr><tr><td>Cllr R Jennings-Evans</td><td>Against</td></tr><tr><td>Cllr D Jennings-Evans</td><td>Against</td></tr><tr><td>Cllr Bakar</td><td>Against</td></tr><tr><td>Cllr Du Cann</td><td>Against</td></tr><tr><td>Cllr Willgoss</td><td>In Favour</td></tr><tr><td>Cllr White</td><td>Against</td></tr><tr><td>Cllr Malcaus Cooper</td><td>Against</td></tr><tr><td>Cllr Harris</td><td>In Favour</td></tr><tr><td>Cllr Harsthorn</td><td>Against</td></tr><tr><td>Cllr Richardson</td><td>Against</td></tr><tr><td>Cllr Lewis</td><td>Against</td></tr><tr><td>Cllr Marr</td><td>Against</td></tr><tr><td>Cllr Wheeler</td><td>Against</td></tr><tr><td>Cllr Stevens</td><td>Against</td></tr><tr><td>Cllr Wilson</td><td>Against</td></tr></table> <p><b>The motion was defeated 14 against 2 in favour, and 0 abstentions</b></p> <p><b>Members resolved 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:</b></p> <p><b>C/24/230      Code of Conduct Matters</b></p>	Cllr Turner	Against	Cllr R Jennings-Evans	Against	Cllr D Jennings-Evans	Against	Cllr Bakar	Against	Cllr Du Cann	Against	Cllr Willgoss	In Favour	Cllr White	Against	Cllr Malcaus Cooper	Against	Cllr Harris	In Favour	Cllr Harsthorn	Against	Cllr Richardson	Against	Cllr Lewis	Against	Cllr Marr	Against	Cllr Wheeler	Against	Cllr Stevens	Against	Cllr Wilson	Against	
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Cllr Wilson	Against																																	
C/24/220	<p><b>To consider Personnel Committee recommendations</b></p>																																	

	<p><b>The Chair of the Personnel Committee informed Members that following satisfactory staff appraisals, the contractual performance related pay increments had all been agreed.</b></p> <p><b>Members were then asked to consider the following recommendations:</b></p> <p><b>Recommendation 1:</b> The Personnel Committee had considered the staff element of an operational review concerning cemetery matters and was satisfied with how the matter had been handled. However, it was recommended to the Full Council that a standard operating procedure be established for all cemeteries, which should include the implementation of physical markers to assist in the identification of reserved grave plots.</p> <p><b>Members agreed to investigate options available and bring them back to a future meeting.</b></p> <p><b>Recommendation 2:</b> Members resolved to recommend to the Full Council that Windlesham Parish Council fund the Clerk’s enrolment on the SLCC Community Governance Programme, leading to qualifications at Level 5 (Foundation Degree) and possibly Level 6 (BA Honours). It was also recommended that this be funded from the General Reserve.</p> <p><b>This item was deferred.</b></p> <p><b>Recommendation 3:</b> It was resolved to recommend to the Full Council that the Council approve the Clerk’s attendance at both the SLCC National Conference and Practitioners Conference, approving a spend of up to £1600 (inclusive of accommodation and travel) for both conferences to be funded from the General Reserve.</p> <p><b>A recorded vote was taken.</b></p> <table><tr><td><b>Cllr Turner</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr R Jennings-Evans</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr D Jennings-Evans</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr Bakar</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr Du Cann</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr Willgoss</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr White</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr Malcaus Cooper</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr Harris</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr Harsthorn</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr Richardson</b></td><td><b>Against</b></td></tr><tr><td><b>Cllr Lewis</b></td><td><b>Abstention</b></td></tr><tr><td><b>Cllr Marr</b></td><td><b>In Favour</b></td></tr><tr><td><b>Cllr Wheeler</b></td><td><b>Against</b></td></tr><tr><td><b>Cllr Stevens</b></td><td><b>Against</b></td></tr><tr><td><b>Cllr Wilson</b></td><td><b>Against</b></td></tr></table>	<b>Cllr Turner</b>	<b>In Favour</b>	<b>Cllr R Jennings-Evans</b>	<b>In Favour</b>	<b>Cllr D Jennings-Evans</b>	<b>In Favour</b>	<b>Cllr Bakar</b>	<b>In Favour</b>	<b>Cllr Du Cann</b>	<b>In Favour</b>	<b>Cllr Willgoss</b>	<b>In Favour</b>	<b>Cllr White</b>	<b>In Favour</b>	<b>Cllr Malcaus Cooper</b>	<b>In Favour</b>	<b>Cllr Harris</b>	<b>In Favour</b>	<b>Cllr Harsthorn</b>	<b>In Favour</b>	<b>Cllr Richardson</b>	<b>Against</b>	<b>Cllr Lewis</b>	<b>Abstention</b>	<b>Cllr Marr</b>	<b>In Favour</b>	<b>Cllr Wheeler</b>	<b>Against</b>	<b>Cllr Stevens</b>	<b>Against</b>	<b>Cllr Wilson</b>	<b>Against</b>	
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	<p>It was resolved, with 11 in favour, 4 against, and 1 abstention, to approve the Clerk’s attendance at both the SLCC National Conference and the Practitioners’ Conference. Council further resolved to approve expenditure of up to £1,600 to cover the cost of both conferences, to be funded from the General Reserve.</p>																																	
C/24/221	<p><b>Annual Parish Meeting</b></p> <p>Members were asked to consider the information presented, including a representation from a member of the public and agree on the agenda. Following some discussion around the purpose of the meeting and the merit of including an item on Local Government Reorganisation and the Devolution Process.</p> <p><b>Cllr Wilson proposed, Cllr Wheeler seconded, that item 5 on the agenda be removed.</b></p> <p><b>A recorded vote was taken.</b></p> <table> <tr><td>Cllr Turner</td><td>Against</td></tr> <tr><td>Cllr R Jennings-Evans</td><td>Against</td></tr> <tr><td>Cllr D Jennings-Evans</td><td>Against</td></tr> <tr><td>Cllr Bakar</td><td>Against</td></tr> <tr><td>Cllr Du Cann</td><td>Against</td></tr> <tr><td>Cllr Willgoss</td><td>Against</td></tr> <tr><td>Cllr White</td><td>Against</td></tr> <tr><td>Cllr Malcaus Cooper</td><td>Abstention</td></tr> <tr><td>Cllr Harris</td><td>Against</td></tr> <tr><td>Cllr Harsthorn</td><td>Against</td></tr> <tr><td>Cllr Richardson</td><td>In Favour</td></tr> <tr><td>Cllr Lewis</td><td>Against</td></tr> <tr><td>Cllr Marr</td><td>Against</td></tr> <tr><td>Cllr Wheeler</td><td>In Favour</td></tr> <tr><td>Cllr Stevens</td><td>In Favour</td></tr> <tr><td>Cllr Wilson</td><td>In Favour</td></tr> </table> <p><b>Cllr Wilson's proposal was defeated with 4 in favour, 11 against, 1 abstention.</b></p> <p><b>Following the vote to remove item 5 being defeated, it was agreed that the APM agenda would follow the format presented, with 50% of the meeting being dedicated to the open forum.</b></p>	Cllr Turner	Against	Cllr R Jennings-Evans	Against	Cllr D Jennings-Evans	Against	Cllr Bakar	Against	Cllr Du Cann	Against	Cllr Willgoss	Against	Cllr White	Against	Cllr Malcaus Cooper	Abstention	Cllr Harris	Against	Cllr Harsthorn	Against	Cllr Richardson	In Favour	Cllr Lewis	Against	Cllr Marr	Against	Cllr Wheeler	In Favour	Cllr Stevens	In Favour	Cllr Wilson	In Favour	Clerk
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Cllr Wilson	In Favour																																	
C/24/222	<p><b>To review the proposed consultation document regarding the adoption of Heathpark Wood</b></p> <p>Members were asked to consider the proposed consultation presented and determine whether to proceed in its current form or propose amendments.</p> <p>Concerns were raised over the projected running costs of the proposed community building. Cllr Harris expressed the view that the estimates may be artificially high, while Cllr Lewis noted that they appeared to be broadly in line with comparable community facilities in the local area. In light of these</p>																																	

	<p>differing views, Members requested that the Responsible Financial Officer undertake a detailed review of the figures.</p> <p>A proposal was made that the consultation should be revised with the aim of gathering qualitative feedback, including free text responses, to more accurately reflect residents' preferences. It was further recommended that respondents be asked to indicate which part of the parish they reside in—North Windlesham, South Windlesham, Lightwater, or Bagshot—to support more granular geographic analysis.</p> <p>Cllr Wheeler suggested that, should the Council ultimately decide not to adopt the building, the consultation should present alternative options for the site’s use. The Clerk advised caution, highlighting that including such options may unintentionally raise public expectations that the Council is unable to fulfil, noting that the purpose of the consultation is specifically to determine whether residents support the Parish Council taking on ownership and management of the building.</p> <p><b>Cllr Harris proposed, and Cllr Hartshorn seconded, that authority be delegated to the Clerk to progress the matters above in consultation with the Chairs of the Village Committees. It was further agreed that the Clerk will contact Persimmon Homes to request an extension to the current deadline beyond June, by which the Council must confirm whether it wishes to assume responsibility for the building.</b></p> <p><b>A recorded vote was taken.</b></p> <table> <tr><td>Cllr Turner</td><td>In Favour</td></tr> <tr><td>Cllr R Jennings-Evans</td><td>In Favour</td></tr> <tr><td>Cllr D Jennings-Evans</td><td>In Favour</td></tr> <tr><td>Cllr Bakar</td><td>In Favour</td></tr> <tr><td>Cllr Du Cann</td><td>In Favour</td></tr> <tr><td>Cllr Willgoss</td><td>In Favour</td></tr> <tr><td>Cllr White</td><td>In Favour</td></tr> <tr><td>Cllr Malcaus Cooper</td><td>In Favour</td></tr> <tr><td>Cllr Harris</td><td>In Favour</td></tr> <tr><td>Cllr Harsthorn</td><td>In Favour</td></tr> <tr><td>Cllr Richardson</td><td>In Favour</td></tr> <tr><td>Cllr Lewis</td><td>In Favour</td></tr> <tr><td>Cllr Marr</td><td>In Favour</td></tr> <tr><td>Cllr Wheeler</td><td>In Favour</td></tr> <tr><td>Cllr Stevens</td><td>In Favour</td></tr> <tr><td>Cllr Wilson</td><td>Against</td></tr> </table> <p><b>The proposal was carried, with 15 votes in favour and 1 against.</b></p> <p><i>20:50 All public and press present left the meeting.</i></p>	Cllr Turner	In Favour	Cllr R Jennings-Evans	In Favour	Cllr D Jennings-Evans	In Favour	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Willgoss	In Favour	Cllr White	In Favour	Cllr Malcaus Cooper	In Favour	Cllr Harris	In Favour	Cllr Harsthorn	In Favour	Cllr Richardson	In Favour	Cllr Lewis	In Favour	Cllr Marr	In Favour	Cllr Wheeler	In Favour	Cllr Stevens	In Favour	Cllr Wilson	Against	Clerk
Cllr Turner	In Favour																																	
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Cllr Wilson	Against																																	
C/24/223	<p><b>War Memorial Repairs</b></p> <p>Members were presented with the condition surveys of the parish war memorials, which identified a number of maintenance and conservation</p>																																	



	<p>issues requiring remedial work to preserve the memorials. Members were also presented with quotes for the remedial work.</p> <p>Members were informed that the works are considered necessary to maintain these heritage assets, and were therefore asked to:</p> <ol style="list-style-type: none"> <li>1. Note that the Clerk and Cemetery Coordinator will endeavour to obtain two further quotes to ensure value for money.</li> <li>2. Approve expenditure up to £13,520 to be funded from the budget lines and EMR outlined below</li> <li>3. Delegate authority to the Clerk and Cemetery Coordinator to award the contract to the most appropriate contractor within the approved budget</li> </ol> <p><b>Cllr Harris proposed, Cllr Malcaus Cooper seconded and it was resolved with 15 in favour and 1 against to delegate authority to the Clerk and Cemetery Coordinator to endeavour to obtain two further quotes, and award the contract to the best value contractor, approving a budget up to £15K to be funded from the village war memorial budget lines and if necessary any shortfall from the EMR.</b></p> <p><b>It was also resolved that the Cemetery Coordinator will investigate the possibility of installing separate inscription plaques at each memorial.</b></p>	<p><b>Clerk &amp; Cemeteries Coordinator</b></p> <p><b>Cemeteries Coordinator</b></p>
<b>C/24/224</b>	<p><b>Motion from Cllr Malcaus Cooper: Request for Council to Consider Lobbying SALC on the Role of Town and Parish Councils in Unitary Authority Structures and Localism</b></p> <p>Members were asked to consider whether Windlesham Parish Council should formally lobby The Surrey Association of Local Councils (SALC) to act on the following points:</p> <ol style="list-style-type: none"> <li>1. Seek a firm commitment from SALC that it will lobby for town and parish councils to be retained and for their statutory functions to be fully recognised and integrated within any future unitary governance structure.</li> <li>2. Request that SALC calls for central government to reaffirm parish and town councils as the first tier of local government, ensuring they remain central to community decision-making, service provision, and grassroots initiatives.</li> <li>3. Encourage SALC to advocate for stronger devolution of powers, funding, and influence to parish and town councils, enabling them to meet the needs of their communities effectively.</li> <li>4. Ask SALC to coordinate efforts with local MPs and relevant government departments to champion the role of parish and town councils in shaping and delivering services responsive to community priorities.</li> </ol>	

	<p>Cllr Malcaus Cooper proposed, Cllr Willgoss seconded that the Council will call upon SALC to actively lobby Surrey County Council, the 11 borough and district councils, any future unitary authority (post-vesting), and central government to ensure the recognition, retention, and empowerment of parish and town councils as fundamental elements of local governance.</p> <p>Cllr Wheeler proposed the following amendment</p> <p>The Council will call upon SALC to actively lobby Surrey County Council, the 11 borough and district councils, any future unitary authority (post-vesting), and central government to ensure the recognition, retention, and empowerment of parish and town councils as fundamental elements of local governance.</p> <p>Additionally, the Council will also write directly to both Surrey County Council and the Surrey Heath Borough Council, requesting that they also lobby to ensure the recognition, retention, and empowerment of parish and town councils as fundamental elements of local governance.</p> <p>Cllr Malcaus Cooper accepted the amendment, and a recorded vote was taken.</p> <table> <tr> <td>Cllr Turner</td> <td>In Favour</td> </tr> <tr> <td>Cllr R Jennings-Evans</td> <td>Abstention</td> </tr> <tr> <td>Cllr D Jennings-Evans</td> <td>In Favour</td> </tr> <tr> <td>Cllr Bakar</td> <td>In Favour</td> </tr> <tr> <td>Cllr Du Cann</td> <td>In Favour</td> </tr> <tr> <td>Cllr Willgoss</td> <td>In Favour</td> </tr> <tr> <td>Cllr White</td> <td>In Favour</td> </tr> <tr> <td>Cllr Malcaus Cooper</td> <td>In Favour</td> </tr> <tr> <td>Cllr Harris</td> <td>In Favour</td> </tr> <tr> <td>Cllr Harsthorn</td> <td>In Favour</td> </tr> <tr> <td>Cllr Richardson</td> <td>In Favour</td> </tr> <tr> <td>Cllr Lewis</td> <td>In Favour</td> </tr> <tr> <td>Cllr Marr</td> <td>In Favour</td> </tr> <tr> <td>Cllr Wheeler</td> <td>In Favour</td> </tr> <tr> <td>Cllr Stevens</td> <td>In Favour</td> </tr> <tr> <td>Cllr Wilson</td> <td>In Favour</td> </tr> </table> <p>The motion was carried with 15 in favour and 1 abstention.</p>	Cllr Turner	In Favour	Cllr R Jennings-Evans	Abstention	Cllr D Jennings-Evans	In Favour	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Willgoss	In Favour	Cllr White	In Favour	Cllr Malcaus Cooper	In Favour	Cllr Harris	In Favour	Cllr Harsthorn	In Favour	Cllr Richardson	In Favour	Cllr Lewis	In Favour	Cllr Marr	In Favour	Cllr Wheeler	In Favour	Cllr Stevens	In Favour	Cllr Wilson	In Favour	Clerk
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Cllr Wheeler	In Favour																																	
Cllr Stevens	In Favour																																	
Cllr Wilson	In Favour																																	
C/24/225	<p><b>Councillor Code of Conduct Training &amp; Councillor Charter</b></p> <p>Members were asked to review the documentation provided, which included a quote from an external provider for the delivery of Councillor Code of Conduct training. This proposal followed a recommendation from the Monitoring Officer.</p> <p>Following a discussion, Members were invited to determine whether to proceed with the proposed training and how, if approved, the associated costs should be funded.</p>																																	

	<p>Members were also asked to consider and approve the Councillor Charter presented as part of the report. It was noted that six Members had signed the Councillor Charter. No further Members were minded to sign.</p> <p><b>Members voted on whether to proceed with the proposed training, as recommended by the Monitoring Officer.</b></p> <p><b>The proposal was defeated with 12 against, 4 in favour, and 0 abstentions, and it was resolved <u>not</u> to proceed with the proposed training.</b></p> <p><b>As Members were unable to reach a consensus on whether to approve the Councillor Charter or agree on an amendment to the proposal, it was resolved that the item be withdrawn from further consideration.</b></p>	
<b>C/24/226</b>	<p><b>Strategic Plan Review</b></p> <p>Members were presented with a strategic plan update, outlining the status of both core objectives and key priorities.</p> <p>The Clerk reported that:</p> <p><u>Core Objectives</u>  47 objectives are green (completed/delivered regularly or meeting statutory requirement) 5 objectives are amber (in progress)  0 objectives are red (not started or are on hold).</p> <p><u>Strategic Priorities 2022-2027</u>  19 priorities are green (completed/delivered regularly or meeting statutory requirement) 16 priorities are amber (in progress)  1 priority is red (not started or is on hold).</p> <p>Members were also asked to acknowledge that, in addition to the projects outlined in the strategic plan, several other initiatives have required significant time and resources.</p> <p>These projects, while not formally listed in the strategic plan, have demanded time, effort, and focus, impacting overall workload and priorities.</p> <p>As part of the review, members were asked to consider:</p> <ul style="list-style-type: none"> <li>• How current resources are being allocated and whether they remain aligned with strategic objectives.</li> <li>• Whether the existing priorities continue to reflect common goals and community needs.</li> <li>• If adjustments to the strategic priorities are required to better respond to changing circumstances and emerging challenges.</li> <li>• The potential impact of local government reorganisation and devolution, including whether the Council is sufficiently prepared to take on additional responsibilities, services, or assets that may be passed down from principal authorities. Consideration should be given to governance capacity, financial planning, and community expectations in this context.</li> </ul>	

	<p>Members were encouraged to reflect on whether current commitments are achievable within available resources or if refinements are necessary to enhance overall impact.</p> <p><i>21:35 Cllr D Jennings-Evans left the meeting</i>  <i>21:43 Cllr D Jennings-Evans rejoined the meeting</i></p> <p><b>Cllr R Jennings-Evans proposed, Cllr White seconded, and it was resolved with 13 in favour, 1 against and 2 abstentions to approve the strategic plan as presented.</b></p> <p><b><i>21:45 It was agreed with 12 in favour and 4 against to suspend standing orders to extend the meeting until 10.30 pm</i></b></p> <p><i>21:45 The meeting was adjourned for a comfort break</i></p> <p><i>21:47 The meeting was reconvened</i></p>	
<b>C/24/227</b>	<p><b>To Review Terms of Reference for the Lightwater Recreation Ground Trust Committee</b></p> <p>Members were asked to review the draft Terms of Reference for the proposed Lightwater Recreation Ground Trust Committee and consider approving them for adoption or provide comments if further amendments are required.</p> <p><b>It was resolved with 11 in favour, 3 against and 2 abstentions to revise the terms of reference, clarifying that the committee will consist of all Lightwater Councillors, and the spending authority of the Committee will be limited to £15k.</b></p>	<b>Clerk</b>
<b>C/24/228</b>	<p><b>Correspondence</b></p> <p>The Clerk reported that the Council had received the following correspondence:</p> <p>An invitation for the Chair of Council to open the Lightwater Fete  A resident representation regarding the Annual Parish Meeting  A resident representation regarding the Heathpark Wood Community Building</p> <p>Cllr Wheeler reported that Windlesham Councillors had received correspondence, which had also been received by the Clerk, concerning the alleged conduct of a councillor, specifically in relation to the inappropriate use of privileged information. Neither the Council nor the Clerk disclosed any personal data or information that would have identified individuals during the meeting. However, the councillor in question voluntarily identified themselves during the public session.</p>	
<b>C/24/229</b>	<p><b>Exclusion of the press and public.</b> 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>	

	C/24/230 Code of Conduct Matters	
<b>C/24/230</b>	<b>Code of Conduct Matters.</b>  <b>Members acknowledged the information presented and reaffirmed their previous decision, as recorded under Minute Reference C/24/225, in which they resolved not to proceed with the proposed training recommended by the Monitoring Officer.</b>	
	<b>There being no further business, the meeting closed at 22:30</b>	



### **Windlesham Parish Council**

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

**Held on Wednesday 25<sup>th</sup> March 2025 at 6.30pm at St Annes Church Centre, 45 Church Road, Bagshot**

<b>Bagshot Cllrs</b>		<b>Lightwater Cllrs</b>		<b>Windlesham Cllrs</b>	
Willgoss	P	Turner	P	Marr	P
White	P	Stevens	P		
Du-Cann	P				

**In attendance:** Joanna Whitfield- Clerk to the Council

Cllr Stevens took the Chair

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

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		<b>Action</b>
<b>PLAN/24/98</b>	<b>Apologies for absence</b>  No Apologies were received	
<b>PLAN/24/99</b>	<b>Declarations of interest</b>  Cllr Turner declared a non-pecuniary interest in application number 25/0242/DTC due to having attended a recent information session at the site.  Cllr White declared a non-pecuniary interest in application number 25/0253/FFU, declaring that the applicant is known to her.	
<b>PLAN/24/100</b>	<b>Public question time</b>  A resident raised concerns about the Construction Transport Management Plan (CTMP) linked to Planning Application 24/0639/DTC. They highlighted inconsistencies between the "Sequence of Works" (Table 3.1) and "Working Hours" (section 3.3). The complaint stated that the enabling works, which are considered part of the pre-construction phase, have been occurring outside permitted hours. The resident urged that the CTMP should clearly	

	<p>apply working hours to the pre-construction phase to protect local residents from further disruption.</p> <p><b>Cllr Stevens' noted the question and Members agreed that <i>whilst they have every sympathy with the concerns raised by the resident, they are only a consultee in the planning process, NOT the Planning Authority. As such the resident would be better served making representation direct to the Planning Enforcement officer at SHBC. They will, however, be discussing this matter later in the meeting (ref. application 25/0242/DTC) and will continue to make the concerns of the resident, and others affected by the Heathpark Wood development, known to the SHBC planning team.</i></b></p>	
<b>PLAN/24/101</b>	<p><b>Exclusion of the press and public</b></p> <p>No Exclusions to the press and public.</p>	
<b>PLAN/24/102</b>	<b>To consider planning applications and planning appeals received prior to this meeting:</b>	

	<b>Bagshot Applications</b>		
25/0227/FFU	<p><b>3 Broomsquires Road, Bagshot, Surrey, GU19 5NW</b> Erection of front/side single-storey extension with changes to fenestration.</p> <p><b>No Objection</b></p>	FPA	4 <sup>th</sup> April 2025
25/0245/FFU	<p><b>Dovecote, 10B Butler Road, Bagshot, Surrey, GU19 5QF</b> Formation of new vehicular access and off street parking area.</p> <p><b>Object</b> The Council has received multiple concerns from local residents regarding the safety and suitability of the proposed access arrangements, particularly in relation to exit and egress from the site. Of particular concern are the restricted lines of sight onto the highway, which raise serious questions around visibility Given the potential highway safety implications, the Parish Council considers that the application, in its current form, does not adequately address or mitigate these risks.</p> <p>In light of these unresolved concerns, Cllr White will be calling this application in to the SHBC Planning Committee, to ensure a thorough discussion and review.</p>	FPA	11 <sup>th</sup> April 2025
25/0253/FFU	<b>30 Waterers Way, Bagshot, Surrey, GU19 5BL</b>	FPA	11 <sup>th</sup> April 2025

	<p>Erection of a single storey rear link extension to existing garage, conversion of garage to habitable accommodation, and extended dropped kerb.</p> <p><b>No Objection</b></p>		
25/0236/FFU	<p><b>Refuse Disposal Compound , Swift Lane, Bagshot, Surrey, GU19 5NJ</b></p> <p>Change of Use from Sui generis to use classes B2 (general industrial) and B8 (open storage).</p> <p><b>No Objection</b></p>	FPA	15 <sup>th</sup> April 2025
25/0151/FFU	<p><b>Flat 4, Stonehill House, 81 Guildford Road, Bagshot, Surrey, GU19 5NS</b></p> <p>Erection of an additional floor at first floor level with Juliet balcony and external staircase, internal alterations and changes to fenestration.</p> <p><b>Objection</b>  <b>Members resolved to object to the proposal on the grounds of overdevelopment of the site.</b>  <b>The scale and intensity of the proposed development are considered excessive for the plot, resulting in a layout that is out of keeping with the character of the surrounding area.</b></p>	FPA	15 <sup>th</sup> April 2025
25/0246/DTC	<p><b>Dukes Wood, Bracknell Road, Bagshot, Surrey, GU19 5HX</b></p> <p>Submission of details to comply with condition 4 (Tree Protection) attached to planning permission 24/0964/FFU for the formation of new vehicular access and driveway with entrance gates following the removal of both existing entrances, driveways and access with associated work and boundary treatment.</p> <p><b>Members noted the submitted details and deferred to Surrey Heath Borough Council officers for review and assessment of compliance with the relevant conditions.</b></p>	Details to Comply	11 <sup>th</sup> April 2025
25/0267/FFU	<p><b>14 Cedar Close, Bagshot, Surrey, GU19 5AD</b></p> <p>Erection of a first floor side extension with repositioning of ground floor external side wall and new decking to the rear.</p> <p><b>No Objection</b></p>	FPA	14 <sup>th</sup> April 2025
	<b>Lightwater Applications</b>		
25/0240/CES	<p><b>35 Heronscourt, Lightwater GU18 5SW</b> Certificate of lawfulness for the proposed erection of a rear garden room to court</p>	Certificate Proposed Development	9 <sup>th</sup> April 2025



	<b>Members noted that this application has been withdrawn.</b>		
25/0265/FFU	<p><b>14 Curley Hill Road, Lightwater, Surrey, GU18 5YG</b> Erection of a two storey front extension, single storey rear extension with roof terrace over, roof alterations including increase in ridge height and insertion of dormers, changes to fenestration, internal alterations and associated landscaping and levelling.</p> <p><b>Objection</b></p> <p><b>Members resolved to object to this application raising concerns that the height, bulk, and overall mass of the proposed development are excessive, particularly given its proximity to a Special Protection Area (SPA).</b></p>	FPA	14 <sup>th</sup> April 2025
	<b>Windlesham Applications</b>		
24/0639/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b> Submission of details to comply with conditions 17 (construction transport management plan) and 24 (construction environmental management plan) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p><b>Members resolved to COMMENT as follows:</b> <b>We are concerned that the developer has not yet undertaken the neighbour and community liaison functions set out in the CTMP/CEMP and would urge them to do so. This includes:</b></p> <ul style="list-style-type: none"> <li>- <b>Assigning a designated member of the works team to liaise with neighbours and deal with issues arising from the works (cl 3.20, 4.2)</b></li> <li>- <b>Circulating details of the site manager to neighbours (cl 3.21, 4.3)</b></li> <li>- <b>Consulting with local people and providing them with the opportunity to raise issues with the contractor (cl 3.22, 4.4)</b></li> <li>- <b>Making a display board available to the public detailing the works being undertaken and providing details of a site manager/employee in a position to support residents and deal with queries, concerns and complaints (cl 4.5, 4.6)</b></li> </ul> <p><b>Whilst construction of the dwellings has not yet commenced, the preparatory works are substantial. As noted at cl 3.34, they involve the importation of 30,000 m3 of subsoil to form the acoustic bunds on the SANG (presumably in addition to the material imported to form the haul road) and the exportation of felled timber, namely 3000 trees. In the absence of</b></p>	Details to Comply	24 <sup>th</sup> March 2025

	<p>community liaison, a significant number of residents have raised issues with councillors and WPC directly. We support the changes made in this March 2025 version of the CTMP/CEMP, providing that the construction period working hours should start at 8am and not 7.30am, as was provided in the June 2024 version (cl 3.30). We believe this change was in response to recommendations by SHBC's Environmental Health officer, Ann Zhang in an email of 16 July 2024. However, there is still a concern that by referring to "the construction period working hours" (cl 3.30), it is not made clear that the stated working hours also apply to the current period when preparatory/enabling works are being carried out. We believe they should apply to this period to provide protection to local residents.</p>		
24/0867/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b></p> <p>Submission of details to comply with conditions 10 (land contamination), 11 (land contamination remediation scheme) and 14 (land contamination remediation monitoring and maintenance scheme) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p><b>Members resolved to COMMENT as follows:</b>  <b>WPC has commented twice on this application previously, most recently on 28 February 2025. Since that date, comments have been submitted by Ann Zhang, SHBC's Scientific Officer dealing with environmental health, on 28 February and 13 March 2025.</b></p> <p><b>We note the Scientific Officer's recommendation that for the residential part of the site, Conditions 10 and 11 can be discharged, with a partial discharge of Condition 14 (further submissions being required prior to occupation).</b></p> <p><b>However, for the SANG area, the Scientific Officer states that they cannot recommend the discharge of any of these conditions. SHBC requires a site investigation and risk assessment to confirm the whole area is suitable for use as a public open space (Condition 10), a remediation scheme (Condition 11) and an appropriate validation, monitoring and maintenance scheme (Condition 14) as appropriate. Various other declarations and reports are also required in relation to imported material.</b></p> <p><b>We support the approach of SHBC's Scientific Officer, especially in view of the potential contaminants (notably plastics) in the haul road described in our submission of 28 February 2025.</b></p>	Details to Comply	24 <sup>th</sup> March 2025

24/1199/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b> Submission of details pursuant to Condition 12 of outline planning permission 15/0590 relating to details of ground contamination remediation</p> <p><b>Members resolved to COMMENT as follows:</b> <b>WPC commented on this application on 10 January 2025. Since that date, comments have been submitted by Ann Zhang, SHBC's Scientific Officer dealing with environmental health, on 28 February and 13 March 2025.</b> <b>We note the Scientific Officer's recommendation that for the residential part of the site, Condition 12 can be discharged.</b> <b>However, for the SANG area, the Scientific Officer states that they <u>cannot</u> recommend the discharge of Condition 12. The applicant is required to submit a site investigation and risk assessment to confirm the whole area is suitable for use as a public open space and a remediation/verification proposal as appropriate.</b> <b>We support the approach of SHBC's Scientific Officer, especially in view of the potential contaminants (notably plastics) in the haul road on the SANG.</b></p>	Details to Comply	24 <sup>th</sup> March 2025
25/0242/DTC	<p><b>Highams Park Chertsey Road Windlesham Surrey GU20 6HZ</b> Details to comply with condition 32 (Business Plan) of application ref.20/0747/FFU (Hybrid planning application comprising: Full application for a new building for Sales, Manufacturing &amp; Heritage (Building 2) together with test road, two new vehicular accesses onto Highams Lane, associated parking, landscaping and ancillary outbuilding. Change of use of existing buildings (comprising former BOC Headquarters) for education, storage, business and ancillary uses. Outline application with all matters reserved for 2 new buildings for Headquarters and Engineering (Building 1) and Vehicle Research and Development (Building 3)) granted 09 February 2021.</p> <p><b>Members resolved to COMMENT as follows:</b> <b>Condition 32 requires the submission of a detailed business, education and community plan for the Molecule building for approval by SHBC. We understand from the Application Form that there are ongoing discussions between SHBC and the applicant in relation to the whole site and that SHBC has requested a more detailed Business Plan.</b> <b>The submitted Business Plan dated February 2025 provides a significant amount of detail, including financial proposals, for the use of the Molecule</b></p>	Details to comply	Not Available

	<p>building for educational and community needs. We rely on the expertise of SHBC to determine whether the detail provided meets Condition 32(1) (the financial viability of delivering and maintaining a community and educational facility over the longer term) and Condition 32(2) (a longer-term pipeline of demand for educational and community uses within the building).</p> <p>Condition 32(3) states that the plan should explain robustly how all the primary office functions of the applicant's business on site cannot be incorporated into the Molecule building and why a new building is required. The submitted Business Plan does not seem to deal with this point in any detail and we ask SHBC to consider this.</p>		
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**There being no further business, the meeting closed at 19:02**



# **Windlesham Parish Council**

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

**Held on Wednesday 9<sup>th</sup> April 2025 at at 11:00am at All Saints' Church Hall, Broadway Way, Lightwater**

<b>Bagshot Cllrs</b>		<b>Lightwater Cllrs</b>		<b>Windlesham Cllrs</b>	
Willgoss	P	Turner	P	Marr	P
White	P	Stevens	P		
Du-Cann	P				

**In attendance:** Joanna Whitfield- Clerk to the Council

Cllr Stevens took the Chair

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

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<b>PLAN/24/103</b>	<b>Apologies for absence</b>  No Apologies were received
<b>PLAN/24/104</b>	<b>Declarations of interest</b>  None
<b>PLAN/24/105</b>	<b>Public question time</b>  Members acknowledged receipt of a resident's representation in relation to the appeal for planning application 24/1195/FFU, and confirmed that its contents would be duly considered during discussion of the item.
<b>PLAN/24/106</b>	<b>Exclusion of the press and public</b>  No Exclusions to the press and public.
<b>PLAN/24/107</b>	<b>To consider planning applications and planning appeals received prior to this meeting:</b>

	Bagshot Applications	
24/0734/FFU	<p><b>32 Cedar Close Bagshot Surrey GU19 5AD</b> Erection of a pair of semi-detached dwellings following demolition of existing dwellinghouse. APP/D3640/W/25/3362100</p> <p><b>Members resolved not to make any additional comments or modify/withdraw their previous representation.</b></p>	APPEAL
25/0303/CES	<p><b>Ridgeway Bridge Road, Bagshot Surrey GU19 5AR</b> Certificate of lawfulness (proposed) for the proposed loft conversion with two side dormers.</p> <p>Members wished to raise the following concerns:</p> <p><b>Lack of On-site Parking Provision</b> The proposed development has the potential to increase occupancy at the property without any clear indication of additional parking provision. Bridge Road and the surrounding area already experience parking pressures, and the intensification of residential use may exacerbate these issues.</p> <p><b>Conservation Area Query</b> Members requested that Surrey Heath Borough Council confirm whether the site falls within a designated conservation area.</p> <p><b>Concerns About Overdevelopment</b> The committee noted that the addition of side dormers represented a significant visual alteration to the roofline and overall massing of the property. This raised concerns that the scale of the proposed changes may result in an inappropriate overdevelopment of the site.</p> <p><b>Permitted Development Assessment</b> Members felt that it was unclear from the documents whether the proposal fully complies with the requirements for permitted development, particularly in relation to the size and position of the side dormers. It was requested that the planning authority review whether a full planning application would be more appropriate in this case.</p>	Certificate Proposed Development
	Lightwater Applications	
25/0275/FFU	<p><b>81 Ambleside Road, Lightwater, Surrey, GU18 5UH</b> Retrospective application for construction of a rear patio.</p> <p><b>No Objection</b></p>	FPA
25/0264/DTC	<p><b>Lightwater Leisure Centre Lightwater Country Park The Avenue Lightwater Surrey GU18 5RG</b> Submission of details pursuant to Condition 6 (Construction Transport Management Plan), Condition 7 (Environmental Management Plan), Condition 9 (Details of hard surface construction within Root Protection Areas) of planning permission</p>	Details to comply

	<p>24/0156/FFU [relating to 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]</p> <p><b>Members reviewed the submitted documents and raised the following concerns:</b></p> <p><b>Members do not consider that the submission provides sufficient or satisfactory information to discharge Condition 9. The documentation lacks clarity, and given the site's location within the Country Park, the Committee would like to see more detail.</b></p>	
25/0298/DTC	<p><b>99 - 101 Guildford Road Lightwater Surrey GU18 5SB</b> Submission of details to comply with condition 17 (Arboricultural Method Statement) attached to planning permission 24/0136/FFU for Development of site to provide 21no. dwellings with associated access, hardstanding, landscaping and parking.</p> <p><b>Windlesham Parish Council notes the submission of details pursuant to Condition 17 (Arboricultural Method Statement) and, given the technical nature of the material, resolves to rely on the professional judgement and expertise of the Surrey Heath Borough Council.</b></p> <p><b>The Council remains supportive of the need to safeguard existing trees and green infrastructure, especially in a development of this scale, and trusts that all appropriate protections will be enforced throughout the construction process.</b></p>	Details to comply
24/1195/FFU	<p><b>The Old Haveli 92 Guildford Road Lightwater Surrey GU18 5RP</b> Erection of a detached garage on a new concrete base. APP/D3640/W/25/3362274</p> <p><b>Members noted the appeal submission and affirmed their continued objections to this application as outlined in their previous representations.</b></p>	Appeal
25/0248/FFU	<p><b>Hook Mill House , Hook Mill Lane, Lightwater, Surrey, GU18 5UD</b> Erection of a detached outbuilding (Retrospective).</p> <p><b>No Objection</b></p>	FPA
	<b>Windlesham Applications</b>	
24/0630/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b> Submission of details to comply with conditions 6 (ground investigation), 8 (surface water management) and 19 (existing and proposed levels) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p>	Details to comply

	<p><b>Members resolved to COMMENT as follows:</b></p> <p><b>Surrey County Council has advised in their response of 25 March 2025 that they are now content that Condition 8 can be discharged (submission of details for proposed surface water management scheme). The documents and plans submitted are of a detailed and technical nature, and we rely on the expertise of SCC and SHBC in this respect.</b></p> <p><b>SCC's summary table dated 25 March 2025 (detailing planning conditions discharge progress) confirms that SCC determined in July 2024 that the Applicant had provided sufficient information to satisfy Condition 6 (submission of ground investigation report).</b></p> <p><b>It is unclear to us whether Condition 19 (submission of details relating to existing and proposed ground levels) has been discharged, although it is noted that a significant number of technical plans were submitted in July 2024, which we believe relate to this condition and which we rely on SHBC to interpret.</b></p>	
24/0999/FFU	<p><b>2 Crees Meadow Windlesham Surrey GU20 6QA</b></p> <p>Erection of a front and side boundary wall to connect to existing, with replacement timber fence and addition of a fence to top of existing boundary wall.</p> <p>APP/D3640/D/25/3361597</p> <p><b>Members resolved to COMMENT as follows:</b></p> <p><b>This appeal will be considered under the Householder Appeals Service procedure. This procedure does not allow further comments by interested parties at this stage but it is understood that WPC's original objection will be forwarded to the Planning Inspectorate and taken into account.</b></p>	Appeal
25/0318/FFU	<p><b>12 Poplar Avenue, Windlesham, Surrey, GU20 6PL</b></p> <p>Erection of a single storey rear extension following demolition of existing rear element and conservatory, garage conversion into a habitable space with roof lights and associated internal alterations.</p> <p><b>No Objection</b></p>	FPA

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





### **Windlesham Parish Council**

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The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER  
VILLAGE COMMITTEE**  
**Held on Tuesday 1st April 2025 at 7:00 pm at Lightwater Library, Guildford Road,  
Lightwater**

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

**In attendance:** Sarah Wakefield- Assistant Clerk  
Deborah Schultz- Lightwater Resident

Cllr R. Jennings-Evans in Chair

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

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		Action
LVC/24/55	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllr Stevens.	
LVC/24/56	<b>Declarations of Interest</b>  Cllr Turner declared a non-pecuniary interest in item 12 as he is a member of The Lightwater Society.  Cllr Harris declared a non-pecuniary interest in item 12 as he is the interim treasurer of The Lightwater Society and the treasurer of the Briars Community Association.  Cllr Malcaus Cooper declared a non-pecuniary interest in item 12 as she is the Chairman of The Lightwater Society and Chairman of the Briars Community Association.	

LVC/24/57	<p><b>Public question time</b></p> <p>Deborah Schultz, Lightwater Resident made raised the following concerns regarding road traffic coming through Lightwater Village-</p> <ul style="list-style-type: none"> <li>• Heavy lorries through Guildford Road turning down All Saints Road: Ms Schultz felt that this is an accident waiting to happen and that there should be a lorry ban through Lightwater Village like Bagshot and Windlesham.</li> <li>• Speed of traffic through Lightwater Village and why are there no speed limit signs?: Ms Schultz is concerned that traffic just speeds over the speed bumps. Ambleside Road has numerous speed limit and VAS signs but there is nothing in Lightwater Village centre. She also raised concern regarding elderly people in the village who regularly struggle to cross the village roads due to the speed of the traffic.</li> <li>• Parking on the pavement and on double yellow lines: Concerns were raised regarding parking outside the chemist, the Cook shop, and the charity shop, with vehicles reversing across the pavement, posing a potential hazard to pedestrians. It was also highlighted that cars parking on double yellow lines and the pavement at the square needs enforcement.</li> </ul> <p>Cllr R. Jennings-Evans thanked Ms.Schultz for her comments, and in summary members responded with the following comments:</p> <ul style="list-style-type: none"> <li>• <b>Parking &amp; Traffic:</b> Parking enforcement is managed by SHBC, and concerns can be raised with them. Speed surveys have been conducted in the past, with mitigation measures near the school discussed.</li> <li>• <b>HGV Ban:</b> It could be explored whether Lightwater Village meets the criteria for an HGV ban.</li> <li>• <b>Development traffic:</b> HGVs from the Heathpark Woods development will pass through Lightwater as per the traffic plan for the development.</li> <li>• <b>CIL Payments:</b> Lightwater does not receive Community Infrastructure Levy (CIL) payments. Cllr Turner confirmed that the new affordable housing development in Lightwater will also not generate CIL contributions.</li> <li>• <b>Parking Ownership:</b> It was noted some village shop owners own the land outside their premises, allowing for customer parking.</li> <li>• <b>Lightwater Village Sign:</b> Cllr Malcaus Cooper commented that The Lightwater Society are looking into the possibility of a Lightwater Village Sign which they hope will encourage people to slow down as they enter the village.</li> </ul> <p>Cllr Malcaus Copper read out the following questions from Lightwater resident, Nicky Upton-</p> <ol style="list-style-type: none"> <li>1. Why doesn't Lightwater have any signage investment? The other villages seem to have it so why doesn't Lightwater?</li> <li>2. What efforts are being made to address parking in the village, reduce noise from the A322, and slow down traffic on the bypass, which is often used as a racetrack outside of peak hours?</li> </ol> <p>Cllr R Jennings-Evans thanked Mrs Upton for her questions. She stated that traffic issues on the bypass fall under the responsibility of the Police. She also</p>	

	<p>noted that the bypass does not currently meet the necessary criteria for the installation of an average speed camera.</p> <p>Members requested that a letter be sent to the Police to raise concerns about vehicle speeds through the village, including on Village Road, as well as excessive speeds on the Lightwater bypass outside of peak hours.</p> <p>It was confirmed that The Lightwater Society are working with their SCC Councillor, R Jennings-Evans to approve a suitable design for a Lightwater Village sign.</p>	<b>Assistant Clerk</b>
<b>LVC/24/58</b>	<p><b>Exclusion of the press and public.</b></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><b>LVC/24/70- Hook Mill Lane</b></p> <p><b>LVC/24/71- Cemetery Hedge</b></p>	
<b>LVC/24/59</b>	<p><b>Committee and Sub-Committee Minutes:</b></p> <p><b>The following amendments were agreed and incorporated into the minutes of the Lightwater Village Committee meeting held on 14 January 2025 and were subsequently approved and signed by Cllr R. Jennings-Evans.</b></p> <p><b>LVC/24/49-</b> Members also agreed that the Clerk could initiate discussions with L-Vis regarding the continued maintenance of both areas. It was emphasised that any volunteer group working on parish land must have the appropriate insurance, training and risk assessments in place. In the meantime, members agreed that Glendale would continue with the ongoing maintenance of the areas.</p>	<b>Cllr R. Jennings-Evans</b>
<b>LVC/24/60</b>	<p><b>Payments for approval</b></p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £910.00.</p> <p><b>It was resolved the payments the total sum of £910.00 be authorised, and the Chair signed the Expenditure Transactions Approval List.</b></p>	<b>Cllr R. Jennings-Evans</b>
<b>LVC/24/61</b>	<p><b>Committee finances – Income &amp; Expenditure</b></p> <p>Members were presented with an income and expenditure report up until the 24<sup>th</sup> March 2025.</p> <p>Cllr Harris requested clarification on whether the allotment fees (budget line 1030) should be displayed at the top level. It was noted that this would be clarified with the RFO.</p> <p><b>Members noted the rest of the report.</b></p>	<b>RFO</b>
<b>LVC/24/62</b>	<b>Grant Policy</b>	

	<p><b>Members reviewed the draft Grant Policy for 2025/26 and resolved to adopt after the following amendments had been made:</b></p> <p><b>How to apply for a grant:</b> Grants between £500-£1000- as well as an application form and a copy of their constitution, <b>applicants will now be required to submit copies of their last financial year end accounts.</b></p> <p><b>Conditions of Receipt:</b> All grants must be publicly acknowledged through appropriate publicity, marketing materials, or a formal public statement recognising Windlesham Parish Council's support. <b>Organisations receiving a grant are expected to work in partnership with the Council to develop and deliver a joint press release following the award of the grant.</b> <b>We also request that the WPC logo be included on all publicity materials or documentation issued by the grant recipient.</b></p> <p>It was emphasised that the monitoring process should be applied to all grants over £1,000. To ensure consistent oversight, the monitoring of grants will be added to the LVC meeting agenda under Grants, allowing for quarterly reviews.</p> <p><b>Members resolved that plaques or stickers reading "Planters sponsored and maintained by Windlesham Parish Council" will be placed on all planters maintained by WPC in the village.</b></p>	Assistant Clerk
LVC/24/63	<p><b>Lightwater Cemetery</b></p> <p><b>a) Update on Topographical Survey and fencing</b></p> <p>Members were informed that the deed title from the Land Registry is still pending, preventing progress on the next steps agreed upon at the last committee meeting-</p> <p>A. Request the surveyor to superimpose the title deed boundary onto the survey to identify any discrepancies.</p> <p>B. Have the surveyor mark out the boundary.</p> <p>C. Proceed with fencing once the boundary is marked.</p> <p>D. Expedite the registration process without waiting for the fencing to be completed.</p> <p><b>Members unanimously resolved to wait until the Land Registry had been received before proceeding with the next steps. They also agreed to delegate authority to the Clerk in conjunction with the Chair and vice-chair to proceed with one of the fencing quotes if these steps are completed before the next meeting.</b></p> <p><b>b) Woodland Burials and scattering of ashes</b></p> <p>Members reviewed information provided regarding the potential to offer woodland burials and scattering of ashes in the proposed extension section of Lightwater Cemetery.</p>	Clerk, Chair & vice chair

	<p>Members were asked to consider whether to proceed with exploratory work to assess the feasibility of designating a section of the cemetery extension to woodland burials and the scattering of ashes. This would include conducting relevant site surveys to evaluate site suitability and environmental impact.</p> <p><b>Members unanimously agreed to explore the feasibility of designating a section of the cemetery extension for woodland burials and the scattering of ashes. This includes obtaining quotes where necessary for site surveys, assessing suitability and evaluating the environmental impact.</b></p> <p><b>c) Ashes Half Plots</b></p> <p>The Assistant Clerk informed members that with only two half ashes plots available, members may wish to consider a location for further half plots.</p> <p>Members were asked to decide whether to instruct the Assistant Clerk to further investigate the suitability of this area for half plots, or to explore alternative locations for this purpose.</p> <p><b>Members unanimously resolved to instruct the Assistant Clerk to further assess the suitability of the area for half plots. If deemed suitable, the area will be designated for this purpose.</b></p> <p><b>d) Consideration of measures to mark reserved burial plots</b></p> <p>Members were presented with a number of different options for marking reserved burial plots to gather their input on the most suitable method within the cemetery.</p> <p>An example of an engraved plaque was viewed at the meeting.</p> <p>Cllr Harris suggested that to prevent any markers from being moved, concrete markers could be used, anchored at a depth into the ground.</p> <p><b>Members unanimously resolved to recommend to Full Council the implementation of a Parish-wide system for marking reserved burial plots, allowing each committee to determine the style of markers used in their respective cemeteries.</b></p> <p><b>Members unanimously resolved to defer making a decision on the style of plot markers, requesting that quotes for plaques and concrete markers be brought back to the next committee meeting for consideration.</b></p>	<p>Assistant Clerk &amp; Cemetery Co-ordinator</p> <p>Assistant Clerk &amp; Cemetery Co-ordinator</p> <p>Assistant Clerk</p>
LVC/24/64	<p><b>Lightwater Recreation Ground-</b></p> <p>Members were asked to review a request from 1<sup>st</sup> Lightwater Scouts for the use of Lightwater Recreation Ground for the annual bonfire and fireworks display.</p>	

	<p>Members were asked to decide if they would like to grant the use of the Recreation Ground for the above use.</p> <p><b>Members unanimously resolved to grant the use of the Recreation Ground to the Scouts for their annual bonfire and firework display.</b></p> <p><b>Members also agreed to ask the event organiser to include a more robust fire safety plan in their risk assessment, particularly regarding the fire after the event. Members felt that simply cordoning off the fire to prevent access was insufficient to ensure safety and have asked that the fire is completely out before being left unattended.</b></p> <p><b>Members also requested that the Assistant Clerk seeks quotes for hard standing at the site the bonfire sits on, to be brought back to the next committee meeting.</b></p>	Assistant Clerk
LVC/24/65	<p><b>Traffic &amp; Infrastructure- to consider the formation of a Lightwater Traffic &amp; Infrastructure Working Group-</b></p> <p>Members were asked to decide if there is any merit in forming a Lightwater Traffic and Infrastructure working party to involve community engagement.</p> <p><b>Members unanimously agreed to establish a Traffic &amp; Infrastructure Working Group, with the intention of drafting Terms of Reference for the group. These will be presented at the next committee meeting for approval and to determine the next steps.</b></p>	
LVC/24/66	<p><b>Grants-</b></p> <p>Members were asked to consider a grant application from The Lightwater Society requesting £500 to contribute towards the society's expanding programme of events, including the Fayre in the Square.</p> <p><b>Members unanimously resolved to grant £500 to The Lightwater Society for the above purposes.</b></p> <p>Members were asked to consider a grant application from The Briars Community Association requesting £2,000 to contribute towards the installation of a hearing loop system at the Briars Community Centre.</p> <p><b>Members unanimously resolved to grant £2,000 to The Briars Community Association for the above purposes.</b></p> <p>Members were asked to consider a grant application from The Lightwater Society requesting £5,985 to help fund a VE Day community event in Lightwater Village.</p> <p><b>Members unanimously resolved to grant £5,985 to The Lightwater Society for the above purposes. They agreed that it be funded as follows- £4,322 from the VE Day budget line and £1,663 from the Lightwater grant budget.</b></p>	
LVC/24/67	<p><b>Clerks Update-</b></p> <p>The Assistant Clerk provided an update on the following items:</p>	

	<p><u>War memorial planting</u></p> <p>The tidy up of the war memorial and war memorial gardens has been completed to a high standard. Due to the risk of frost, the contractor will begin planting the bedding around the base of the memorial in the coming weeks, ensuring the timing is optimal for the plants.</p> <p>Cllr Malcaus Cooper noted that The Lightwater Society would like to Plant a tree in commemoration of VE80. She confirmed this would be brought forward as a proposal to a future meeting.</p> <p><u>Lightwater Pavilion</u></p> <p>At the March 2025 Full Council meeting, a Memorandum of Agreement, prepared by an appointed solicitor, was approved for signing by the Clerk to the Council. It was also agreed that all Lightwater Committee councillors will act as the committee overseeing the trust. Once the agreement has been finalised and the Trust Committee's Terms of Reference are approved by Full Council, a Trust Committee meeting will be scheduled.</p>	
<b>LVC/24/68</b>	<p><b>Correspondence-</b></p> <p>No Correspondence.</p> <p><i>Cllr D Jennings-Evans left the meeting 20:50</i></p> <p><i>Cllr D Jennings Evans rejoined the meeting 20:53</i></p>	
<b>LVC/24/69</b>	<p><b>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.</b></p> <p><b>LVC/24/70- Hook Mill Lane</b></p> <p><b>LVC/24/71- Cemetery Hedge</b></p>	
<b>LVC/24/70</b>	<p><b>Hook Mill Lane- to discuss next steps</b></p> <p>Members were presented with a report from a planning consultant, along with documents previously submitted to Full Council, including legal advice and asked to consider the next steps.</p> <p>Members were also asked if they would prefer to defer making any further decisions until the impact of devolution, and the potential transfer of assets to the parish council, is clearer.</p> <p><b>Members unanimously resolved to proceed with the next steps to market the site, while acknowledging that potential changes due to devolution may impact the process. However, members agreed to continue and not delay progress and to proceed with the next steps as outlined in the confidential report.</b></p>	
<b>LVC/24/71</b>	<b>Cemetery Hedge</b>	

	<p>Members were asked to decide to consider next steps regarding a section of hedge in the cemetery.</p> <p><b>Members noted the update from the solicitor and agreed to carry out the actions as detailed in the confidential report.</b></p>	
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**There being no further business, the meeting closed at 21:14**





### **Windlesham Parish Council**

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

**Held on Wednesday 12<sup>th</sup> March 2025 at 7:00pm at The Hub, Windlesham Field of Remembrance, Kennel Lane, Windlesham**

<b>Councillors</b>	
Hardless	P
Lewis	P
Marr	P
McGrath	R
Richardson	P
Wilson	S

**In attendance:** Sarah Wakefield – Assistant Clerk  
Cllr Victoria Wheeler- Surrey Heath Borough Councillor  
Cllr Rob Lee- Surrey Heath Borough Councillor  
Alyson Evans- Windlesham Resident  
Robert Evans- Windlesham Resident  
Nabeel Alwareeth- Windlesham Resident  
Caleb Van Ryneveld- Lightwater Resident  
Chris Phoenix- Windlesham Resident

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

Cllr Lewis took the Chair

		<b>Action</b>
<b>WVC/24/61</b>	<b>Apologies for absence</b>  No apologies for absence.	
<b>WVC/24/62</b>	<b>Declarations of Interest</b>  Cllr Wilson declared a pecuniary interest in Item 18.	
<b>WVC/24/63</b>	<b>Public question time</b>  <u>The following questions and comments were raised regarding the increase in HGV traffic since work has started on Heathpark Woods development and SANG:</u>	

- Robert Evans made the following comment:

Mr Evans raised a concern with the committee regarding the increase in HGV traffic due to the development at Heathpark Woods and the associated SANG. He noted that HGVs are travelling at speeds exceeding 30mph and operating early in the morning, before 8am, which coincides with school traffic. Additionally, he mentioned that the increased traffic has resulted in his cars being consistently covered in dust, raising concerns about the potential health risks from inhaling the dust, which prevents him from opening his house windows. Mr Evans also highlighted difficulties in safely getting children into their car seats as the HGVs do not slow down. He expressed worry that if no action is taken, there could be a serious accident. He suggested that a 20mph speed limit be introduced on this road, even temporarily, while the development is under construction. He also mentioned that this issue is not limited to HGVs, as other traffic also speeds along the road.

- Correspondence from five Windlesham residents, submitted for public participation, was read out by Cllr Lewis:

Cllr Lewis summarised correspondence from five residents who also expressed concerns about the increase in HGVs on Woodlands Lane and Broadway Road. Their concerns included the rising number of HGVs, their speeds, and the early morning traffic, as well as the accumulation of dust on cars and pavements. Additionally, they highlighted the significant amount of dirt and mud that has accumulated along the length of Woodlands Lane as a result of the increased traffic.

Cllr Lewis invited the Borough Councillors present at the meeting to provide their comments.

Cllr Wheeler shared that the traffic management plan for the development would soon be distributed and encouraged residents to contact both herself and Cllr Wilson so their concerns could be raised with SHBC Planning Officers.

Cllr Lewis confirmed that the Windlesham Village Committee had commissioned 18 speed surveys throughout the village, including on Woodlands Lane. It was agreed that this matter would be discussed further during the Traffic & Infrastructure agenda item.

Cllr Wilson informed the committee that the Head of Enforcement at SHBC had contacted the developer regarding reports of HGVs operating outside their designated travel times. The developer was unaware of this breach and has committed to ensuring it does not recur.

Cllr Wilson also noted that speeding is a matter for the Police and suggested contacting the new Borough Commander, Inspector Scott, to bring the issue to his attention and request police intervention.

- A question from a Windlesham resident, submitted for public participation was read out by Cllr Marr:

I write to express my concern at the large scale dumping of unknown rubbish on the field of 12 Oaks I presume. What chemicals are in this waste? Windlesham is at the water table so any leaching will

eventually make its way to the Windle, Bourne and Thames. Will the council be sued for the pollution caused by this dumping as we are seeing in Runneymede? Why is this being dumped?

Cllr Marr confirmed that the Planning Committee of WPC has been actively corresponding with both SHBC and the Environment Agency regarding concerns about the materials used in the SANG. She noted that, while the Environment Agency has not yet responded, there is significant concern among councillors about the materials deposited on the haul road. The Environment Agency has been requested to confirm whether the materials used are permitted and if any testing has been conducted on them.

Cllr Wheeler confirmed that the Environment Agency had visited the site at SHBC's request, and that the lack of enforcement was due to the materials being classified as temporary. The developer has stated that these materials are a temporary deposit, intended only to provide access, and will be fully removed once the work is complete. SHBC has indicated that they are unable to take further action to compel the developer to remove the materials from the SANG site.

Members expressed concern that the unknown materials have now been deposited not just on the haul road, but also in the bund, and there has been no confirmation as to whether there are any contaminants present in these materials. They will be awaiting a response from the Environment Agency for further clarification.

Cllr Wheeler also confirmed that, should residents wish to write to SHBC regarding any issues related to the Heathpark Woods development, they should ensure their Borough Councillors are copied in, as due to GDPR restrictions, SHBC is unable to forward emails to the councillors.

Cllr Wilson confirmed that as part of the enforcement plan, Woodlands Lane should be cleaned.

- Tony Murphy posed the following question- SHBC decided to defer the consideration of the CGR request, for a Windlesham village Parish Council, pending a Government White paper on the future of Local Government which is expected "in this Spring". White papers being statements of policy or setting out proposals for future legislation, position papers, a tool for participation in democracy not an unalterable commitment. They have a dual role of presenting firm government policies whilst at the same time inviting opinions on them.

Contrary to opinions already expressed on a local "Facebook" page, by a mere member, but which may be seen as representing a preformed WPC policy, I believe that a more logical approach would be to wait for the white paper and to engage in debate on the basis of that matter of fact.

Like all of us, with that exception, I can't claim to have prior knowledge of the Governments proposals- in relation to both the parished and, for the majority of our national population, which is unparished. But it must be hoped that their proposals will be based on a proper examination of PC organisations, structures, which can be seen as

	<p>arcane relics of their ecclesiastical rural past, before 1894, but unchanged since the 1974 LG reorganisation. They are unchanged, resisting change, in a very changed and changing world.</p> <p>Do Members agree that, in the forthcoming considerations, there must be freedom of expression for all and that the “illegal” restrictions, which have been imposed on the elected representatives of this village, will be lifted, as they run counter to the laws of Parliament on Freedom of Speech and Representation of the People?</p> <p>Members thanked Mr Murphy for his comments and duly noted their content.</p> <p><i>Cllr Wilson proposed, and Cllr Richardson seconded, and it was unanimously resolved to suspend standing order 3 (e) to allow Cllr Lee to ask a question as he is not a resident of the Parish of Windlesham.</i></p> <ul style="list-style-type: none"> <li>• Cllr Rob Lee posed the following question: Cllr Lee inquired whether him and his son would be permitted to use facilities in Windlesham, including the new proposed playground at Windmill Field in Windlesham.</li> </ul> <p>Members confirmed that Cllr Lee and his son would be permitted to use the facilities in Windlesham Village.</p> <p><i>Members unanimously agreed to suspend Standing order 3 (f) to allow public questions to extend past 20 minutes.</i></p> <ul style="list-style-type: none"> <li>• Caleb Van Ryneveld made the following comment – Mr Van Ryneveld emphasised the importance of continuing the efforts made by the parish council to work together on development issues. He acknowledged that if the parish council had given up and allowed developments to go ahead without challenge, we might be discussing them just a few years later, rather than addressing them eight years on. He pointed out that this isn't the last development planned by higher authorities and highlighted that pushing back responsibly against large scale developments is crucial to ensuring they are sympathetic to the community. He praised the ongoing efforts of both the parish and borough councils, thanking them for their dedication and encouraging them to continue the good work.</li> </ul>	
<b>WVC/24/64</b>	<p><b>Exclusion of the press and public.</b></p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>WVC/24/75 To discuss a memorial application WVC/24/76 To discuss a cemetery fee dispensation request WVC/24/77 Burial matters WVC/24/78 To discuss a land purchase request</p> <p><b>Members agreed that the above items be discussed in the confidential part of the meeting.</b></p>	

<b>WVC/24/65</b>	<b>Committee and Sub-Committee Minutes</b>  The minutes of the Windlesham Village Committee meetings held on the 10 <sup>th</sup> December 2024 <b>were approved and signed by Cllr Lewis.</b>	<b>Cllr Lewis</b>

<b>WVC/24/66</b>	<b>Payments for Approval</b>  The Assistant Clerk presented a list of expenditure transactions for approval, in the sum of £7,379.50  <b>It was resolved payments in the total sum of £7,379.50 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b>	<b>Cllr Lewis</b>
<b>WVC/24/67</b>	<b>Committee finances – Income &amp; Expenditure</b>  Members were presented with an income and expenditure report up until the 3 <sup>rd</sup> March 2025 prepared by the Council's RFO.  Cllr Richardson requested that the RFO provide a list of projects committed to CIL, as well as a breakdown of costs for the new playground at Windmill Field. She also requested that the RFO removes the mention of wildflowers from the report and to clarify the £7,500 payment which has been allocated from the maintenance budget line.  <b>Members noted the rest of the report.</b>	<b>RFO</b>
<b>WVC/24/68</b>	<b>Windlesham Cemetery</b>  <b>a) Cemetery Regulations</b>  Members were sent the current cemetery regulations (revised April 2023) and asked to review and highlight any sections they felt required attention.  Members were asked to confirm if there are any changes/amendments they wish to make to the current Cemetery Regulations.  <b>Cllr Wilson requested that all gender specific terms in the Windlesham Cemetery regulations be replaced with the term 'they'.</b>  <b>Cllr Hardless proposed, Cllr Richardson seconded, and it was unanimously resolved to form a working party, consisting of all committee members, to review and discuss proposed changes to the cemetery regulations. The revised regulations will be brought back to a future committee meeting for further consideration.</b>	<b>All WVC Committee Members</b>

### **b) Tre re planting**

Members were asked to decide if they wish to seek quotes for the planting and maintenance (to include watering) of a Liquidamber tree or to agree on an alternative tree species from the presented list.

**Members unanimously resolved to grant delegated authority to the Clerk, in conjunction with the Chair and Vice-chair, to obtain quotes and appoint a contractor for the planting, maintenance, and watering of a Liquidamber tree.**

**Clerk, Chair & vice chair**

### c) Cemetery Drainage

Members were reminded that it had been advised that a Groundwater Risk Assessment in the cemetery is undertaken before any drainage solutions are discussed.

Members reviewed the three presented quotes for Groundwater Risk Assessments.

Cllr Hardless raised concerns about the validity of one of the quotes due to its issue date. He requested that references be sought for both Quote A and Quote B, and that it be clarified whether both quotes include recommendations for drainage solutions in response to the findings of the report.

Cllr Hardless proposed, Cllr Richardson seconded, and it was unanimously resolved to bring the quotes back to a future meeting once questions raised by Cllr Hardless had been clarified.

## Assistant Clerk

#### d) Cemetery Bins

Members were aware of the ongoing fly tipping issues in the cemetery and presented with a solution, which involved the removal of the current arrangement and the replacement with 3 x 120L heritage style bins.

Members reviewed 3 x quotes for new bins and determine whether they would like to proceed with any of the options presented, as well as decide on the funding for the work. Additionally, members were asked to confirm their agreement with the proposed course of action to improve the bin situation.

**Cllr Richardson proposed, Cllr Marr seconded, and it was unanimously approved to proceed with Quote 1 in the colour black. Members also agreed to fund the purchase from the Greenspace contingency budget line.**

## Assistant Clerk

### e) Memorial repairs

Members reviewed a quote for the repair of five memorials in the oldest section of the cemetery and decide if they wish to proceed with the quote as presented.

	<p><b>Members unanimously resolved to proceed with the quote as presented.</b></p> <p>Members also instructed the Assistant Clerk to contact Brookwood Cemetery for advice and recommendations on specialists in the conservation and restoration of the five historical memorials. The restoration has been deferred until a suitable stonemason with expertise in memorial conservation is identified.</p>	<b>Assistant Clerk</b>
<b>WVC/24/69</b>	<p><b>Windlesham Traffic &amp; Infrastructure: Speed Survey update and consideration of correspondence related to the speed survey project</b></p> <p>Members were informed by the Assistant Clerk that correspondence had been received from SCC Highways, who are in the process of scheduling a suitable date for the speed surveys to begin. All members emphasised the importance of the surveys starting as soon as possible and requested that this urgency be communicated to Highways.</p> <p>Members had been circulated correspondence from a resident regarding the speed survey project. Members were asked to decide if they wish to formally respond to the residents' concerns.</p> <p><i>Members unanimously agreed to suspend standing orders to allow a member of the public to speak.</i></p> <p>Mr Murphy clarified that his correspondence was not intended as criticism but as an encouragement for action. He expressed concern over accumulating development in the area, highlighting the recent approval of over 100 new homes at Grove End. While not directly impacting Windlesham, he stressed that the village's infrastructure remains largely unchanged, emphasising the need to move from analysis to action.</p> <p><b>Members noted Mr Murphy's comments.</b></p>	
<b>WVC/24/70</b>	<p><b>Windmill Field Playground Consultation</b></p> <p>Members were presented with the results from the Windmill Field Playground consultation and asked:</p> <ul style="list-style-type: none"> <li>• if they would like to proceed with one of the playground designs with no changes</li> <li>or</li> <li>• if they would like to proceed with one of the playground designs, but request changes to the design</li> <li>or</li> <li>• if they would not like to proceed with any of the 3 designs and would like to re issue the tender</li> </ul> <p>Members discussed the validation of the SurveyMonkey data, which involved reviewing IP addresses to identify multiple responses from the same source. It was agreed that allowing up to four responses per IP address was reasonable, as this could</p>	



	<p>reflect individual votes from a single household. Consequently, it was decided to discount votes where necessary in this instance.</p> <p>Members reviewed the data from the online consultation, taking into account the scores from the initial playground evaluations, comments from the consultation and feedback from both the public responses and attendees of the face-to-face consultation.</p> <p><b>Cllr Richardson proposed, Cllr Marr seconded, and it was unanimously resolved to proceed with Playground design 2.</b></p>	
<b>WVC/24/71</b>	<p><b>Grants-</b> Members were asked to consider a grant application from The Royal British Legion</p> <p>Members were asked to decide if they wished to grant £1,600 to The Royal British Legion to help towards the cost of a VE Day event.</p> <p><b>Members unanimously resolved to grant £1,600 to the Royal British Legion for the above purposes. Members agreed to fund the grant from the VE Day Events budget line which would be available from 1<sup>st</sup> April 2025.</b></p> <p><b>Members also agreed to earmark the remaining £900 in the 2024/25 Grants budget line to be carried over into the 2025/26 grant fund.</b></p>	
<b>WVC/24/72</b>	<p><b>Clerks Update</b></p> <p>The Assistant Clerk provided the following update:</p> <p><u>Ashes half plot area</u></p> <p>The SHBC Tree Officer has approved the removal of five laurels, allowing work on the half-plots area to begin within the next two weeks. The extension section will be closed for two days to facilitate tree felling and chipping. To minimise disruption, interments in that section should be avoided for approximately one and a half weeks due to potential noise and disturbance.</p> <p><u>Windlesham Neighbourhood Plan (WNP) Review</u></p> <p>Cllr Marr and the Assistant Clerk have been collaborating with a planning consultant to determine the next steps for the WNP Review. The consultant has proposed attending the next WNP Review Working Party meeting to provide guidance based on his review, which has been circulated. He will also present his key recommendations for consideration.</p> <p><u>Heathpark Woods SANG</u></p> <p>The Planning Committee resolved to write to the Environment Agency and the Head of Enforcement at SHBC to seek clarification on the following points: Environment Agency:</p> <ul style="list-style-type: none"> <li>• There is particular concern that materials not permitted under the U1 exemption have been used in the construction of the haul</li> </ul>	



	<p>road. Confirmation is sought on whether the Environment Agency is satisfied that all materials comply.</p> <ul style="list-style-type: none"> <li>• Confirmation is requested on whether the Environment Agency has reviewed the materials in question, conducted an on-site inspection, and taken samples for analysis.</li> <li>• Assurance is needed that all relevant materials can be safely removed from the site once the works are completed, along with clarification on whether the site could suffer irreversible contamination. SHBC:</li> <li>• Clarification is requested regarding the purpose of the haul road, assurance that all planning requirements have been met before tree removal, and concerns have been raised about the lack of communication from the developer to the community. SHBC and the Environment Agency have acknowledged receipt of the letters, however, a response is still pending.</li> </ul> <p><u>Greenspace Procurement update</u></p> <p>At the November 2024 meeting, delegated authority was given to the Clerk in conjunction with the Chair, Vice-Chair of the Council, along with the Chair and Vice-Chair of each village committee, to collaborate with the procurement consultant in preparing and launching a multi lot tender. Next steps will be agreed at their next meeting.</p>	
<b>WVC/24/73</b>	<p><b>Correspondence</b></p> <p>No correspondence.</p>	
<b>WVC/24/74</b>	<p><b>Exclusion of the press and public</b></p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>WVC/24/75 To discuss a Memorial Application  WVC/24/76 To discuss a cemetery fee dispensation request  WVC/24/77 Burial Matters  WVC/24/78 To discuss a land purchase request</p>	
<b>WVC/24/75</b>	<p><b>To discuss a Memorial Application</b></p> <p>The committee were asked to review a memorial application request and consider whether an exception should be granted for its approval.</p> <p><b>Cllr Wilson proposed, Cllr Richardson seconded, and members unanimously resolved not to approve the memorial application as it fell outside the cemetery regulations.</b></p>	
<b>WVC/24/76</b>	<p><b>To discuss a cemetery fee dispensation request</b></p>	

	<p>Members were asked to consider a cemetery fee dispensation request. Members were deeply sympathetic to the resident's situation, but felt granting a dispensation could set a precedent, making it challenging to maintain a consistent policy.</p> <p><b>Cllr Marr proposed, Cllr Hardless seconded, and it was resolved with 3 in favour and 2 abstentions to not grant the cemetery fee dispensation.</b></p> <p><i>Cllr Hardless left the meeting at 21:04</i></p>	
<b>WVC/24/77</b>	<p><b>Burial Matters</b></p> <p><b>Members unanimously resolved not to make a recommendation to Full Council and that Full Council decide on the proposal as detailed in the confidential letter.</b></p> <p><b>Members unanimously resolved to wait until further investigations had concluded before considering mitigation measures.</b></p> <p><i>Cllr Wilson left the meeting at 21:30</i></p>	
<b>WVC/24/78</b>	<p><b>To discuss a land purchase request</b></p> <p><i>Members unanimously resolved to suspend standing orders until 21:45.</i></p> <p><b>Following a discussion as recorded in the confidential report, members unanimously resolved not to dispose of the piece of land in question.</b></p>	

**There being no further business, the meeting closed at 21:41**

PAYMENTS

## Top Level for Month No 12

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/03/2025	3903	770	NP TREE MANAGEMENT	NPTREE	320.00	64.00	384.00	4195	210	320.00	Remove branch - Wind Vill Sch
								395		-320.00	Remove branch - Wind Vill Sch
								6000	210	320.00	Remove branch - Wind Vill Sch
24/03/2025	241203-1	772	JANE HUDSON	JANEHUDSON	1,514.00	0.00	1,514.00	4905	455	1,514.00	HML appraisal for planning app
TOTAL INVOICES					1,834.00	64.00	1,898.00			1,834.00	
VAT ANALYSISCODE OTS @ 0.00%					1,514.00	0.00	1,514.00				
VAT ANALYSISCODE S @ 20.00%					320.00	64.00	384.00				
TOTALS					1,834.00	64.00	1,898.00				

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2025	45	773	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Planning Meeting - 12 Mar 25
								4950	425	5.55	Planning Meeting - 12 Mar 25
								4950	525	3.90	Planning Meeting - 12 Mar 25
TOTAL INVOICES					15.00	0.00	15.00			15.00	
VAT ANALYSISCODE OTS @ 0.00%					15.00	0.00	15.00				
TOTALS					15.00	0.00	15.00				

## Top Level for Month No 12

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/03/2025	10551	774	OPTICHROME	OPTI	93.32	18.66	111.98	4435	225	93.32	Replace lock on office key saf
TOTAL INVOICES					93.32	18.66	111.98			93.32	
VAT ANALYSIS CODE S @ 20.00%					93.32	18.66	111.98				
TOTALS					93.32	18.66	111.98				

## Top Level for Month No 12

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2025	2177	777	ZENTECH IT	FRE01	329.86	65.97	395.83	4440	225	249.86	m'soft 365 lic/support -Mar 25
								4425	225	80.00	m'soft 365 lic/support -Mar 25
TOTAL INVOICES					329.86	65.97	395.83			329.86	
VAT ANALYSISCODE S @ 20.00%					329.86	65.97	395.83				
TOTALS					329.86	65.97	395.83				

Top Level for Month No 12				Order by Invoices Entered							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/01/2025	0125	780	NALC	NALC	65.00	13.00	78.00	4500	430	65.00	NALC Power Shift 2025 - AT
TOTAL INVOICES					65.00	13.00	78.00			65.00	
VAT ANALYSISCODE S @ 20.00%					65.00	13.00	78.00				
TOTALS					65.00	13.00	78.00				



## Top Level for Month No 1

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/04/2025	2912	776	SURREY ALC	SALC	2,996.50	0.00	2,996.50	4430	225	2,996.50	SALC/NALC subscription
02/04/2025	2040757	778	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Greenspace/playg insp - Apr 25
								4165	410	2,780.43	Greenspace/playg insp - Apr 25
								4165	510	2,022.13	Greenspace/playg insp - Apr 25
								4220	310	69.96	Greenspace/playg insp - Apr 25
								4220	410	69.96	Greenspace/playg insp - Apr 25
01/04/2025	32977	779	RIALTAS BUSINESS	REALTAS	3,366.00	673.20	4,039.20	4420	225	3,366.00	Annual Rialtas subs/maint
07/04/2025	202508	781	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	18.50	Full Council - 25 Mar 25
								4950	425	18.50	Full Council - 25 Mar 25
								4950	525	13.00	Full Council - 25 Mar 25
01/04/2025	4361	782	ICCM	ICCM	100.00	0.00	100.00	4430	225	100.00	ICCM subscription - 2025/6
<b>TOTAL INVOICES</b>					<u>15,077.96</u>	<u>2,386.29</u>	<u>17,464.25</u>			<u>15,077.96</u>	
VAT ANALYSISCODE OTS @ 0.00%					3,146.50	0.00	3,146.50				
VAT ANALYSISCODE S @ 20.00%					11,931.46	2,386.29	14,317.75				
<b>TOTALS</b>					<u>15,077.96</u>	<u>2,386.29</u>	<u>17,464.25</u>				

## Top Level for Month No 1

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/04/2025	10006142332	783	CASTLE WATER	CASTL	7.14	0.00	7.14	4055	455	7.14	Pavilion Water - 1-31 Mar 25
09/04/2025	106863	784	PRINT	PRINT	150.00	0.00	150.00	4640	225	150.00	210 X A5 8 page newsletter
TOTAL INVOICES					157.14	0.00	157.14			157.14	
VAT ANALYSIS CODE OTS @ 0.00%					157.14	0.00	157.14				
TOTALS					157.14	0.00	157.14				

Agenda Item 8 – Full Council Meeting 29 April 25  
Budget Monitoring Report to 31 March 25

**1. Income & Expenditure summary**

The following table shows the total income and expenditure to 31 March 2025 as derived from the financial records of the Council.

		Actual	Budget	Variance
<b>Income Detail</b>				
1000	Burial fees	99,683	77,351	22,332
1030	Allotment fees	1,953	1,970	(17)
1076	Precept	505,201	505,201	0
1800	Other income	59,528	0	59,528
1900	Interest received	21,100	9,492	11,608
1950	CIL income	10,115	0	10,115
<b>Total income</b>		<b>697,580</b>	<b>594,014</b>	<b>103,566</b>
<b>Total expenditure</b>		<b>524,547</b>	<b>594,014</b>	<b>69,467</b>
<b>Net income/(expenditure)</b>		<b>173,033</b>	<b>0</b>	<b>173,033</b>
Plus: Transfer from EMR		72,620	0	72,620
Less: Transfer to EMR		53,143	0	53,143
<b>Movement to/from General Reserve</b>		<b>192,510</b>	<b>0</b>	<b>192,510</b>

The schedule above shows an amount of £192,510 transferred to the General Reserve at the year end. Of this amount £75,000 was transferred to the individual village cemetery EMRs along with a further £75,306 that was transferred from identified underspends (refer to C/24/198 FC 25 March 25).

Revenue generation has exceeded expectations, notably in terms of burial fees but also in areas where we do not budget for income (CIL and grants). Since the previous report the sum of £43,028 re: Windmill Field from SHBC was received and is included in the above figures. In terms of expenditure the net overspend against budget, whilst comprising a variety of over and underspends, is small once items that are to be taken to the EMRs are excluded. Further comments on significant expenditure overspends are shown under Appendix A.

**2. Actions Required**

- Councillors should note the levels of expenditure shown and the associated balance sheet approving the overspends shown;
- Confirm the transfer of funds to EMR380 Bagshot CIL once payment for the allotments is made (see 3. Commitments below).

### 3. Commitments

As of 31 March 25 the Council held EMRs totalling of £937,129 with commitments of £405,622 identified and approved by the Full Council or individual Village Committees. This leaves uncommitted amounts of £399,485. These various amounts are shown in the table below.

WINDLESHAM PARISH COUNCIL - EMR STATUS AS AT 31 March 2025					
	Account	Balance at 31 Mar 25	Committed	Adj balance 31 Mar 25	
	General Reserve (18 Mar 25)	233,794		233,794.00	Forecast net expenditure - 19-31 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	46,182.00	(46,182.00)	0.00	Windmill Field playground - £46,182
325	EMR Windlesham CIL	54,302.18	(16,755.00)	37,547.18	Windmill Field playground - £15,835; Speed surveys - £120; Cemetery hedges - £800 ;
330	EMR Repairs and Maintenance	35,997.38	(10,000.00)	25,997.38	Bagshot Chapel repairs
331	EMR War Memorials	4,976.00		4,976.00	
332	EMR Allotments	2,000.00		2,000.00	
335	EMR Cemeteries	24,650.00		24,650.00	
336	EMR Lightwater Cemetery maintenance	53,250.00	(10,000.00)	43,250.00	Topographical survey of LW Cemetery
337	EMR Bagshot Cemetery maintenance	25,000.00		25,000.00	
338	EMR Windlesham Cemetery maintenance	21,418.00		21,418.00	
340	EMR Lightwater Pavilion & Rec	143,391.91	(22,499.00)	120,892.91	Legal advice re: Pavilion/FIT - £14,999; Removal of dedication - £4,000; Land transfer - £1,500; Additional legal questions arising - £2,000
345	EMR Bagshot Village	13,068.56	(4,200.00)	8,868.56	Phone box renovations - £4,000; Face painting at Freemtle Road playground opening - £200;
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	5,020.00	(1,500.00)	3,520.00	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
356	EMR Windlesham grants	900.00		900.00	
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	25,550.00		25,550.00	
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;
390	EMR Civic Functions	1,143.87		1,143.87	
395	EMR Tree Works	38,508.49	(23,990.00)	14,518.49	Estimated cost of tree works to be taken from EMR - no provision in budget
396	EMR Greenspace	16,285.00		16,285.00	
399	EMR CGR costs	35,791.00	(3,559.00)	32,232.00	Direct CGR costs
	EMRs	935,828.58	(399,485.00)	536,343.58	
	Total Reserves	1,170,922.58	(399,485.00)	771,437.58	

Councillors are reminded that in accordance with minute reference C/24/99 from the October 24 Full Council meeting a transfer of £33,000 to the Bagshot CIL EMR was agreed by each of the Lightwater and Windlesham Village Committees to cover the payment for the allotments. It is proposed to transfer this from EMR325 Windlesham CIL and EMR340 Lightwater Pavilion once the payment is made.

## **Appendix A**

The following significant overspends against budget have been noted, the majority of which are offset by transfers from EMRs or from grant income received.

		Actual	Budget	Variance	Comments
4060	Maintenance	66,856	48,910	17,946	£6,950 re: topographical survey for LW Cem.; £3,040 re: Windlesham Memorial Testing and £5,448 re: noticeboards at Windlesham Cem.; £7,500 for Broadway Road lighting from Windlesham CIL
4195	Tree maint/surgery	11,231	-	11,231	Offset vs EMR395 Tree works as per budget
4220	Playground repair/renewal	30,463	16,000	14,463	Spend in Bagshot of £28,557 is offset by £13,500 from Bagshot CIL and £13,000 via an SHBC grant re: Freemantle Road. £6,000 is also to be moved to an EMR
4430	Licences and subscriptions	9,477	4,991	4,486	Includes £3,428 for Council Hive and CloudyIT products approved by Council on 26 November 25 ( C/24/123)
4650	Grants	13,661	11,000	2,661	Bagshot grants include £5,481 tfr from CIL and Village reserve. Lightwater and Windlesham underspends to be moved to EMRs
4930	Capital Projects - CIL	2,880	-	2,880	Speed survey - tfr from Windlesham CIL

Other variances have been detailed in previous reports which should be referred to for further information.

## Income &amp; Expenditure by Budget 15/04/2025

Month No: 12

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Income</u></b>							
1000 Burial fees	5,669	99,683	77,351	(22,332)			128.9%
1030 Allotment Fees	(145)	1,953	1,970	18			99.1%
1076 Precept	0	505,201	505,201	0			100.0%
1800 Other Income	42,947	59,528	0	(59,528)			0.0%
1900 Interest Received	6,369	21,100	9,492	(11,608)			222.3%
1950 CIL Income	0	10,115	0	(10,115)			0.0%
<b>Total Income</b>	<b>54,840</b>	<b>697,580</b>	<b>594,014</b>	<b>(103,566)</b>			<b>117.4%</b>
<b><u>Overhead Expenditure</u></b>							
4005 Ashes interment	570	6,971	7,680	710		710	90.8%
4050 Rates	0	2,794	3,048	254		254	91.7%
4055 Pavilion Utilities	13	106	500	394		394	21.2%
4060 Maintenance	5,739	66,856	48,910	(17,946)		(17,946)	136.7%
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	1,350	1,500	5,210	3,710		3,710	28.8%
4105 Bagshot Clock	0	0	500	500		500	0.0%
4160 Greenspace Contingency	837	3,534	3,000	(534)		(534)	117.8%
4165 Greenspace Contract	(7,952)	103,714	120,000	16,286		16,286	86.4%
4185 Planting	0	5,873	5,863	(10)		(10)	100.2%
4190 Christmas Trees	0	5,745	5,745	0		0	100.0%
4195 Tree Maintenance/Surgery	320	11,231	0	(11,231)		(11,231)	0.0%
4220 Playground Repairs & Renewal	149	30,463	16,000	(14,463)		(14,463)	190.4%
4300 Salaries	8,798	105,860	105,681	(179)		(179)	100.2%
4340 Local Government Pension	2,601	31,060	32,515	1,455		1,455	95.5%
4345 HMRC Payroll	2,435	27,996	29,982	1,986		1,986	93.4%
4350 Training	130	1,378	2,000	622		622	68.9%
4380 Elections	6,000	6,000	0	(6,000)		(6,000)	0.0%
4400 Legal/HR/Recruitment Costs	1,500	4,071	5,000	929		929	81.4%
4403 Consultant costs	3,500	3,500	0	(3,500)		(3,500)	0.0%
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	80	1,085	600	(485)		(485)	180.8%
4430 Licences & Subscription	450	9,477	4,991	(4,486)		(4,486)	189.9%
4435 Office Expenses	265	3,691	2,400	(1,291)		(1,291)	153.8%
4440 ICT Costs	250	3,038	6,557	3,519		3,519	46.3%
4445 Audit	1,755	1,825	1,620	(205)		(205)	112.6%
4455 Telecoms & Security	326	1,652	1,795	143		143	92.0%
4500 Cllr Allowances, Training & Ex	2,479	30,172	32,627	2,455		2,455	92.5%

## Income &amp; Expenditure by Budget 15/04/2025

Month No: 12

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4525 Bagshot Chapel Building Costs	25	432	10,240	9,808		9,808	4.2%
4550 Office Building Costs	512	6,566	7,804	1,238		1,238	84.1%
4555 HMLD Building Costs	26	8,258	7,946	(312)		(312)	103.9%
4600 Annual Meeting & Civic Costs	92	2,092	2,000	(92)		(92)	104.6%
4640 Marketing	410	1,018	4,000	2,982		2,982	25.5%
4650 Grants	0	13,661	11,000	(2,661)		(2,661)	124.2%
4905 Pavilion Capital Project	1,514	2,206	15,000	12,794		12,794	14.7%
4915 Festive Lights	0	7,995	7,176	(819)		(819)	111.4%
4930 Capital projects - CIL	2,880	2,880	0	(2,880)		(2,880)	0.0%
4950 Hall Hire	130	1,373	3,501	2,129		2,129	39.2%
<b>Total Overhead</b>	<b>37,184</b>	<b>524,547</b>	<b>594,014</b>	<b>69,467</b>	<b>0</b>	<b>69,467</b>	<b>88.3%</b>
<b>Total Income</b>	<b>54,840</b>	<b>697,580</b>	<b>594,014</b>	<b>(103,566)</b>			<b>117.4%</b>
<b>Total Expenditure</b>	<b>37,184</b>	<b>524,547</b>	<b>594,014</b>	<b>69,467</b>	<b>0</b>	<b>69,467</b>	<b>88.3%</b>
<b>Net Income over Expenditure</b>	<b>17,657</b>	<b>173,033</b>	<b>0</b>	<b>(173,033)</b>			
plus Transfer from EMR	7,432	72,620	0	(72,620)			
less Transfer to EMR	43,028	53,143	0	(53,143)			
<b>Movement to/(from) Gen Reserve</b>	<b>(17,939)</b>	<b>192,510</b>	<b>0</b>	<b>(192,510)</b>			

## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 15/04/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	1,042
105	VAT Control A/c	10,704
110	Prepayments	1,124
200	Barclays Current Account	485,997
205	Santander Account	201,711
210	RBS Account	47,315
215	Skipton Account	67,628
225	Cambridge and Counties Account	232,932
230	Hampshire Trust Bank	68,796
235	Redwood Bank	68,748
245	Unity Bank current a/c	9,801
<b>Total Current Assets</b>		<b>1,195,797</b>
<u>Current Liabilities</u>		
500	Creditors	586
503	Windlesham PL	2,746
510	Accruals	21,543
<b>Total Current Liabilities</b>		<b>24,874</b>
<b>Net Current Assets</b>		<b>1,170,922</b>
<b>Total Assets less Current Liabilities</b>		<b>1,170,922</b>

Represented by :-

300	Current Year Fund	173,033
310	General Reserves	60,760
315	Capital Receipts	1,300
320	EMR School Lane Play Equipment	35,743
321	EMR Windmill Field playground	46,182
325	EMR Windlesham CIL	54,302
330	EMR Repairs and Maintenance	35,997
331	EMR War Memorials	4,976
332	EMR Allotments	2,000
335	EMR Cemeteries	24,650
336	EMR Lightwater Cemetery Maint.	53,250
337	EMR Bagshot Cemetery Maint.	25,000
338	EMR Windlesham Cemetery Maint.	21,418
340	EMR Lightwater Pavilion & Rec	143,392
345	EMR Bagshot Village	13,069
346	EMR Bagshot Grants	317
350	EMR Lightwater Village	19,060
351	EMR Lightwater Grants	5,020
355	EMR Windlesham Village	15,279
356	EMR Windlesham Grants	900
365	EMR Elections	14,820
370	EMR Council Office Repairs	1,500
375	EMR Playarea Repairs & Renewals	25,550
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	38,508



**Detailed Balance Sheet - Excluding Stock Movement****Month 12 Date 15/04/2025**

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
396	EMR Greenspace	16,285	
399	EMR CGR costs	35,791	
	<b>Total Equity</b>		<b>1,170,922</b>

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Agenda Item 9 – Year-end Internal Audit Report  
Full Council 29 April 2025

Attached is the year end internal audit report completed by Andy Beams on 14<sup>th</sup> April 2025. There were no audit points raised.

Mulberry & Co have confirmed that the accounting statements and AGAR (audit return) are all correct and ready to be approved and submitted for external audit.

Action required:

Councillors are asked to approve the year-end Internal Audit report's content.

Richard Midgley  
RFO



Mrs J Whitfield  
Windlesham Parish Council  
Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

14 April 2025

Dear Jo

**Re: Windlesham Parish Council**  
**Internal Audit for Financial Year Ended 31 March 2025 – Final Audit report**

**Executive summary**

Following completion of our final internal audit on 14 April 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Windlesham Parish Council are well established and followed.

**Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

**Independence and competence**

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years’ experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

**Engagement Letter and inherent risk assessment**

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from [anna@mulberrylas.co.uk](mailto:anna@mulberrylas.co.uk)

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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**Interim internal audit recommendations**

Audit Point	Interim Audit Findings	Council comments
Income	I reviewed the entire nominal ledger for evidence of netting off and noted one instance. £13,000 of grant income was posted to an expenditure code – this will need to be reallocated to an income code for correct reporting on the AGAR.	I was able to confirm from the nominal ledger report this has been corrected.
Payroll	I recommend the council gain access to the payroll gateway account.	The Clerk confirmed access had been obtained.
Bank reconciliations	I noted that the reconciliations have been signed in accordance with the Financial Regulations. I remind council that the regulation states the face of the bank statement must also be signed.	I was provided with evidence of the bank statements being signed by a councillor.
Transparency	The council has a page for transparency; however, this was last updated in February 2024. This must be updated before the year end.	A review of the council website shows that the transparency date has been updated.

## **A. BOOKS OF ACCOUNT**

### **Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

### **Audit findings**

Testing conducted at the interim internal audit.

## **B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS**

### **Internal audit requirement**

*This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

### **Audit findings**

Testing conducted at the interim internal audit.

## **C. RISK MANAGEMENT AND INSURANCE**

### **Internal audit requirement**

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

### **Audit findings**

Testing conducted at the interim internal audit.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

*“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”*

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

## **D. BUDGET, PRECEPT AND RESERVES**

### **Internal audit requirement**

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

### **Audit findings**

Testing conducted at the interim internal audit.

The year-end budget report shows income reported as 117% of budget and expenditure at 88%. suggesting that the budget has been accurately set and carefully monitored throughout the year. A detailed explanation for the budget variances has been provided, suggesting that the budget has been accurately set and carefully monitored throughout the year.

There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

At the end of the financial year, the council held circa £937,000 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

*5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.*

*5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*

*5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

*5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

*5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

The general reserve balance at the end of the financial year is £233,793, which is within the recommended range.

## **E. INCOME**

### **Internal audit requirement**

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

### **Audit findings**

At the interim internal audit, it was noted that there was one instance of netting-off identified, with £13,000 of grant income posted to an expenditure code. The council were advised that this needed to be reallocated to an income code for correct reporting on the AGAR and I was able to confirm from the nominal ledger report this has been corrected.

There were no other instances of netting-off identified from the review of the year-end nominal ledger report.

## F. PETTY CASH

### **Internal audit requirement**

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.*

### **Audit findings**

The council has no petty cash and the testing for this internal control objective does not apply.

## G. PAYROLL

### **Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

### **Audit findings**

At the interim audit, it was recommended that the council gains access to its HMRC payroll gateway account. The Clerk confirmed access has now been obtained.

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

## H. ASSETS AND INVESTMENTS

### **Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

### **Audit findings**

Testing conducted at the interim internal audit.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

The council has no borrowing nor long-term investments.

## I. BANK AND CASH

### **Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

### **Audit findings**

At the interim internal audit, the council were reminded that Financial Regulations require the face of the bank statement to be signed as part of the verification process. I was provided with evidence of the bank statements being signed by a councillor at the final internal audit.

I reviewed the March 2024 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.



## J. YEAR END ACCOUNTS

### Internal audit requirement

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

### Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting.

**COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ACCOUNTING STATEMENT).**

### Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2023/24 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and

	introduction of internal controls and/or external insurance cover where required.		appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> – the council has no trusts

## **Section 2 – Accounting Statements**

<b>AGAR box number</b>		<b>2023/24</b>	<b>2024/25</b>	<b>Internal Auditor notes</b>
1	Balances brought forward	962,252	997,889	Agrees to 2023/24 carry forward (box 7)
2	Precept or rates and levies	347,791	505,201	Figure confirmed to central precept record
3	Total other receipts	266,747	192,379	Agrees to underlying accounting records
4	Staff costs	145,539	164,916	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	433,362	359,631	Agrees to underlying accounting records

7	Balances carried forward	997,889	1,170,922	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	992,212	1,182,927	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	379,991	407,098	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
11a	Disclosure note re Trust Funds (including charitable)	No	No	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee

### Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed.

This shows year-end debtors of £11,746, payments in advance of £1,124, creditors of £3,332 and accruals of £21,543.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2023/24 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor

## K. LIMITED ASSURANCE REVIEW

### Internal audit requirement

*IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")*

### Audit findings

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

## L: PUBLICATION OF INFORMATION

### Internal audit requirement

*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation*

### Audit findings

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

**13(1)** An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

**13(2)** Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for financial years 2019/20 to 2023/24 inclusive.

## M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

### Internal audit requirement

*The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

### Audit findings

Inspection – key dates	2023/24 Actual	2024/25 Proposed
Date AGAR signed by council	23 April 2024	29 April 2025
Date inspection notice issued	30 May 2024	2 June 2025
Inspection period begins	3 June 2024	3 June 2025
Inspection period ends	12 July 2024	14 August 2025
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council. I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

## N: PUBLICATION REQUIREMENTS

### **Internal audit requirement**

*The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

*Before 1 July 2024 authorities must publish:*

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4*
- *Section 2 - Accounting Statements 2023/24, approved and signed, page 5*

*Not later than 30 September 2024 authorities must publish:*

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

### **Audit findings**

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2024.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2024.

The council has therefore met the publication requirements for 2023/24 have been met.

## O. TRUSTEESHIP

### **Internal audit requirement**

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

### **Audit findings**

The council has no trusts and testing under this internal control objective is not applicable.

**Achievement of control assertions at final internal audit date**

Based on the tests conducted during the interim and final audits, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review in the previous year tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for previous year's AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on [andy@mulberrylas.co.uk](mailto:andy@mulberrylas.co.uk) or 07428 647069.

Yours sincerely



**Andy Beams**

**Director, Mulberry Local Authority Services Ltd**

**Final Internal Audit - Points Carried Forward**

Audit Point	Interim Audit Findings	Council comments
None		

**Agenda Item 10 - Annual Return for the year ended 2024-25**  
**Full Council 29 April 2025**  
**Annual Governance Statement**

**1. Background**

- i. Councillors are responsible for ensuring there is a sound system of internal control in place at the Council, including the preparation of the accounting statements. This duty is discharged by completion of an annual governance statement, which must be signed by the Chair and Clerk of the Council, on behalf of all members of the Council.
- ii. A copy of the annual governance statement is attached. In order to complete, Councillors must ensure that they have complied with the 8 control assertions set out in the model annual governance statement.
- iii. The purpose of this paper is to set out how the Council has complied with the control assertions, and to provide evidence to enable the Chair of the Council to sign off the annual governance statement.

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**2. Actions**

- i. Councillors are asked to review the Annual Governance Statement for 2024-25, and the review of control assertions, comments on the accounting statement and the audit findings at section 2 of this paper.
- ii. It is recommended that the Chair of the Council and the Clerk sign the annual governance statement. This can then be included in the Annual Return submission.

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**3. Review of Control Assertions**

	Control assertion	'Yes' means that this authority	Response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.



3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>	<b>YES</b> – the requirements and timescales for 2023/24 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> – the council has no trusts

## Section 2 – Accounting Statements

Section 2 – Accounting Statements AGAR box number		2022/23	2023/24	Internal Auditor notes
1	Balances brought forward	962,252	997,889	Agrees to 2023/24 carry forward (box 7)
2	Precept or rates and levies	347,791	505,201	Figure confirmed to central precept record
3	Total other receipts	266,747	192,379	Agrees to underlying accounting records
4	Staff costs	145,539	164,916	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	433,362	359,631	Agrees to underlying accounting records
7	Balances carried forward	997,889	1,170,922	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	992,212	1,182,927	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	379,991	407,098	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
11a	Disclosure note re Trust Funds (including charitable)	No	No	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee

### Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed.

This shows year-end debtors of £11,746, payments in advance of £1,124, creditors of £3,332 and accruals of £21,543.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2023/24 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2024/25

## WINDLESHAM PARISH COUNCIL

www.windleshampc.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick 'not covered')			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

14/10/2024

14/04/2025

Name of person who carried out the internal audit

A Beams, Mulberry LAS Ltd

Signature of person who carried out the internal audit

*A Beams*

Date

14/04/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### WINDLESHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)



## Section 2 – Accounting Statements 2024/25 for

### WINDLESHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	962,252	997,889	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	347,791	505,201	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	266,747	192,379	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	145,539	164,916	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	433,362	359,631	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	997,889	1,170,922	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	992,212	1,182,927	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	379,991	407,098	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*Richard Ridgley*

Date

14/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved



## Section 3 – External Auditor's Report and Certificate 2024/25

In respect of **WINDLESHAM PARISH COUNCIL**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date



Agenda Item 11 – Annual Return (AGAR) for year ended 31 March 2025  
Full Council 29 April 2025

**1. Accounting Requirements**

- 1.1 The Parish Council is required to complete an Annual Return (AGAR) each year. The Full Council is then required to agree and sign off the annual accounting statements for the Annual Return. Documentation must be forwarded to the external auditor by 1 July 2025.
- 1.2 An Annual Return and financial statements have been prepared and have been subject to internal audit review with the figures contained in the financial statements checked.
- 1.3 The purpose of this paper is to provide a narrative to the statutory financial statements in conjunction with the Budget Monitoring reports submitted to this meeting and that of 25 March 2025.

**2. Financial Statements**

***Year end financial report as at 31 March 25***

- 2.1 The Income and Expenditure account for 2024-25 shows a year end surplus of £192,510 after movements to and from EMRs consistent with the financial position shown in the Council's statutory accounts. The budget for 2024-25 was balanced (income=expenditure) hence the result is significantly better than budgeted.
- 2.2 The main reasons for this performance was an increase in income over budget of £103,566 (see table below) and the inclusion of £75,000 for transfer to the individual village cemetery reserves, the latter reflecting as a £75,000 underspend.
- 2.3 Following approval at the Full Council meeting on 25 March 2025 (C/24/198) amounts totalling £73,455 were transferred from the general reserves to EMRs.
- 2.4 Total income in the year was £697,580 vs a budget of £594,014. The variance comprises the following amounts:

		Actual	Budget	Variance	Narrative
<b>Income Detail</b>					
1000	Burial fees	99,683	77,351	22,332	Reflects level of usage during the year. Bagshot +£656; Lightwater - £246; Windlesham +£21,922
1030	Allotment fees	1,953	1,970	(17)	Reflects current allotment holders
1076	Precept	505,201	505,201	0	Precept set and approved by Council
1800	Other income	59,528	0	59,528	Grants received in respect of: (i) Windmill Field playground - £43,028; (ii) Freemantle Road playground - £13,000; (iii) Locality re: Windlesham Neighbourhood Plan - £3,500
1900	Interest received	21,100	9,492	11,608	Reflects level of cash held and interest rates achieved. It was anticipated that funds would be used on projects during the year but not all were completed hence cash levels remained high
1950	CIL income	10,115	0	10,115	CIL received re: Solstrand, Station Road, Bagshot. Council policy is not to budget for CIL but take straight to an EMR when received
<b>Total income</b>		<u>697,580</u>	<u>594,014</u>	<u>103,566</u>	

2.5 Expenditure was £524,547 (reducing to £451,927 after transfers from EMRs) leading to an underspend of £142,087. However as noted above £75,000 of this was accounted for by the cemetery transfers and a further £73,455 by transfers of underspent amounts to EMRs. Details of the variances against budget are reflected in the Budget Monitoring Reports presented at the 25 March 25 meeting and updated at this meeting.

2.6 The level of reserves held by the Council remains high pending expenditure on agreed projects with level of reserves held over the past three years shown below:

	2022-23	2023-24	2024-25
General Reserve	£ 264,804	£ 226,180	£ 233,794
Ear marked reserves	£ 697,448	£ 771,709	£ 937,129
Total reserves	<u>£ 962,252</u>	<u>£ 997,889</u>	<u>£ 1,170,923</u>

The General Reserve as at 31 Mar 25 represents 42% of the precept level (net revenue expenditure for 2025-26). The internal auditors advise that the level of the general reserve should be held at between 3 and 12 months of net revenue expenditure. Larger authorities, with income and expenditure in excess of £20,000, should plan towards 3 months equivalent general reserve. The Council currently has the equivalent of around 5 months equivalent so is within the recommended range.

### 3. Recommendations

- 3.1 Members are asked to review and note the contents of the AGAR and supporting financial statements and agree that the AGAR can be signed by the RFO and by the Chair of the Council.

## Item 12 - Community Infrastructure Levy

Community Infrastructure Levy is a charge that can be levied by local authorities on new development in their area. Surrey Heath Borough Council collects this levy, and where developments are within the Parish Council area, a percentage of that levy is passed on to the Council.

For any developments in Lightwater or Bagshot, 15% of the levy is passed on to the Parish Council. For any developments in Windlesham, 25% of the levy is passed on to the Parish Council, as Windlesham has a “made” Neighbourhood Plan.

The levy can be used to support the development of the parish council’s area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.

The Council has agreed to spend CIL funds in the village to which the CIL payments relate. The levy has a 5-year expiry, so funds cannot be accumulated on a long-term basis. CIL payments are made to the Council twice annually in April and October.

Below are details of the CIL paid and spent in each village to April 25. Please note that no CIL payments were due between October 24 and April 25. The next receipt falls due in October 2025.

NOTES							
	Planning refs/spend explanation	Receipts	Date Received/expended	Expenditure	Balance	Expiry Date	
	15/0754 and 15/0065	£2,292.00	01 October 2015	£2,213.17	£0.00	01/10/2020	
	Windlesham Cemetery Hedges March 24 - £78.83 of a total £200		26 March 2024	£78.83			
	15/0216 and 15/0117	£20,531.25	01 April 2016	£20,531.25	£0.00	01/04/2021	
	16/1114	£11,418.00	01 October 2017		£848.83	01/10/2023	extended from 1/10/22 - Committed £7,500 min

	Windlesham Cemetery Hedges March 24 - £121.17 of a total £200		26 March 2024	121.17			ref:wvc/22/72 - further extension requested and agreed 12/6/23 no expiry set presumed 2024 24/4/24 extended to 1/10/25
	3 x Cemetery Noticeboards (50% deposit)		20 May 2024	£2,700.00			
	Broadway Road Lights		10 September 2024	£7,500			
	Fences & posts - Bosman Drive		16 June 2024	£200			
	Windelsham Cemetery mapping		02 July 2024	£48			
	15/0118 and 16/1087	£9,754.08	01 October 2018		£9,754.08	01/10/2023	extension requested and agreed 12/6/23, no expiry set 24/4/24 extended to 1/10/25
	16/0031	£5,610.00	01 April 2019		£5,610.00	01/04/2024	24/4/25 extended to 1/4/25, 7/4/25

							extended until 1/4/26
	17/1132	£16,246.70	01 April 2020		£16,246.70	01/04/2025	
					£3,502.57		to balance CIL as at 31 Mar 21
	20/0494/FFU Windlesham Garden Centre, London Road, Windlesham	2,292.00	01 October 2022		£2,292.00	01/10/2027	
	Planning Ref 22/0587/FFU, Reef House, Snobs Ride, Windlesham	21,628.00	01 April 2023		£21,628.00		
	3 x Cemetery Noticeboards (Final 50%)			£2,700.00	-£2,700.00		
	Surrey CC: 18 x Speed Surveys in Windlesham			£2,800.00	-£2,800.00		
	Speed Surveys COMMITTED NOT YET SPENT			£5,800	-£3,000.00		
	Windmill Field Playground Replacement COMMITTED NOT YET SPENT			£50,000 this has been reduced due to Your Fund Surrey Grant	- £15,000.00		

	Allotment Purchase - COMMITTED NOT YET SPENT			£33,333	- £33,333.00		
	Cemetery Hedges COMMITTED NOT YET SPENT			£1,000	-£800.00		
<b>Totals:</b>		<b>£89,772.03</b>		<b>£33,392.42</b>	<b>£2,249.18</b>	<b>Available CIL accounting for committed funds</b>	

\*Expenditure of £19,250 agreed FC 31/10/17 - Minute ref: C/17/101 - £2,000 Chertsey Rd bollards, £10,000 contribution to HGV weight limit implementation, £7,250 towards Kennel Ln speed reduction scheme

\* Expenditure of £3,502.57 agreed FC 27/4/21 - Minute ref: C/20/238 - transferred to the Windlesham Village reserve for village projects

Lightwater						
	Planning refs/spend explanation	Receipts	Date Received	Expenditure	Balance	Expiry Date
	15/0991 and 15/0153	£8,190.60	01 October 2016	£8,190.60	£0.00	01/10/2021
	17/0868	£16,671.75	01 October 2018	£16,671.40	£0.35	01/10/2023
	19/2258/PMR – Minor material amendment to 19/0202	£24,281.00	01 October 2022	£24,281.00	£0.00	01/10/2026
<b>Totals:</b>		<b>£49,143.35</b>		<b>£49,143.00</b>	<b>£0.35</b>	<b>Available CIL</b>

\*Expenditure - payment of £24,281 towards Lightwater playground C/22/184d

Bagshot						
	Planning refs/spend explanation	Receipts	Date Received	Expenditure	Balance	Expiry Date

	17/0745 Grant to replace Allbrook Playground	£29,574.06	01/04/2019 05/07/2022	£29,574.06	£0.00	01/04/2024
	17/0475	£20,408.78	Oct-19	£20,408.78	£0.00	01/10/2024
	17/0889 and 18/0667	£119,829.04	Apr-21	£20,430.38	£85,898.66	01/04/2026
	Freemantle Rd Playground			£13,500.00		01/04/2026
	18/0499	£7,475.00	Oct-21		£7,475.00	01/10/2026
	20/0012/FFU	£30,391.00	Oct-21		£30,391.00	01/10/2026
	21/1100/FFU Queen Anne House, Bridge Road, Bagshot	£18,698.54	01/10/2022		£18,698.54	01/10/2027
	19/0235/FFU	£152,680.00	01/10/2023		£152,680.00	01/10/2028
	21/1176/FFU	£10,115.39	23/05/2024		£10,115.39	23/05/2029
	Bagshot CC grant re: cricket nets (BVC/24/48)			5000	-£5,000.00	
	Traffic & Infrastucture COMMITTED NOT YET SPENT			£100,000.00	-£100,000.00	
	Bagshot Chapel COMMITTED NOT YET SPENT			£20,000.00	-£20,000.00	
	Gomer Road Playground COMMITTED NOT YET SPENT			£2,500.00	-£2,500.00	
	Gomer Road Playground COMMITTED NOT YET SPENT			£15,000.00	-£15,000.00	



	Allotment purchase - C/23/76			£100,000.00	-£66,666.00	
<b>Totals:</b>		<b>£379,056.42</b>			<b>£96,092.59</b>	Available CIL accounting for committed funds

\* Expenditure of £45,409.21 towards SLF playground replacement BVC/22/60

April 25

### **Agenda Item 13 – Review of Standing Orders - Full Council 25<sup>th</sup> April 2025**

Councillors last reviewed and approved Standing Orders on the 25th February 2025.

Since then, the following changes have been made to the model NALC template for Standing Orders.

#### Updates to NALC Model Standing Orders

- Standing Order 15 - Updated to better reflect Code of Conduct requirements. 15.a-d have been removed.
- Standing Order 19.a.v, 19.c, 19.d and 19.f - To meet the new Procurement Legislation and to ensure consistency with NALC's Model Financial Regulations.

#### **Action required:**

**Members are asked to read the attached Standing Orders and approve amendments, and adopt the document as presented.**

Jo Whitfield  
Clerk to the Council  
April 2025



**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 25<sup>TH</sup> FEBRUARY 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, ask questions, and provide evidence at any meeting they are entitled to attend, specifically in relation to items on the agenda. For the purposes of Public Question Time, the term "public" includes residents of Windlesham Parish and representatives of businesses operating within the parish. Elected representatives whose electoral ward encompasses any part of the Windlesham Parish boundary are also entitled to participate. Written questions submitted in advance of a meeting must not exceed 150 words and must be received by the Clerk by the specified deadline stated 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 Principal 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 them. Such action excludes disqualification or suspension from office.

~~a — Upon notification by the District Council that it is dealing with a complaint that~~

~~a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the Council.~~

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

#### 16. **PROPER OFFICER**

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

**agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

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

purpose; do we use a book

- xv. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 24).

17. **RESPONSIBLE FINANCIAL OFFICER**

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

18. **ACCOUNTS AND ACCOUNTING STATEMENTS**

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



- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 19. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.

- ~~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. 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:
  - a. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - b. 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;
  - c. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - d. 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;
  - e. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- ~~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;~~

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- ~~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.d.~~ Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

~~e. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.~~

~~f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.~~

## 20. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel Committee is subject to standing order 12.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair or if he/she/they is not available, the vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to the Council.
- c Following consultation with the Personnel Committee and upon a resolution from the Committee, the Chair, Vice Chair and Chair of Personnel will conduct the annual appraisal of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair or in his/her/their absence, the vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.

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

21. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 22.*

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

22. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 12.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

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

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

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

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

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

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

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council Council representing the area of the Council.

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

26. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

27. **STANDING ORDERS GENERALLY**

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

## **Agenda Item 14 – Review of Financial Regulations - Full Council 21<sup>st</sup> January 2025**

Councillors last reviewed and approved Financial Regulations on the 25<sup>th</sup> February 2025.

Since then, the following changes have been made to the model NALC template.

Regulations 5.4, 5.7 and 5.11 due to the Procurement Act 2023 and The Procurement Regulation 2024, which came into force in February.

### **Action required:**

**Members are asked to read the attached Financial Regulations and approve amendments, and adopt the document as presented.**

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



## WINDLESHAM PARISH COUNCIL

### FINANCIAL REGULATIONS ADOPTED 21<sup>ST</sup> JANUARY 2025

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**These Financial Regulations were adopted by the council at its meeting held on 21<sup>st</sup> January 2025**



## 1. General

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

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

1.7. In addition, the council shall:

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

## **2. Risk management and internal control**

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

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

### **3. Accounts and audit**

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

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

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

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

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

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

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

#### **4. Budget and precept**

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

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

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

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

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

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

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

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.
- ~~5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.~~
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an

open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

**5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

~~5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.~~

5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;

5.9. where the value is between £1000 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk shall seek to achieve value for money.

**5.11. Contracts must not be split to avoid compliance with these rules.**

~~5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.~~

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below [£2,500] excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items between £2,500 and £5,000 excluding VAT.

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

- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £15,000 excluding VAT
- the council for all items over £15,000;

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

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

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity & Barclays. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised

by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

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

## **7. Electronic payments**



- 7.1. Where internet banking arrangements are made with any bank, the RFO or the Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 4 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

## **9. Payment cards**

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, RFO and Assistant Clerk and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £100] including VAT.

## **10. Petty Cash**

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly..

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

## **11. Payment of salaries and allowances**

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

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must

written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

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

### **13. Income**

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

### **14. Payments under contracts for building or other construction works**

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final

cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15. Stores and equipment**

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

## **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1000. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

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

- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. Charities**

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

## **19. Suspension and revision of Financial Regulations**

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

## **Appendix 1 - Tender process**

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

**Item 15 – To consider undertaking an early-stage public consultation to assess initial levels of community support and help inform the Council’s strategic approach to potential community asset transfer opportunities.**

**Full Council 29<sup>th</sup> April 2025**

**Background**

Following a resolution passed at the February Full Council meeting, the Clerk was authorised to initiate exploratory discussions with the Chief Executive of Surrey Heath Borough Council and relevant officers at Surrey County Council. These discussions are intended to examine potential opportunities for the devolution of services and the transfer of community assets, where appropriate, with a view to enhancing local decision-making and promoting long-term sustainability.

In support of this work, Members are now asked to consider the circulation of a public consultation survey. The purpose of the survey is to gather residents’ views on the potential future role of Windlesham Parish Council in the delivery of local services and the management of community assets, particularly in the context of the ongoing reorganisation of local government across Surrey.

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**Proposal**

It is proposed that the Parish Council launch a community survey to:

1. Gauge early public sentiment regarding the potential for the Parish Council to assume responsibility for local services and assets.
2. Identify priorities among residents relating to service delivery, asset management, and community engagement.
3. Assess capacity and appetite for more localised governance in future scenarios of devolved authority.

The feedback can be used to inform strategic planning and the Council’s long-term service and asset management considerations.

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**Action**

**Members are asked to read the draft survey attached and consider:**

1. **Approving the public consultation survey and its distribution through appropriate channels.**
  2. **Delegating authority to the Clerk to finalise the survey format and accompanying materials.**
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## **Upcoming Local Government Reorganisation and the Potential Transfer of Assets to Parish Councils – What is Your View?**

### **Introduction:**

As part of the ongoing reorganisation of local government, there may be opportunities for parish and town councils to assume greater responsibility for services and assets traditionally managed by Surrey County Council or Surrey Heath Borough Council, thereby ensuring these assets remain under local stewardship

Windlesham Parish Council is exploring how this may affect our community and whether taking ownership of key assets would enable us to protect, manage, and improve services that matter most to our residents.

We are seeking your views to help us shape any decisions and ensure they are based on strong community support.

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### **Examples of Assets That Could Be Transferred to the Parish Council:**

- Local green spaces, village greens and public gardens
- Playgrounds and recreational equipment
- Community centres, halls and public toilets
- Allotments, pavilions and sports facilities
- Local heritage or civic assets

Under the General Power of Competence, the Council has the legal capacity to take on and manage such responsibilities, provided there is financial and community backing.

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### **Have Your Say**

**1. Are you aware that elsewhere in the country, where devolution has already taken place, more responsibilities have been transferred to town and parish councils?**

- Yes
- No

**2. Do you believe Windlesham Parish Council should explore taking on local assets to safeguard and enhance local services?**

- Strongly agree
- Agree
- Disagree
- Strongly disagree
- Not sure

**3. Which of the following community assets would you prioritise for the Parish Council to manage locally? (tick all that apply)**

- Parks and green spaces

- Playgrounds
- Community buildings
- Sports facilities and pavilions
- Public toilets
- Heritage assets
- None of the above

**4. How important is local management and control of these assets to you?**

- Very important
- Somewhat important
- Not important
- Don't know

**5. The cost of maintaining these assets would fall to the Parish Council and may require an increase in the parish precept (part of your council tax). In principle, would you support a rise in council tax to fund these local services?**

- Yes
- No
- Possibly, depending on the details

**6. What level of increase (per household per year) would you find acceptable to support better local services and facilities?**

- Up to £20 per annum
- £20–£35 per annum
- £35–£50 per annum
- More than £50 per annum
- None

**7. Please suggest any specific local assets or services you believe Windlesham Parish Council should consider taking on:**

*(Free text)*

**8. Any additional comments or suggestions?**

*(Free text)*

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**Thank you for your input. Your feedback is vital to help shape a sustainable and community-led future for Windlesham under the evolving local government landscape.**

## **Item 16 - Proposal to Host Joint Training on Local Government Reorganisation and Devolution**

**Full Council April 2025**

### **Introduction**

This paper outlines a proposal for Windlesham Parish Council (WPC) to host a bespoke training session on Local Government Reorganisation (LGR) and Devolution, in collaboration with the Surrey Association of Local Councils (SALC) and training partner Mulberry LAS. The purpose of this initiative is to strengthen governance and strategic insight across parish councils within Surrey Heath in light of evolving devolution frameworks.

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### **Action**

**Members are asked to review the information below and decide if they wish to:**

- 1. Approve the proposal to host the joint LGR and Devolution training session.**
  - 2. Approve expenditure of up to £500, and identify how this will be funded.**
  - 3. Instruct the Clerk to coordinate with SALC and partner councils to finalise logistics.**
- 

### **Background and Training Objectives**

Local Government Reorganisation and Devolution are significant themes in the evolving structure of local governance. These reforms present both opportunities and responsibilities for town and parish councils. The proposed training session is designed to:

- Clarify the impact of LGR on the governance responsibilities of local councils.
- Examine the financial implications.
- Explore opportunities for enhanced local decision-making and community leadership under devolved structures.

This aligns with the powers granted under the General Power of Competence (Localism Act 2011, Part 1), which Windlesham Parish Council holds, enabling a broader approach to service delivery and partnership initiatives.

### **Proposed Format and Costing**

The training will be delivered by SALC and Mulberry LAS. It will be a joint session with the three neighbouring parish councils in Surrey Heath (Lightwater, Bagshot, and Windlesham), creating economies of scale and fostering inter-parish cooperation.

- **Target Audience:** Councillors and Clerks from the four parish councils
- **Estimated Cost:** £500 total (to be shared or subject to attendance-based division)
- **Delivery Format:** In-person

### **Benefits to the Council**

- Supports the Council's strategic capacity in dealing with regional devolution agendas.
- Enables proactive planning for potential governance and service delivery changes.
- Reinforces the Council's role in inter-parish cooperation, partnership working and community representation.
- Fulfils elements of good governance and councillor development as recommended by NALC and SLCC standards.

### **Funding**

It should be noted that the budget set for the current financial year under the combined heading of "Councillor Allowances and Training" is insufficient to accommodate Councillor training commitments. Council set the budget at a level which solely covered the cost of members' allowances, with no provision made for training or professional development. As such, should the Council wish to proceed with the proposed LGR and Devolution training, it is recommended that the associated cost be funded from the Council's general reserves.

**J Whitfield**

**Clerk to the Council**

## **Item 17 - Festive Lights and Christmas Tree Tender Process – 2025**

### **Introduction**

This report serves to notify the Council that the tender for festive lighting and Christmas tree provision for Windlesham Parish Council is now live.

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### **Actions**

**Members are asked to:**

- 1. Confirm which councillor(s) will be present with the Proper Officer at the opening of the tenders.**
  - 2. Determine the preferred approach for evaluating the tenders:**
    - **Full Council,**
    - **Village Committees (requiring EGMs),**
    - **or Delegated to the Clerk, Chair and Vice Chair of each Committee (requiring suspension of Standing Orders).**
  - 3. Resolve any necessary motions regarding suspension of Standing Orders if Option C is preferred.**
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### **Background Information**

#### **Tender Submission Deadline**

All submissions must be received by **Thursday, 16th May 2025**.

#### **Opening of Tenders**

In accordance with Standing Orders, all tenders shall be opened after the submission deadline by the Proper Officer in the presence of at least one councillor. Council is required to determine which councillor(s) will be present at the opening.

#### **Evaluation of Tenders - Options**

Tenders received must be evaluated based on the scoring matrix included in the tender documents. Council must now consider and decide the most appropriate forum for this evaluation:

#### **Option A: Full Council Evaluation**

- Pros: Transparent, involves all members.
- Cons: May delay contract award if Full Council dates are not aligned with procurement timelines.

#### Option B: Evaluation by Village Committees

- Pros: Aligns with local oversight per village.
- Cons: Requires EGMs for all three Village Committees, introducing potential delays and scheduling challenges.

#### Option C: Delegated Evaluation

- Council may opt to suspend Standing Orders and delegate the evaluation and contractor selection to the Clerk in conjunction with the Chair and Vice Chair of each Village Committee.
- Pros: Efficient, allows for prompt contractor appointment.
- Cons: Requires a formal resolution to suspend Standing Orders for this item.

**Note: Regardless of the evaluation process chosen, the appointment must be reported back to Full Council for ratification.**

**Item 19 - Clerks Update**  
**Full Council 29<sup>th</sup> April 2025**

**Chairman's Community Reception**

Preparations for the Community Reception are progressing well:

- **Invitations** have been distributed to guests.
- **Award nominees** have been notified.
- **Cllr White** has taken the lead on organising the catering.
- **Cllr Malcaus Cooper** is coordinating the floral arrangements.

**Annual Parish Meeting**

The Clerk and the Communications Officer are currently preparing the Annual Report and collating information for the presentation on Local Government Reorganisation for the upcoming Annual Parish Meeting. The meeting agenda will be published before the end of April in accordance with statutory requirements.

**SHBC Asset Transfer**

The Clerk recently met with the Interim Contracts & Greenspace Manager and the Strategic Director/Head of Service at Surrey Heath Borough Council to discuss the potential transfer of greenspace assets. The meeting was productive and encouraging, with both parties expressing a shared commitment to collaboratively progressing these opportunities.

As a next step, a follow-up meeting has been arranged to bring together all local parish clerks to collectively explore the scope and process of asset transfers across the borough.

At the time of writing, this follow-up meeting is yet to take place. The Clerk will provide a verbal update to Members at the upcoming Full Council meeting, following the outcome of discussions with SHBC.

**Allotment Purchase Update**

Progress continues on the purchase of the allotment site. The Council's solicitor is reviewing the overage clause to ensure it is appropriately worded. Subject to legal assurance, we expect the exchange of contracts to proceed shortly.

**Freedom of Information Request**

Members are advised that officers have been managing another Freedom of Information request, which has required significant time and has unavoidably diverted resources from other ongoing projects.