



Windlesham Parish Council

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The Council Offices
The Avenue
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Surrey
GU18 5RG

29th April 2025

To: Cllrs Bakar, Du Cann, Gordon, White, Willgoss and Wilson

You are hereby summoned to attend a meeting of the Bagshot Committee to be held at St Annes Church Centre, 43 Church Road, Bagshot on **Wednesday 7th MAY 2025 7.00pm** to act upon the under-mentioned business.

Yours sincerely

**Joanna Whitfield
Clerk to the Council**

MEETING INFORMATION

Members of the public are invited to attend this meeting or alternatively, if you wish to submit any questions or comment on any of the items on this agenda without attending, please email clerk@windleshampc.gov.uk by midday on Wednesday 7th May 2025. Please note that submissions for public participation will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting you must specify this to the Clerk in writing at the time of submission.

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AGENDA

- 1 Apologies for Absence**
- 2 Declarations of interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e)
- 3 Public question time**
- 4 Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.
- 5 Committee and Sub-Committee Minutes:** To confirm and sign the open minutes of the previous Village Committee meeting held on the 4th February 2025.
- 6 Payment lists for approval**

- 7 **Committee finances** – Income & Expenditure Report.
- 8 **Bagshot Cemetery**- to discuss Cemetery Improvements.
- 9 **School Lane Field**- to discuss the maintenance of School Lane Field Pond and improvements to the pathways and drainage.
- 10 **Grants**- to agree the Grant Policy for 2025/26.
- 11 **Clerks update**
- 12 **Correspondence**
- 13 **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 Meetings) Act 1960.**



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

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

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

In attendance: Sarah Wakefield– Assistant Clerk

Cllr Willgoss took the Chair

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

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

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

	<p>Members made the following decisions:</p> <p><u>Removal of large dead Yew tree and tidy up of other shrubs in the cemetery:</u> Members were presented with a quote and informed that the Assistant Clerk was expecting a further quote to be submitted by an alternative contractor.</p> <p>Members unanimously resolved to delegate authority to the Clerk in conjunction with the Chair and Vice chair to review the quotes and appoint a contractor based on price and/or suitability. It was noted it had already been agreed to set a budget of up to £1,500 and for the work to be funded from the Bagshot Cemetery EMR.</p> <p><u>New memorial wall refurbishment:</u> The Assistant Clerk reported that she has obtained a quote from a contractor for the renovation of the new memorial wall. It was noted that in accordance with Financial Regulations, three quotes are required, and the Assistant Clerk has contacted two additional contractors to obtain the necessary quotes.</p> <p>Members reviewed the presented quote and unanimously resolved to delegate authority to the Clerk in conjunction with the Chair and Vice Chair to seek additional quotes and award on suitability and/or price. Members also agreed to set a budget of up to £5,000 for the work, to be funded from the Bagshot Cemetery EMR.</p> <p><u>Plant two new Cherry trees on the Chapel Lane side:</u> The Assistant Clerk reported that she has sought 3 quotes for the planting and watering of two Cherry tree in Bagshot Cemetery. Members noted that the trees will require 2 years of maintenance and watering to ensure that they survive. The Assistant Clerk reported that she had found it challenging to find a contractor who would quote for the maintenance and watering.</p> <p>Members were presented with one quote for the supply, maintenance and watering of 2 x Cherry Trees and unanimously resolved to proceed with the quote if the Assistant Clerk was unable to find an alternative contractor which offered a comparable watering package. Delegated authority was given to the Clerk in conjunction with the Chair and Vice chair to view any additional quote and award on suitability and/or price. It was noted that at the previous committee meeting, a budget of £2,000 had been agreed with funds to be taken from the Bagshot Cemetery EMR.</p> <p><u>Wildflower Area:</u> After some discussion, members agreed to reinstate the area as a grassed area, subject to a review of the biodiversity policy.</p>	<p>Clerk, Chair & Vice-chair</p> <p>Clerk, Chair & Vice-chair</p> <p>Clerk, Chair & Vice-chair</p>
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BVC/24/46	<p>School Lane Field- to discuss the maintenance of School Lane Field Pond and improvements to the pathways and drainage</p> <p>Members noted the update in the meeting papers regarding potential approaches for maintaining the pond at School Lane Field.</p> <p>Following Wayne Purdon's site visit, members unanimously agreed that if he recommends a valve system, he should proceed with its design, and pricing should be obtained accordingly.</p> <p>The Assistant Clerk reported that she was in the process of obtaining quotes for a porous path around the pond and field and would provide an update on costs at a future meeting.</p>	
BVC/24/47	<p>Bagshot Conservation Area- Conservation Area Appraisal</p> <p>Members noted that the last appraisal of the Bagshot Conservation Area was conducted by SHBC in 2015. Cllr Willgoss requested that the committee consider formally requesting SHBC to undertake a new appraisal. The committee was asked to decide whether they wished to request the Clerk to contact SHBC to propose a review of the Conservation Area Appraisal for Bagshot.</p> <p>Members unanimously resolved to request that the Clerk contacts SHBC to propose a review of the Conservation Area Appraisal for Bagshot.</p>	Clerk
BVC/24/48	<p>Grants- to discuss grant applications from Curley Park Rangers Football Club and Bagshot Cricket Club</p> <p><u>To consider a Grant Application from Bagshot Good Companions</u></p> <p>Members reviewed a grant application from Bagshot Good Companions, requesting £500 to help fund the groups outings and events.</p> <p>Members unanimously resolved to grant the full amount of £500 to the Bagshot Good Companions for the above purposes. The grant is to be funded from the Bagshot Grant budget.</p> <p><u>To consider a Grant Application from Curley Park Rangers Football Club</u></p> <p>Members reviewed a grant application from Curley Park Rangers, requesting £2,323 to help fund their annual fund pitch maintenance.</p> <p>Members unanimously resolved to grant the full amount of £2,323 to the Curley Park Rangers Football Club for the above purposes. As the grant budget is insufficient, members agreed</p>	

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

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

Bagshot PL 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
11/02/2025	BVC/24/48	114	MULBERRY CO	MULBE	5,000.00	0.00	5,000.00	4650	340	5,000.00	Bagshot CC grant - outdoor net
								380		-5,000.00	Bagshot CC grant - outdoor net
								6000	340	5,000.00	Bagshot CC grant - outdoor net
TOTAL INVOICES					5,000.00	0.00	5,000.00			5,000.00	
VAT ANALYSISCODE OTS @ 0.00%					5,000.00	0.00	5,000.00				
TOTALS					5,000.00	0.00	5,000.00				

Bagshot PL 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
04/02/2025	BVC/24/48	115	GRANTS WPC	GRANTS	2,323.00	0.00	2,323.00	4650	340	1,842.00	Curley Park Rangers grant
								4650	340	481.00	Curley Park Rangers grant
								345		-481.00	Curley Park Rangers grant
								6000	340	481.00	Curley Park Rangers grant
04/02/2025	BVC-24-48	116	GRANTS WPC	GRANTS	500.00	0.00	500.00	4650	340	500.00	Bagshot Good Companions - gran
TOTAL INVOICES					2,823.00	0.00	2,823.00			2,823.00	
VAT ANALYSISCODE OTS @ 0.00%					2,823.00	0.00	2,823.00				
TOTALS					2,823.00	0.00	2,823.00				

Bagshot PL 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
22/02/2025	3018	117	GREENLANDS	GREE	4,820.00	964.00	5,784.00	4165	310	4,820.00	Freemantle Rd playground fence
TOTAL INVOICES					4,820.00	964.00	5,784.00			4,820.00	
VAT ANALYSISCODE S @ 20.00%					4,820.00	964.00	5,784.00				
TOTALS					4,820.00	964.00	5,784.00				

Bagshot PL 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
12/03/2025	25-04	120	JS STONEMASONS	JS STONE	450.00	90.00	540.00	4105	305	450.00	Condition Rep - Bag WM
25/03/2025	BVC - VE DAY	121	GRANTS WPC	GRANTS	584.00	0.00	584.00	4940	350	584.00	Bagshot Village VE Day flags
TOTAL INVOICES					1,034.00	90.00	1,124.00			1,034.00	
VAT ANALYSISCODE OTS @ 0.00%					584.00	0.00	584.00				
VAT ANALYSISCODE S @ 20.00%					450.00	90.00	540.00				
TOTALS					1,034.00	90.00	1,124.00				

Bagshot PL 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
14/04/2025	13789	125	ZOO SIGNS	ZOOSI	556.68	111.34	668.02	4160	310	556.68	3 x signs for Bagshot pond
TOTAL INVOICES					556.68	111.34	668.02			556.68	
VAT ANALYSISCODE S @ 20.00%					556.68	111.34	668.02				
TOTALS					556.68	111.34	668.02				

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

**INCOME AND EXPENDITURE REPORT AS AT 28 APRIL 25
BAGSHOT VILLAGE (Cost centres 300-350)**

The schedule below reflects the Income and Expenditure report for Lightwater Village (extracted from the Windlesham Parish Council Income and Expenditure report) and covers the period from 1 April 25 to 28 April 2025. A summary of the income and expenditure for the year ended 31 March 25 is also included.

		Year ended 31 Mar 25			Period to 28 Apr 25		
		Actual	Budget		Actual	Budget	
		31 Mar 25	31 Mar 25	Variance	28 Apr 25	Full Year	Variance
1000	Burial fees	656	0	656	0	0	0
1030	Allotment fees	0	729	(729)	0	0	0
1076	Precept	97,290	97,290	0	50,558	101,115	(50,557)
1800	Other income	13,000	0	13,000	0	0	0
1900	Interest received	7,807	3,512	4,295	0	0	0
1950	CIL income	10,115		10,115	0	0	0
		128,868	101,531	27,337	50,558	101,115	(50,557)
Total Expenditure		120,652	105,953	(14,699)	1,609	102,194	100,585
Net income/(expenditure)		8,216	(4,422)	(12,638)	48,949	(1,079)	(50,028)
Plus: Tfr from EMR		31,483		(31,483)			0
Less: Tfr to EMR		(10,115)		10,115			0
M'ment to/(from) Gen Res		29,584	(4,422)	(34,006)	48,949	(1,079)	(50,028)

Income

Income for the full year exceeded budget by £27,337 due to the receipt of CIL monies and a £13,000 grant from SHBC towards the cost of the Freemantle Road playground. Neither of these items were budgeted for. Interest received was over budget due to the level of cash held in excess of that anticipated.

For the current period income has been received from the precept (50%) with no other income arising so far.

Expenditure

Details of prior year expenditure have been detailed in previous reports with total expenditure before transfers from EMRs standing at £120,652. After transfers from EMRs this reduces to £89,169 against a budget level of £105,953. The Cemetery EMR of £25,000 was the primary cause of the underspend, this has been transferred to the Bagshot Cemetery EMR as was always intended. £13,000 of overspend reflected in the playground repairs and renewals account should be offset against the grant from SHBC noted above. If these adjustments are

made then residual underspend is £4,795 of which £4,100 relates to the War Memorial and Bagshot clock.

For the current period expenditure shows a total of £1,609 reflecting limited expenditure in the early part of the period.

Expenditure Detail					
4005	Ashes internment	0	0	0	
4050	Rates	75	825	750	Monthly rates payable to SHBC
4060	Maintenance	0	1,000	1,000	
4100	War Memorial	0	4,542	4,542	
4160	Greenspace contingency	0	1,000	1,000	
4165	Greenspace contract	3,623	51,620	47,997	Charges for April 25
4170	Environmental costs	0	10,000	10,000	
4185	Planting	0	1,827	1,827	
4190	Christmas trees	(1,953)	3,000	4,953	Reversal of closing accrual pending receipt of invoices
4220	Playground repair/renew	70	3,210	3,140	Inspection fee
4350	Training	0	700	700	
4500	Cllr allowances, training	875	10,500	9,625	Allowances for April 25
4525	Bagshot Chapel building	1	0	(1)	
4650	Grants	0	5,683	5,683	
4915	Festive Lights Capital pr	(1,684)	2,987	4,671	Reversal of closing accrual pending receipt of invoices
4940	VE Day celebrations	584	5,000	4,416	Grant re: VE Day flags
4950	Hall hire	19	300	281	
		1,610	102,194	100,584	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Bagshot								
300 <u>Bagshot Cemetery</u>								
1000 Burial fees	0	656	0	(656)			0.0%	
Bagshot Cemetery :- Income	0	656	0	(656)				0
4005 Ashes interment	0	466	0	(466)		(466)	0.0%	
4050 Rates	0	786	857	71		71	91.7%	
4060 Maintenance	2	12,612	1,000	(11,612)		(11,612)	1261.2%	12,311
4062 Cemetery maintenance - general	0	0	25,000	25,000		25,000	0.0%	
Bagshot Cemetery :- Indirect Expenditure	2	13,864	26,857	12,993	0	12,993	51.6%	12,311
Net Income over Expenditure	(2)	(13,208)	(26,857)	(13,649)				
6000 plus Transfer from EMR	0	12,311	0	(12,311)				
Movement to/(from) Gen Reserve	(2)	(898)	(26,857)	(25,959)				
305 Bagshot Heritage								
4100 War Memorial	450	450	4,050	3,600		3,600	11.1%	
4105 Bagshot Clock	0	0	500	500		500	0.0%	
Bagshot Heritage :- Indirect Expenditure	450	450	4,550	4,100	0	4,100	9.9%	0
Net Expenditure	(450)	(450)	(4,550)	(4,100)				
310 Bagshot Grounds Maintenance								
1800 Other Income	0	13,000	0	(13,000)			0.0%	
Bagshot Grounds Maintenance :- Income	0	13,000	0	(13,000)				0
4160 Greenspace Contingency	557	3,020	1,000	(2,020)		(2,020)	302.0%	
4165 Greenspace Contract	4,074	47,345	46,800	(545)		(545)	101.2%	
4185 Planting	0	1,798	1,857	59		59	96.8%	
4190 Christmas Trees	0	1,953	1,953	0		0	100.0%	
4220 Playground Repairs & Renewal	75	28,557	3,400	(25,157)		(25,157)	839.9%	13,691
Bagshot Grounds Maintenance :- Indirect Expenditure	4,706	82,673	55,010	(27,663)	0	(27,663)	150.3%	13,691
Net Income over Expenditure	(4,706)	(69,673)	(55,010)	14,663				
6000 plus Transfer from EMR	0	13,691	0	(13,691)				
Movement to/(from) Gen Reserve	(4,706)	(55,982)	(55,010)	972				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>315 Bagshot Allotments</u>								
1030 Allotment Fees	0	0	729	729			0.0%	
Bagshot Allotments :- Income	<u>0</u>	<u>0</u>	<u>729</u>	<u>729</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>729</u>	<u>729</u>				
<u>325 Bagshot Administration</u>								
1076 Precept	0	97,290	97,290	0			100.0%	
1900 Interest Received	2,357	7,807	3,512	(4,295)			222.3%	
1950 CIL Income	0	10,115	0	(10,115)			0.0%	10,115
Bagshot Administration :- Income	<u>2,357</u>	<u>115,213</u>	<u>100,802</u>	<u>(14,411)</u>			<u>114.3%</u>	<u>10,115</u>
4950 Hall Hire	80	494	1,268	774		774	38.9%	
Bagshot Administration :- Indirect Expenditure	<u>80</u>	<u>494</u>	<u>1,268</u>	<u>774</u>	<u>0</u>	<u>774</u>	<u>38.9%</u>	<u>0</u>
Net Income over Expenditure	<u>2,277</u>	<u>114,719</u>	<u>99,534</u>	<u>(15,185)</u>				
6001 less Transfer to EMR	0	10,115	0	(10,115)				
Movement to/(from) Gen Reserve	<u>2,277</u>	<u>104,604</u>	<u>99,534</u>	<u>(5,070)</u>				
<u>330 Bagshot Councillors</u>								
4500 Cllr Allowances, Training & Ex	875	10,132	10,876	744		744	93.2%	
Bagshot Councillors :- Indirect Expenditure	<u>875</u>	<u>10,132</u>	<u>10,876</u>	<u>744</u>	<u>0</u>	<u>744</u>	<u>93.2%</u>	<u>0</u>
Net Expenditure	<u>(875)</u>	<u>(10,132)</u>	<u>(10,876)</u>	<u>(744)</u>				
<u>335 Bagshot Council Buildings</u>								
4525 Bagshot Chapel Building Costs	25	166	0	(166)		(166)	0.0%	
Bagshot Council Buildings :- Indirect Expenditure	<u>25</u>	<u>166</u>	<u>0</u>	<u>(166)</u>	<u>0</u>	<u>(166)</u>		<u>0</u>
Net Expenditure	<u>(25)</u>	<u>(166)</u>	<u>0</u>	<u>166</u>				
<u>340 Bagshot Grants</u>								
4650 Grants	0	10,481	5,000	(5,481)		(5,481)	209.6%	5,481
Bagshot Grants :- Indirect Expenditure	<u>0</u>	<u>10,481</u>	<u>5,000</u>	<u>(5,481)</u>	<u>0</u>	<u>(5,481)</u>	<u>209.6%</u>	<u>5,481</u>
Net Expenditure	<u>0</u>	<u>(10,481)</u>	<u>(5,000)</u>	<u>5,481</u>				
6000 plus Transfer from EMR	0	5,481	0	(5,481)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>	<u>0</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>350 Bagshot Capital Projects</u>								
4915 Festive Lights	0	2,392	2,392	0		0	100.0%	
Bagshot Capital Projects :- Indirect Expenditure	<u>0</u>	<u>2,392</u>	<u>2,392</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,392)</u>	<u>(2,392)</u>	<u>(0)</u>				
Bagshot :- Income	2,357	128,869	101,531	(27,338)			126.9%	
Expenditure	6,138	120,652	105,953	(14,699)	0	(14,699)	113.9%	
Net Income over Expenditure	<u>(3,781)</u>	<u>8,216</u>	<u>(4,422)</u>	<u>(12,638)</u>				
plus Transfer from EMR	0	31,483	0	(31,483)				
less Transfer to EMR	0	10,115	0	(10,115)				
Movement to/(from) Gen Reserve	<u>(3,781)</u>	<u>29,583</u>	<u>(4,422)</u>	<u>(34,005)</u>				
Grand Totals:- Income	2,357	128,869	101,531	(27,338)			126.9%	
Expenditure	6,138	120,652	105,953	(14,699)	0	(14,699)	113.9%	
Net Income over Expenditure	<u>(3,781)</u>	<u>8,216</u>	<u>(4,422)</u>	<u>(12,638)</u>				
plus Transfer from EMR	0	31,483	0	(31,483)				
less Transfer to EMR	0	10,115	0	(10,115)				
Movement to/(from) Gen Reserve	<u>(3,781)</u>	<u>29,583</u>	<u>(4,422)</u>	<u>(34,005)</u>				

Detailed Income & Expenditure by Budget Heading 28/04/2025

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Bagshot								
300 <u>Bagshot Cemetery</u>								
1000 Burial fees	0	0	1,079	1,079			0.0%	
Bagshot Cemetery :- Income	0	0	1,079	1,079			0.0%	0
4050 Rates	75	75	825	750		750	9.1%	
4060 Maintenance	0	0	1,000	1,000		1,000	0.0%	
Bagshot Cemetery :- Indirect Expenditure	75	75	1,825	1,750	0	1,750	4.1%	0
Net Income over Expenditure	(75)	(75)	(746)	(671)				
305 <u>Bagshot Heritage</u>								
4100 War Memorial	0	0	4,542	4,542		4,542	0.0%	
Bagshot Heritage :- Indirect Expenditure	0	0	4,542	4,542	0	4,542	0.0%	0
Net Expenditure	0	0	(4,542)	(4,542)				
310 <u>Bagshot Grounds Maintenance</u>								
4160 Greenspace Contingency	(0)	(0)	1,000	1,000		1,000	0.0%	
4165 Greenspace Contract	3,623	3,623	51,620	47,997		47,997	7.0%	
4170 Environmental costs	0	0	10,000	10,000		10,000	0.0%	
4185 Planting	0	0	1,827	1,827		1,827	0.0%	
4190 Christmas Trees	(1,953)	(1,953)	3,000	4,953		4,953	(65.1%)	
4220 Playground Repairs & Renewal	70	70	3,210	3,140		3,140	2.2%	
Bagshot Grounds Maintenance :- Indirect Expenditure	1,740	1,740	70,657	68,917	0	68,917	2.5%	0
Net Expenditure	(1,740)	(1,740)	(70,657)	(68,917)				
325 <u>Bagshot Administration</u>								
1076 Precept	50,558	50,558	101,115	50,558			50.0%	
Bagshot Administration :- Income	50,558	50,558	101,115	50,558			50.0%	0
4950 Hall Hire	19	19	300	282		282	6.2%	
Bagshot Administration :- Indirect Expenditure	19	19	300	282	0	282	6.2%	0
Net Income over Expenditure	50,539	50,539	100,815	50,276				
330 <u>Bagshot Councillors</u>								
4350 Training	0	0	700	700		700	0.0%	
4500 Cllr Allowances, Training & Ex	875	875	10,500	9,625		9,625	8.3%	
Bagshot Councillors :- Indirect Expenditure	875	875	11,200	10,325	0	10,325	7.8%	0
Net Expenditure	(875)	(875)	(11,200)	(10,325)				

Detailed Income & Expenditure by Budget Heading 28/04/2025

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>335 Bagshot Council Buildings</u>								
4525 Bagshot Chapel Building Costs	1	1	0	(1)		(1)	0.0%	
Bagshot Council Buildings :- Indirect Expenditure	<u>1</u>	<u>1</u>	<u>0</u>	<u>(1)</u>	<u>0</u>	<u>(1)</u>		<u>0</u>
Net Expenditure	<u>(1)</u>	<u>(1)</u>	<u>0</u>	<u>1</u>				
<u>340 Bagshot Grants</u>								
4650 Grants	0	0	5,683	5,683		5,683	0.0%	
Bagshot Grants :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>5,683</u>	<u>5,683</u>	<u>0</u>	<u>5,683</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(5,683)</u>	<u>(5,683)</u>				
<u>350 Bagshot Capital Projects</u>								
4915 Festive Lights	(1,684)	(1,684)	2,987	4,671		4,671	(56.4%)	
4940 VE Celebrations	584	584	5,000	4,416		4,416	11.7%	
Bagshot Capital Projects :- Indirect Expenditure	<u>(1,100)</u>	<u>(1,100)</u>	<u>7,987</u>	<u>9,087</u>	<u>0</u>	<u>9,087</u>	<u>(13.8%)</u>	<u>0</u>
Net Expenditure	<u>1,100</u>	<u>1,100</u>	<u>(7,987)</u>	<u>(9,087)</u>				
Bagshot :- Income	50,558	50,558	102,194	51,637			49.5%	
Expenditure	1,609	1,609	102,194	100,585	0	100,585	1.6%	
Movement to/(from) Gen Reserve	<u>48,948</u>	<u>48,948</u>	<u>0</u>	<u>(48,948)</u>				
Grand Totals:- Income	50,558	50,558	102,194	51,637			49.5%	
Expenditure	1,609	1,609	102,194	100,585	0	100,585	1.6%	
Net Income over Expenditure	<u>48,948</u>	<u>48,948</u>	<u>0</u>	<u>(48,948)</u>				
Movement to/(from) Gen Reserve	<u>48,948</u>	<u>48,948</u>	<u>0</u>	<u>(48,948)</u>				

Item 8- Bagshot Cemetery Improvements

New Memorial Wall Refurbishment

Background

At the February 2025 committee meeting, members reviewed a quote for the refurbishment of the 'New' Memorial Wall and resolved to seek additional quotes. Members also agreed to set a budget of up to £5,000 for the work, to be funded from the Bagshot Cemetery EMR.

Quotes

Four contractors were approached to quote for the work, however only two responded with quotes.

Summary of quotes:

Quote 1:

Scope of work-

- Dig out earth
- Lay edging on a mortar bed
- Lay membrane
- Lay gravel
- Tidy up and remove all waste

*Work has been quoted for standard gravel – 20mm

Cost = £2,110 (EX VAT)

Quote 2:

Scope of work-

- Record position of memorial pots and set aside
- Excavate to approx. 50mm across marked area and remove/disposal
- Excavate to approx. 500mm to create trench for edging and stones installation
- Supply and install 14m of edging stones on concrete base
- Lay and peg heavy duty weed proof membrane
- Supply and distribute 20mm gravel to cover 20m² area
- Reposition memorial pots

Cost = £3,551.90 (EX VAT)

Decision:

Members are asked to review the quotes and decide whether they wish to proceed with either of the quotes presented.

Plant two new Cherry Trees

Background

At the February 2025 committee meeting, members were presented with a quote for the planting of two new Cherry trees in the cemetery. Members resolved to proceed with the quote if the Assistant Clerk was unable to find an alternative contractor which offered a comparable watering package. Members also agreed a budget of up to £2,000 to be funded from the Bagshot Cemetery EMR.

Quotes

The Clerk has sought 3 quotes for the supply, planting and watering of 2 x Cherry trees in the cemetery. However, only two quotes have been received.

Quote 1:

Quote for supply & Planting of 2 x Cherry Trees = £720

Quote for watering & maintenance package for 2 years * = £2,400 (£25 x 24 weeks/tree)

Total = £3,120

* 20L water/week from **April until September** for 2 years after planting.

Quote 2:

Supply & Planting of 2 x Cherry Trees, with ongoing maintenance for 2 years* = £2,829.57

* 20L water/week from **May until September** for 2 years after planting.

Members are asked to review the quotes and decide whether they wish to proceed with one of the options, including approving an increase in the allocated funding.

Cemetery tidy- Update

The Chair and Vice chair, in conjunction with the Clerk approved a quote to tidy up a grave next to the pathway, the removal of a dead shrub on a grave, the reduction of a shrub on a grave and the major reduction of a shrub covering a grave and vault. The work will be carried out by the chosen contractor in the coming weeks.

Reinstate Cemetery pathway- update

Background

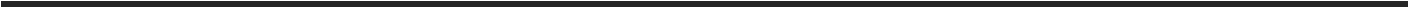
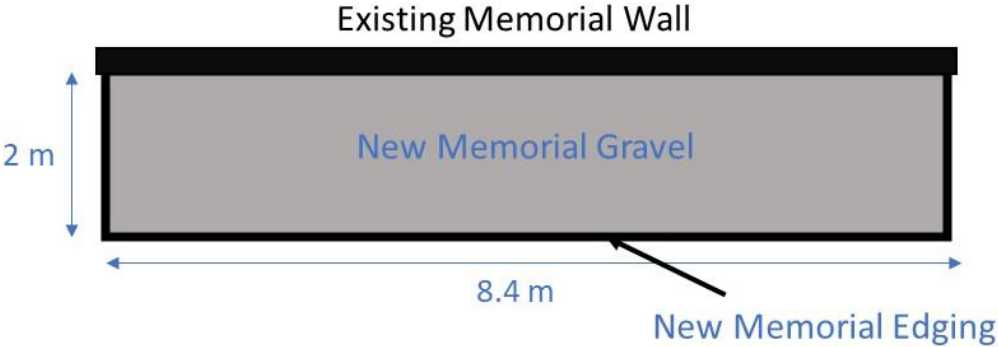
Members were advised that, before reinstating the cemetery pathways, the planned drainage works must first be completed. The delay in starting these works was due to the time taken to secure the necessary permissions from the Ministry of Justice. Given the time that has now passed, officers will need to reconnect with the selected contractor to confirm the validity of their original quotation.

It was also suggested that the pathway works could potentially be coordinated to take place alongside the drainage works.

Additionally, it was noted that the current pathway does not form a complete circuit. If members would like to create a continuous pathway around the cemetery, further investigations will be needed to ensure the suitability of the proposed route.

Proposed Next Steps:

1. **Reconfirm Quotation:** Officers to contact the selected contractor to confirm whether the original quotation remains valid or if an updated quote is required.
2. **Coordinate Works:** Subject to confirmation, officers to explore options for coordinating the drainage and pathway reinstatement works to minimise disruption and reduce overall project timescales.
3. **Pathway Extension Investigation:** Officers to investigate the feasibility of extending the pathway to create a continuous loop, including any necessary ground investigations and associated costs.
4. **Future meeting:** A report to be brought to a future committee meeting, including updated quotations, feasibility findings and a proposed timeline.



Materials

Standard Gravel - 20mm



There are lots of types of decorative gravel that are a lot more expensive, some shown below, if they council would like us to price up any alternatives, we would be happy to do so.



SKU: H00005511
Long Rake Spar 20-50mm Flamingo Pebbles Bulk Bag



SKU: H00004872
Long Rake Spar 20mm Ice Blue Bulk Bag



SKU: H00004724
Long Rake Spar 20mm Polar Ice Bulk Bag




SKU: H00006373
Long Rake Spar 20mm Dapple Grey Bulk Bag



SKU: H00005536
Long Rake Spar 20-40mm White Pebbles Bulk Bag



SKU: H00005512
Long Rake Spar 20mm Green Slate Bulk Bag



Scope of Work

- Dig out earth
- Lay edging on a mortar bed
- Lay Membrane
- Lay Gravel
- Tidy up and remove all waste.

Cost of Work

Carry out work above (With Standard Gravel - 20mm)

£2,110

The prices exclude VAT which will be charged at 20%.

If you would like to undertake this work or discuss in more detail, please do not hesitate to contact me as detailed below.

Yours sincerely





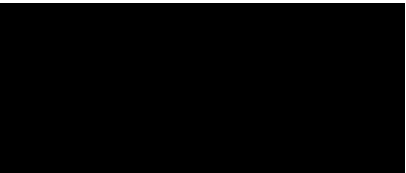
Client: Windlesham Parish Council

Address: Council Offices, The Avenue, Lightwater, GU18 5RG

Date:

Description: Memorial Wall Landscaping

28/11/2024



Item	Description	Unit	Rate £	Total £	Drawing Ref:	Notes
A	Site set up, surveys & preliminaries	0.5	£575.00	£287.50		Inc management & Risk Assessment Rams
				£287.50		
	1 Site Works					
1.1	Record position and set aside memorial pots and assoc	0.8	£575.00	£71.88		
1.2	Excavate to an approx . depth of 50mm across marked area and remove/disposal	2	£513.00	£1,026.00		
1.3	Excavate to an approx. depth of 600mm to create trench for edging stones instalation	2	£223.25	£446.50		
1.4	Supply & install 14m of edging stones on concrete base	4	£222.50	£890.00		
1.5	Lay & peg heavy duty weedproof membrane across approx 20m2 of floor space	3	£102.30	£307.00		
1.6	Supply & distribute 20mm gravel to cover 20m2 area	3	£174.30	£522.50		
1.7	Reposition memorial pots and assoc.	0.8	£575.00	£71.88		
	Total			£3,551.90		
	Overall Total:			£3,839.40		VAT applicable at the current rate

QUOTE 1



Estimate

ADDRESS

Windlesham Parish Council
The Council Office
The Avenue
Lightwater
GU18 5RG

ESTIMATE NO. 5072
DATE 09/10/2024

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Services	Supply 2 cherry Trees 10-12cm Girth	20.0% S	2	135.00	270.00
	Services	Supply compost, stakes and Ties	20.0% S			15.00
	Services	Planting of 2 cherry trees at Bagshot Cemetery. Mulching and watering of all 4 trees	20.0% S			340.00

Please can we ask that the area of work is completely clear before the day of work as no responsibility will be taken for anything being damaged.

SUBTOTAL	625.00
VAT TOTAL	125.00
TOTAL	£750.00

All debris will be removed with the exception of stump grindings unless otherwise stated. Grinding to a maximum depth of 6-8 inches
Below finish cut level. No laterals will be removed
Unless specified within quote

Should it be required, at the request of our client we can apply to local authority on your behalf for permission to undertake tree works in conservation areas or if one or more trees are covered by a tree preservation order. There will be an additional charge for this service of £65.00+ Vat We do not guarantee success or extend this service to an appeal process. Please note unfortunately we DO NOT offer this service for customers within Basingstoke and Deane although we are happy to advise on this.

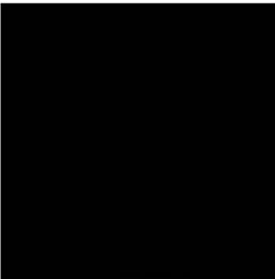
All tree work undertaken to current British standard BS3998 2010

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		125.00	625.00

Accepted By

Accepted Date



Estimate

ADDRESS
Windlesham Parish Council
The Council Office
The Avenue
Lightwater
GU18 5RG

ESTIMATE NO. 5073
DATE 09/10/2024

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Services	Complete a Watering maintenance package for 2 trees at Bagsot Cemetery- Mulching/weeding/Watering trees and pruning dead branches if needed 20L water per Tree	20.0% S	2	25.00	50.00

Please can we ask that the area of work is completely clear before the day of work as no responsibility will be taken for anything being damaged.

SUBTOTAL	50.00
VAT TOTAL	10.00
TOTAL	£60.00

All debris will be removed with the exception of stump grindings unless otherwise stated. Grinding to a maximum depth of 6-8 inches
Below finish cut level. No laterals will be removed
Unless specified within quote

Should it be required, at the request of our client we can apply to local authority on your behalf for permission to undertake tree works in conservation areas or if one or more trees are covered by a tree preservation order. There will be an additional charge for this service of £65.00+ Vat We do not guarantee success or extend this service to an appeal process. Please note unfortunately we DO NOT offer this service for customers within Basingstoke and Deane although we are happy to advise on this.

All tree work undertaken to current British standard BS3998 2010

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		10.00	50.00

Accepted By

Accepted Date

27/02/2025

Windlesham Parish Council

QUOTATION

Thank you for the opportunity to provide you with a quotation. Our price for the requested works is given below.

Summary of Works	Conditions of Works / Price
Supply, Planting, and Maintenance of Cherry Trees at Bagshot Cemetery This quote covers the supply, planting, and ongoing maintenance of 2 x Cherry trees (10-12 cm girth) at Bagshot Cemetery. The scope of work includes: 1. Supply of 2 x Cherry trees, compost, stakes, and ties. 2. Planting of the trees. 3. Ongoing maintenance for 2 years, including: - Weekly watering of 20L per tree from May to September. - Mulching and weeding. - Pruning of dead branches as necessary.	All work will be carried out in accordance with best horticultural practices, ensuring the health and longevity of the trees. Regular assessments will be conducted to monitor their growth and address any issues that arise
Quote Valid Until	Payment Terms
27/03/2025	from date of invoice
Quote ID	Total Price exc. VAT
Q2025-008631	£2829.57

All works will be completed by fully trained, qualified operatives and waste will be disposed of at a licensed facility unless otherwise agreed. Our price is inclusive of all labour, materials and delivery charges.

I look forward to hearing from you in due course, however, if you require any clarification please do not hesitate to contact me.

Yours sincerely,

This quotation is provided subject to [REDACTED] standard conditions of sale (enclosed). These conditions apply to this quotation and any subsequent order notwithstanding anything to the contrary contained in or incorporated into any document from, or oral statement made by you, the customer. No variation or amendment to the conditions shall be of any effect unless expressly agreed, in writing, by a person authorised to sign on behalf of [REDACTED]. By accepting this quotation, I confirm that I have read and I accept the conditions [REDACTED] payment terms of 30 days from the date of invoice unless superseded by payment terms specified above.



Item 9- School Lane Field - to discuss the maintenance of School Lane Field Pond and improvements to the pathways and drainage

School Lane Field Pond

Background

At the last Committee meeting, members were informed that SHBC's Drainage Engineer had made the following recommendations:

- **Dredging:** Frequent dredging is unnecessary as long as the pond maintains a depth of at least 4 feet.
- **Silt Testing:** It was suggested to monitor silt buildup every two years.
- **Previous Methods:** The previous dredging method is not one the engineer had used before. He would suggest fully draining the pond before dredging.
- **Valve Installation:** The pond currently lacks a drainage valve, which would be beneficial. The engineer has offered to design a valve system which would allow the water level to be lowered when required.
- **Path and Drainage:** It was proposed a porous path with a single line of pipework could work to help with drainage of the field.
- **Next Steps:** The engineer planned to visit the pond with his team at the end of 2024 and report back with his recommendations.

Pond Assessment Summary:

The contractor has visited the pond twice, but frozen conditions and time constraints prevented a full depth survey, particularly in the central (deepest) section. Initial inspections revealed:

- Water depth drops steeply 2–3m from the edge.
- Silt depth of 300–400mm generally, increasing to 600–800mm near the boardwalk.
- Significant tree debris and submerged branches present.
- Recommendation: Fully drain and dredge the pond to remove silt and debris, and reprofile the centre to a depth of 1.5–2.0m to support pond life through winter.
- Suggests installing a new outfall structure to allow easier water level management for future vegetation clearance.
- Once cleared and reprofiled, the pond would require maintenance roughly every 10–15 years.
- Interim safety recommendation: Install “Deep Water” warning signs on public access points – it is to be noted that “Deep Water” signs are in the process of being installed in the pond.

A further depth survey is planned once a smaller boat and contractor availability are secured in April, after which a suitable outfall design will be provided.

School Lane Field Pathway

Background

Following recommendations from the drainage engineer to replace the existing pathway around the field with a porous alternative, a quotation has been obtained to provide Councillors with an indicative cost for the proposed works.

Quote (attached)

Scope of work:

- Excavate and dispose of soil and hardcore to create a path trench 15cm deep
- Supply, import, distribute and compact approximately 56m² of MOT Type 1
- Supply, import and install approximately 30m² of self-binding gravel (colour TBD)

Total = £17,305

Self-binding gravel is porous and does help with drainage, so it's a good choice for paths.



Funding options

Bagshot CIL = £149,425.59 available (already committed- £100K Traffic & Infrastructure, £17,500 Gomer Road Playground, £33,333 Allotment purchase)

Bagshot Village Reserve = £13,068.56

Decision

Members are asked to consider whether they would like to delegate authority to the Clerk, in conjunction with the Chair and Vice-Chair, to seek further quotations and award the contract based on suitability and/or cost. Additionally, members are asked to consider how they would like to fund the project.

Client: Windlesham Parish Council

Address: Council Offices, The Avenue, Lightwater, GU18 5RG

Date: 22 April,2025

Description: Self-binding gravel path instalation 280m - Bagshot School Line Field

Item	Description	Unit	Rate £	Total £	Drawing	Notes
A	Site set up, surveys & preliminaries	1	£575.00	£ 575.00		Inc H&S, welfare facilities, management
Total:				£ 575.00		

2 Self-binding gravel path installation - 280m

2.1	Excavate and dispose of soil and hardcore to create a path trench approximately 15cm deep	280	£ 12.63	£ 3,537.50		
2.2	Supply, import, distribute, and compact approximately 56m³ of MOT Type 1	56	£ 100.86	£ 5,648.20		
2.3	Supply, import, and install approximately 30m³ of self-binding gravel	30	£ 241.27	£ 7,238.20		
2.4	Machinery contribution	2	£ 420.00	£ 882.00		
Total:				£ 17,305.90		

Overall Total:

£17,880.90 VAT applicable at the current rate

Please be aware that we may need to arrange an additional grab lorry for disposal, so kindly allow for this in the budget.

Prior to commencement - 50%

End of work - 40%

After customer sign off is completed - Balance of 10%

Item 10- Grants- Grant Policy

Members are to note that the 2024-25 grant window has now closed and Members are yet to agree a grant policy for 2025-26. The budgets have been set for the year 2025-26, with £5,000 being allocated to Bagshot grants. With this in mind, the draft Bagshot Grant Policy for 2025-26 has been prepared. Please see Appendix A.

It is important that Members note the following conditions.

Grant Under £500	This grant is only open to all community groups and those wishing to apply must complete a short application form.
Grant Between £500 - £1000	Complete an application form and submit a copy of their constitution.
Grant Over £1000	<p>Qualifying organisations applying for grants over £1,000 must submit an application form and include:</p> <ul style="list-style-type: none">• A completed application form• A copy of the written constitution• Copies of their last financial year-end accounts.• A copy of their latest bank statement• Details of the extent to which funding has been sought or secured from other sources or own fund-raising activities.• A copy of the lease where the grant relates to property matters.• If the grant is £3000 or more must also include: Confirmation that the organisation has robust tendering regulations, specifically a minimum of three quotes/tenders. The Parish Council reserves the right to request proof of the tendering process.• If the organisation is applying for a grant in relation to tree surgery or maintenance, an up to date tree survey or tree management plan must be submitted with the application

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

Adopt the policy as presented

Or

Amend and adopt the policy

BAGSHOT COMMITTEE GRANT AWARDING POLICY 2025-2026

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

The Bagshot Committee have resolved that all Grants for the year 2025-26, will be determined on a quarterly basis at each meeting of the Committee and will be subject to a maximum £3,500 per project.

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

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

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

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

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

HOW TO APPLY FOR A GRANT

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

GRANT TERMS

QUALIFYING CRITERIA

An organisation will qualify if it meets the following criteria:

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

GRANT AWARDING CRITERIA

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

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

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

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

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

CONDITIONS OF RECEIPT

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

MONITORING PROCESS

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