



Windlesham Parish Council

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The Council Offices
 The Avenue
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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL
 Held on Tuesday 24th February 2026, at 7.15pm held at St Anne's Church Centre, 43
 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
 Mr Murphy – Resident
 Mr Burlinson – Resident
 Mr & Mrs Jarnett – Residents
 1 x Windlesham Residents

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

Cllr White was in the Chair

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		Action
C/25/181	Apologies for absence Apologies for absence were received from Cllrs Richardson, Bakar, Gordon, Hartshorn, D Jennings-Evans and Marr.	
C/25/182	Declarations of interest Cllr Malcaus Cooper declared a non-pecuniary interest in agenda item 22, stating that, as a director of the Surrey Association of Local Councils (SALC), she works alongside the auditor under consideration.	
C/25/183	Public Questions <i>19:17 Cllr Wheeler, Harris and Malcaus Cooper joined the meeting</i> Mr Murphy read out a statement noting that Windlesham Parish Council supports and complies with its duties under the Equality Act 2010 to make reasonable adjustments to enable people with disabilities to attend and participate in meetings. This includes an anticipatory duty to consider such adjustments in advance, as recently applied in relation to a hearing	

	<p>disability. The importance of inclusive public engagement in the democratic process was emphasised, while recognising that, in some cases, advance notification of specific needs may be helpful.</p> <p>Q1. Mr Burlinson asked whether item 24 on the agenda could be moved to the open part of the meeting and requested confirmation as to whether the Council was considering challenging the CGR result.</p> <p>The Clerk responded that the item referred to legal advice and was therefore considered in the confidential part of the meeting as it was covered by legal privilege. She also noted that at this point the Council had not discussed challenging the CGR result.</p> <p>Q2. Mr Murphy addressed the governance item on the agenda, asking that, during the ongoing CGR process, the Council continue to operate cooperatively and in the best interests of the community until May 2027. He referred to a question he raised at the January meeting regarding the public record of events surrounding the March 2024 CGR request, stating that he remained dissatisfied with the response given and believed a considered and agreed response was needed to address a perceived chilling effect and to support moving forward. He also commented on the WPC consultation, noting that it referred only to assets despite the consultation including services, and that a response rate of under 1% was unhelpful. He expressed concern about an apparent disparity between arrangements for unparished urban areas and parished rural areas, where additional responsibilities and costs may fall on a minority population. He asked whether the Council would raise this issue with the relevant authorities while acknowledging that alternative views exist.</p> <p>The Clerk responded to confirm that a response addressing Mr Murphy's concerns had been provided. The Council will review at the next Full Council Meeting.</p> <p>Q3. Mr Jarnett asked the Council about the process for the sale of the Hook Mill Lane depot, noting that he had previously expressed an interest.</p> <p>The Clerk informed Mr Jarnett that a land agent would be appointed and the agent would deal with all enquiries. He will be notified once an agent has been appointed.</p>	
<p>C/25/184</p>	<p>Exclusion of the press and public.</p> <p>To agree items to be dealt with after the public, including the press, had been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/25/202 Appointment of Internal Auditor C/25/203 Chairman's Community Reception C/25/204 Community Governance Review C/25/205 Confidential Reports</p> <p>Members agreed that the above items should be discussed in the confidential part of the meeting.</p>	

C/25/185	<p>Full Council Minutes.</p> <p>It was unanimously resolved to approve the minutes of the Full Council meetings held on the 20th January 2026. The minutes were then signed by Cllr White.</p>	Cllr White
C/25/186	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> • The minutes of the Planning Committee meetings held on the 14th & 28th January 2026 and 11th February 2026 were approved and signed by Cllr Stevens. <p>Members also noted the open minutes of the recent village committee and sub-committee meetings approving the recommendation therein:</p> <ul style="list-style-type: none"> • Bagshot Committee – 3rd February 2026 • Windlesham Committee – 19th January 2026, including the following recommendations: <ul style="list-style-type: none"> ○ Members unanimously agreed to put forward a recommendation to Full Council to remove the Chair and Vice-Chair of Council from the membership of The Windlesham Neighbourhood Plan Working Group, in order to encourage a stronger sense of local ownership, reflecting that the work is village-based rather than parish-wide. <p>Members resolved to add this to the March Full Council agenda.</p> <p>Cllr Turner commented that the Chair and Vice-Chair had originally been included on the working party, as recorded in a Council document. He stated that they had initially attended meetings; however, being mindful that the Windlesham Committee should lead, had subsequently stepped back until required. He objected to public comments made by Cllr Wilson that their involvement had been disruptive and frustrated the process, stating that other Windlesham councillors could attest that this was not the case.</p> <ul style="list-style-type: none"> ○ Members unanimously agreed to recommend to Full Council that the £13,656.79 currently held in CIL be reserved for Windlesham traffic and infrastructure projects only. <p>The Clerk explained that these monies are ringfenced for CIL, for each village committee to spend on infrastructure projects within their village. There was no need to ringfence the money; however, Members noted that Windlesham wished to commit these monies to future traffic and infrastructure projects.</p>	Cllr Stevens

C/25/187	<p>To review and approve the Council Risk Assessment</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>Members resolved unanimously to note the nature of the risks outlined, and adopt the risk assessment with the following amendment:</p> <p>Risk 11 – Further control measures added: Add a clause to the grant award terms stating that any incorrect payments must be repaid.</p> <p>New Risk 16 - Council to review bank signatories on an annual basis and amend as required to ensure continued access to all accounts</p> <p>New Risk 2 – Business Continuity - Insufficient resourcing and over-commitment of staff capacity leading to workload pressures, reduced staff retention, and degradation in service delivery (missed deadlines, reduced responsiveness, reputational impacts)</p> <p>Mitigation: Full Council to undertake a quarterly review of the Council work programme and workstreams to assess capacity and resourcing. Where pressures are identified, Council will either allocate additional resources or formally reprioritise or defer work to ensure delivery of statutory duties and protect staff wellbeing and service standards.</p> <p>Cllr Wheeler proposed, Cllr Malcaus Cooper seconded, and it was unanimously resolved to amend the risk appetite statement ‘Operational Risk Category’ to acknowledge that not all operational risk is uniform and that they will accept more disruption where impact is low and mitigations exist, but has a low appetite for disruption to critical/statutory or high-sensitivity services (e.g., burial services)</p>	
C/25/188	<p>Fixed Asset Register & Inventory</p> <p>Members were presented with the fixed asset register and asked to review.</p> <p>The balance of assets held is £559,353.91</p> <p>It was resolved to approve the Fixed Asset Register as presented.</p>	
C/25/189	<p>To review the effectiveness of internal controls and audit</p> <p>Members were informed that the Clerk 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"> • the scope of internal audit; • independence; • competence; • relationships with the clerk and the authority; and • audit planning and reporting 	

	<p>The results of this review were presented to the Council. The Clerk is satisfied that this review confirms that proper internal audit arrangements are in place.</p> <p>Members were asked to read the information provided and note the outcome of the annual review of the effectiveness of internal audit, confirming that the Council is satisfied with the effectiveness of the Council's internal audit arrangements.</p> <p>Additionally, Members were asked to consider the appointment of the internal auditor, including contractual terms, in the confidential session.</p> <p>Members approved the report and resolved to consider the appointment of the internal auditor, including contractual terms, in the confidential session</p>	
C/25/190	<p>To consider potential transfer of assets from Surrey Heath Borough Council – Consultation findings, LGR/CGR Implications and Next Steps</p> <p>Members were presented with the asset transfer consultation findings and asked to review the scenarios and recommendations therein.</p> <p>Part A</p> <p>It is recommended that Council:</p> <ol style="list-style-type: none"> 1. Notes the consultation results, including both the strong support expressed by respondents and the limitations arising from response rate and demographic profile, and notes that the consultation was undertaken on the basis of the three-village parish structure. 2. Notes the recent outcome of the Community Governance Review recommending that Windlesham village be removed from the existing parish and form a new Council, materially altering the financial, geographic and governance assumptions underpinning the consultation. 3. Agrees that, in light of the CGR recommendation, decisions on asset adoption should be based on the scenario analysis set out in Part B of this report, rather than on the original parish-wide assumptions. 4. Resolves that the Parish Council should only commit in principle to adoption of the proposed asset package at this stage, subject to the Part B recommendations, which recommend: <ul style="list-style-type: none"> ○ re-baselining all financial modelling on a Bagshot and Lightwater-only parish. ○ explicit assessment of affordability and sustainability for the remaining communities; and ○ consideration of timing and risk in the context of Surrey LGR, devolution and the establishment of the unitary authority. 	

	<p>With Windlesham village likely being removed from the parish, it is recommended that the Council:</p> <ol style="list-style-type: none"> 1. Continues discussions with Surrey Heath Borough Council (SHBC), exploring opportunities in relation to the proposed asset transfer, while the financial and operational impacts on Bagshot and Lightwater alone are fully quantified. 2. Reconsiders the scale and timing of adoption in light of the reduced tax base and the establishment of the unitary shadow authority. 3. Only proceeds if Council is satisfied that the remaining parish can sustainably fund and manage the assets without exposing residents to disproportionate financial or service risk. <p>It was resolved unanimously to continue discussions for the whole parish (including the Windlesham Neighbourhood Plan area).</p>	
C/25/191	<p>Review and prioritisation of current workstreams</p> <p>Members received a consolidated list of current workstreams and were asked to give direction on priorities, recognising limited officer capacity and the governance constraints arising from Community Governance Review (CGR) and Local Government Reorganisation (LGR) considerations.</p> <p>Key points noted:</p> <ul style="list-style-type: none"> • Day-to-day, statutory and compliance duties account for approximately 70% of total staff time. • Assuming burial services and day-to-day cemetery operations continue within the Cemetery Co-ordinator's existing hours, and excluding financial tasks, there are approximately 20 operational hours per week available (shared across the Clerk, Assistant Clerk and Operations capacity) to progress remaining workstreams across committees/top-level tasks, including any additional CGR/LGR-related activity. <p>Members</p> <ol style="list-style-type: none"> 1. Noted the work programme (including that items highlighted in grey are business-as-usual/statutory). 2. Noted the items identified by the Clerk as Priority 1 (must progress now). 3. Reviewed the remaining items <p>Cllr Turner proposed, Cllr Wheeler seconded, and it was resolved that the Community Reception will be cancelled and the Community Awards will be awarded at the upcoming Annual Parish Meeting.</p> <p>Additionally, in the context of the potential disaggregation of the Parish Council arising from the Community Governance Review, it was resolved that consideration of Priority 2 and Priority 3 tasks be deferred until the March Full Council meeting.</p>	<p>The Clerk</p> <p>The Clerk</p>

	<p>It was further resolved to delegate authority to the Clerk to write to Surrey Heath Borough Council to advise that the Council does not currently have the capacity or resources required to undertake the disaggregation process and that Surrey Heath Borough Council will be required to provide the necessary resourcing to support the disaggregation.</p> <p>Finally, Members resolved, in principle, that the Community Governance Review Earmarked Reserve will be used to fund additional resources should these be required.</p>	<p>The Clerk</p> <p>RFO</p>																		
<p>C/25/192</p>	<p>Community Governance Review - To consider a response to the third public consultation</p> <p>Members discussed SHBC's resolution to proceed to the third phase of consultation.</p> <p>Concerns were raised that Sundew Close, The Folly and Blackstroud Lane West, which fall within the Lightwater curtilage, were proposed to remain within the West End electoral area. Members also questioned why SHBC had not followed sector guidance issued by the National Association of Local Councils recognised as good practice when considering representation ratios. Bagshot and Lightwater councillors highlighted concerns regarding the resulting disparity in councillor numbers, which would leave them with a significantly higher caseload.</p> <p>Cllr Harris proposed, and Cllr Malcaus Cooper seconded, that authority be delegated to the Clerk to write to SHBC to raise the above concerns regarding electoral divisions and ask why the National Association of Councils sector guidance had not been followed and to request reconsideration of the number of councillors allocated to the Bagshot and Lightwater wards. It was emphasised that there was no intention to change the outcome of the CGR, but rather to seek fair and balanced representation.</p> <p>A recorded vote was requested. The motion was carried with 7 votes in favour, 1 against and 3 abstentions.</p> <table data-bbox="327 1668 901 2011"> <tr> <td>Cllr Wilson</td> <td>Against</td> </tr> <tr> <td>Cllr Willgoss</td> <td>In Favour</td> </tr> <tr> <td>Cllr White</td> <td>In Favour</td> </tr> <tr> <td>Cllr Harris</td> <td>In Favour</td> </tr> <tr> <td>Cllr R Jennings-Evans</td> <td>In Favour</td> </tr> <tr> <td>Cllr Malcaus Cooper</td> <td>In Favour</td> </tr> <tr> <td>Cllr Turner</td> <td>In Favour</td> </tr> <tr> <td>Cllr Stevens</td> <td>In Favour</td> </tr> <tr> <td>Cllr Hardless</td> <td>Abstention</td> </tr> </table>	Cllr Wilson	Against	Cllr Willgoss	In Favour	Cllr White	In Favour	Cllr Harris	In Favour	Cllr R Jennings-Evans	In Favour	Cllr Malcaus Cooper	In Favour	Cllr Turner	In Favour	Cllr Stevens	In Favour	Cllr Hardless	Abstention	<p>The Clerk</p>
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	<p>documentation. She therefore requested delegated authority to obtain the necessary legal advice, with the associated costs to be met from the Community Governance Review Earmarked Reserve.</p> <p>Cllr Harris proposed, Cllr Willgoss seconded, and it was resolved with 8 in favour, 2 against, and 1 abstention to delegate authority to the Clerk to seek the required legal advice, with the associated costs to be met from the Community Governance Review Earmarked Reserve.</p>	The Clerk
C/25/195a	<p>To consider bank requirements for changes to mandates – Santander Bank</p> <p>Council noted that Santander Bank requires a specific Council resolution to amend the account signatories, including:</p> <ul style="list-style-type: none"> • the dates the relevant Councillors/Clerk left the Council; • the names of all signatories to be named on the account; and • the number of signatories required to operate the account <p>It was resolved unanimously to update the Santander Bank mandate as follows:</p> <p>Remove the following former signatories (left Council on the dates shown):</p> <ul style="list-style-type: none"> ○ Keith Hand – Ex Councillor – left the Council in May 2015 ○ Karen Holland – Ex Clerk to the Council – left the Council in April 2015 ○ Surinder Gandham – Ex Councillor – left the Council in May 2019 <p>Appoint the following as authorised signatories on the account:</p> <ul style="list-style-type: none"> ○ Joanna Whitfield (Clerk) ○ Jane Challiss (Responsible Financial Officer) ○ Cllr Valerie White (Chairman) ○ Cllr Rebecca Jennings-Evans (Councillor) ○ Cllr Katia Malcaus Cooper (Councillor). <p>Confirm that two signatories should be required to operate this account:</p> <p>Council noted that Cllr White remains an active signatory on the account and resolved that Cllr White remain as a signatory.</p> <p>It was also resolved unanimously to delegate authority to the Clerk and Responsible Financial Officer to submit the approved resolution and completed mandate documentation to Santander and progress the signatory changes.</p>	
C/25/195b	<p>To consider bank requirements for changes to mandates Skipton Building Society</p>	

	<p>Council noted that Skipton Building Society requires a specific Council resolution to amend the account signatories, including:</p> <ul style="list-style-type: none"> • the dates the relevant Councillors/Clerk left the Council; • the names of all signatories to be named on the account (max 4); and • the number of signatories required to operate the account <p>It was resolved unanimously to update the Skipton Building Society mandate as follows:</p> <p>Remove the following former signatories (left Council on the dates shown):</p> <ul style="list-style-type: none"> ○ Keith Hand Ex Councillor left the Council in May 2015 ○ Karen Holland Ex Clerk who left the Council in April 2015 ○ John Winterton Ex Councillor who left the Council in May 2015 <p>Appoint the following as authorised signatories on the account:</p> <ul style="list-style-type: none"> ○ Joanna Whitfield (Clerk) ○ Jane Challiss (Responsible Financial Officer) ○ Cllr Valerie White (Chairman) ○ Cllr Rebecca Jennings-Evans (Councillor) <p>Confirm that two signatories should be required to operate this account:</p> <p>Council noted that Cllr White remains an active signatory on the account and resolved that Cllr White remain as a signatory.</p> <p>It was also resolved to delegate authority to the Clerk and Responsible Financial Officer to submit the approved resolution and completed mandate documentation to Skipton Building Society and progress the signatory changes.</p>	
C/25/196	<p>To review the Surrey Pension Fund Actuarial Valuation</p> <p>Council noted that the Surrey County Council Pension Fund has completed its triennial actuarial valuation and has issued the Council's Employer Results Schedule.</p> <p>Council noted that, for employers in the Town and Parish Council Pool, the proposed minimum employer contribution (primary rate) for the period 1 April 2026 to 31 March 2029 is 16.6% of pensionable pay, with no secondary contribution rate applying under the pooled arrangement. This represents a reduction from the current rate of 17.7%.</p> <p>Based on the Council's 2026/27 salary budget, Members noted the reduction is estimated to result in an annual saving of approximately £1,834, subject to possible variation following the 2026/27 NJC pay settlement and any incremental progression.</p>	The Clerk

	<p>Council noted the contribution rate will apply for three years, subject to formal certification in the Fund's Rates and Adjustments Certificate.</p> <p>Members resolved to:</p> <ol style="list-style-type: none"> 1. Confirm receipt and understanding of the Employer Results Schedule. 2. Accept the employer contribution rate of 16.6% with effect from 1 April 2026, and delegated authority to the Clerk to acknowledge via the 2025 Valuation Employer Engagement Portal by 2 March 2026. 	
C/25/197	<p>Members' Allowances 2026-27</p> <p>Members considered the report presented and noted the previous resolution (Minute Ref: C/23/183) adopting the principle of paying up to 30% of Surrey Heath Borough Council's (SHBC) basic allowance.</p> <p>Council noted that SHBC resolved at its meeting on 18 February 2026 not to increase its Members' Allowances; therefore, there is no change to the Parish Council's allowance levels for 2026/27.</p> <p>It was resolved that:</p> <ol style="list-style-type: none"> 1. Members' Allowances for 2026/27 will remain at £1,750 per annum per Councillor (being the full 30% amount, subject to any future indexation arrangements). 2. The Chair's Allowance will remain at £1,750 for 2026/27. 3. Whilst the Council has set the allowance policy for all Members, each individual Member may elect to receive the full allowance, a partial allowance, or not to receive the allowance. 4. To note that Council previously resolved to pay the co-opted Councillors a subsistence/expense payment. However, after seeking clarification from the internal auditor, the interpretation of the regulations has been confirmed, and any subsistence or expenses may only be reimbursed upon completion of an expense claim form. Claim forms are available from the office. 	
C/25/198	<p>To review Cemetery fees and charges</p> <p>Council received and noted the following committee decisions on cemetery charges for 2026/27:</p> <ul style="list-style-type: none"> • Bagshot Committee (3 February 2026): resolved no fee increase for 2026/27. • Lightwater Committee (10 February 2026): resolved to increase all fees annually in line with CPI. • Windlesham Committee (19 January 2026): resolved no fee increase for 2026/27. 	
C/25/199	<p>Clerks update</p> <p>The Clerk informed Members that the matter raised at the January Full Council meeting concerning the RBS bank account has now been resolved.</p> <p>Members asked that their thanks be formally recorded to the staff and Cllr White for their work in resolving this issue.</p>	

C/25/200	<p>Correspondence</p> <p>None</p>	
C/25/201	<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>C/25/202 Appointment of Internal Auditor C/25/203 Chairman's Community Reception C/25/204 Community Governance Review C/25/205 Confidential Reports</p> <p><i>21:05 meeting adjourned for a comfort break 21:08 meeting reconvened</i></p>	
C/25/202	<p>Appointment of Internal Auditor – Consideration of Quotation</p> <p>Members were informed that the Council had completed the annual review of the effectiveness of internal audit arrangements and the relevant practitioners' guidance.</p> <p>Council noted that, as part of the review and to demonstrate value for money, competence and independence, quotations were sought from internal auditors on the SAAA register. Of the four auditors covering Surrey, one quotation was received, two firms declined to quote, and one did not respond.</p> <p>It was noted that the quotation received was from the Council's current internal auditor and that the annual review concluded the Council's internal audit arrangements remain effective, independent and proportionate.</p> <p>Given that the report contained commercially sensitive information (fees), it was resolved to consider the quotation in a confidential session and to exclude the press and public for this item (Public Bodies (Admission to Meetings) Act 1960, s.1).</p> <p>It was unanimously resolved to reappoint the current Internal Auditor for a one-year term for the 2026/27 financial year, noting the potential for future changes to governance arrangements due to the outcome of the Community Governance Review.</p>	
C/25/203	<p>Chairman's Community Reception – discuss award nominations.</p> <p>Members noted their earlier decision to move the awards ceremony to the Annual Parish Meeting and considered the award nominations. It was subsequently resolved to make awards to the recipients as set out in the confidential report.</p>	
C/25/204	<p>To consider legal advice on the procedural fairness of the Community Governance Review process.</p> <p>Members received a report updating them on actions taken under delegated authority (as agreed by Full Council in October 2025) to obtain independent</p>	

	<p>legal advice on the Community Governance Review (CGR) consultation process.</p> <p>Council noted the legal advice received. Members considered the information provided, alongside the decision made by Surrey Heath Borough Council at its meeting held on 18 February 2026.</p> <p><i>21:45 It was resolved to suspend Standing Orders with 10 in favour and 1 against.</i></p> <p>The item was moved to a vote, and it was resolved with 2 in favour, 7 against and 1 abstention not to obtain further legal advice on the matter.</p> <p>Members then voted on an amendment to Option B, requesting that Council put out a public statement as outlined in the confidential report, proposed by Cllr Malcaus Cooper, seconded by Cllr Harris.</p> <p>A recorded vote was taken, and the amendment was defeated with 4 in favour, 6 against and 1 abstention.</p> <table data-bbox="328 891 884 1308"> <tr><td>Cllr Wilson</td><td>Against</td></tr> <tr><td>Cllr Willgoss</td><td>In Favour</td></tr> <tr><td>Cllr White</td><td>In Favour</td></tr> <tr><td>Cllr Harris</td><td>In Favour</td></tr> <tr><td>Cllr R Jennings-Evans</td><td>Abstain</td></tr> <tr><td>Cllr Malcaus Cooper</td><td>In Favour</td></tr> <tr><td>Cllr Turner</td><td>Against</td></tr> <tr><td>Cllr Stevens</td><td>Against</td></tr> <tr><td>Cllr Hardless</td><td>Against</td></tr> <tr><td>Cllr Lewis</td><td>Against</td></tr> <tr><td>Cllr Wheeler</td><td>Against</td></tr> </table>	Cllr Wilson	Against	Cllr Willgoss	In Favour	Cllr White	In Favour	Cllr Harris	In Favour	Cllr R Jennings-Evans	Abstain	Cllr Malcaus Cooper	In Favour	Cllr Turner	Against	Cllr Stevens	Against	Cllr Hardless	Against	Cllr Lewis	Against	Cllr Wheeler	Against	
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C/25/205	<p>To note the confidential report for the Full Council Meeting held on the 20th January 2026 and approve recommendations therein</p> <p>It was resolved to approve the report and any recommendations therein.</p>																							
	There being no further business, the meeting closed at 21:55																							

Windlesham PL for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
26/01/2026	EMAIL	W217	DARBY AND JONE	DARBY	1,000.00	0.00	1,000.00	4650	540	1,000.00	DARBY & JOAN CLUB GRANT	
26/01/2026	EMAIL	W218	OVER 60S LUNCH CLUB	OVER60	500.00	0.00	500.00	4650	540	500.00	Over 60s Luncheon Club Grant	
TOTAL INVOICES					<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>			<u>1,500.00</u>		
VAT ANALYSIS CODE					OTS @ 0.00%	1,500.00	0.00	1,500.00				
TOTALS					<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>					

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/01/2026	INV-1826	898	MULBERRY CO	MULBE	30.00	6.00	36.00	4350	220	30.00	Staff Training Course
23/01/2026	INV 0006269	900	VILLAGE LIFE	VILLAGELIF	59.00	11.80	70.80	4640	225	59.00	Magazine Advert
26/01/2026	EXP JUL25-DEC25	899			151.60	0.00	151.60	4435	225	151.60	JUL25-DEC25 Office Expense
18/01/2026	INV-7762	901	CLOUDY GROUP LTD	CLOGRP	360.00	72.00	432.00	4430	225	360.00	GovAsst IT Subscription
TOTAL INVOICES					<u>600.60</u>	<u>89.80</u>	<u>690.40</u>			<u>600.60</u>	
VAT ANALYSIS CODE					OTS @ 0.00%	151.60	0.00	151.60			
VAT ANALYSIS CODE					S @ 20.00%	449.00	89.80	538.80			
TOTALS					<u>600.60</u>	<u>89.80</u>	<u>690.40</u>				

Windlesham 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
31/01/2026	1577	W219	LIGHT ANGELS	LIGHTA	6,336.10	1,267.22	7,603.32	4915	550	4,141.20	Lights Xmas 2025
								4190	510	2,194.90	Tree Xmas 2025
TOTAL INVOICES					<u>6,336.10</u>	<u>1,267.22</u>	<u>7,603.32</u>			<u>6,336.10</u>	
			VAT ANALYSIS CODE	S @ 20.00%	6,336.10	1,267.22	7,603.32				
TOTALS					<u>6,336.10</u>	<u>1,267.22</u>	<u>7,603.32</u>				

Lightwater 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
31/01/2026	1575	L82	LIGHT ANGELS	LIGHTA	6,913.80	1,382.76	8,296.56	4915	450	4,738.90	Lights Xmas25
								4190	410	2,174.90	Tree Xmas25
TOTAL INVOICES					<u>6,913.80</u>	<u>1,382.76</u>	<u>8,296.56</u>			<u>6,913.80</u>	
VAT ANALYSIS CODE S @ 20.00%					6,913.80	1,382.76	8,296.56				
TOTALS					<u>6,913.80</u>	<u>1,382.76</u>	<u>8,296.56</u>				

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
27/01/2026	INV 4226	B140	NP TREE MANAGEMENT	NPTREE	705.00	141.00	846.00	4060	300	705.00	Cherry Trees Cemetery
								337		-705.00	Cherry Trees Cemetery
								6000	300	705.00	Cherry Trees Cemetery
31/01/2026	1576	B141	LIGHT ANGELS	LIGHTA	6,090.90	1,218.18	7,309.08	4915	350	3,896.00	Lights Xmas25
								4190	310	2,194.90	Tree Xmas25
31/01/2026	3107	B142	GREENLANDS	GREE	160.00	32.00	192.00	4220	310	160.00	Runway treads replacement
TOTAL INVOICES					<u>6,955.90</u>	<u>1,391.18</u>	<u>8,347.08</u>			<u>6,955.90</u>	
VAT ANALYSIS CODE S @ 20.00%					6,955.90	1,391.18	8,347.08				
TOTALS					<u>6,955.90</u>	<u>1,391.18</u>	<u>8,347.08</u>				

Top Level for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/02/2026	INVOICE 11	902	ALL SAINTS CHURCH	ALLS	30.00	0.00	30.00	4950	225	30.00	Hall Hire Planning Comm
31/01/2026	INV 2625	903	ZENTECH IT	FRE01	293.28	58.65	351.93	4440	225	293.28	Monthly IT Support
02/02/2026	EXPENSES	905	██████████	██████████	145.80	0.00	145.80	4350	220	145.80	SLCC Conference expenses
02/02/2026	202603	904	ST ANNES PCC	ANNE	66.00	0.00	66.00	4950	225	66.00	Hall Hire FC 20Jan26
03/02/2026	2042302	906	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	310	3,775.15	Monthly Greenspace Contract
								4165	410	2,897.20	Monthly Greenspace Contract
								4165	510	2,107.06	Monthly Greenspace Contract
								4220	310	72.90	Playground Inspection
								4220	410	72.90	Playground Inspection
07/02/2026	QL208774-1	908	SLCC ENTERPRISES LTD	SLCC	140.00	28.00	168.00	4350	220	140.00	ILCA Training Shannon
07/02/2026	EXPENSES	909	██████████	██████████	72.87	0.00	72.87	4435	225	72.87	██████████
01/02/2026	1578	907	LIGHT ANGELS	LIGHTA	3,303.00	660.60	3,963.60	4940	450	2,178.00	VE DAY Flags
								4940	550	1,125.00	VE DAY Flags
26/01/2026	4951	910	BRANSON STREET FURN	BRANSO	495.00	99.00	594.00	4400	225	495.00	Memorial Bench
TOTAL INVOICES					<u>13,471.16</u>	<u>2,631.29</u>	<u>16,102.45</u>			<u>13,471.16</u>	
VAT ANALYSIS CODE OTS @ 0.00%					218.67	0.00	218.67				
VAT ANALYSIS CODE S @ 20.00%					13,156.49	2,631.29	15,787.78				
VAT ANALYSIS CODE Z @ 0.00%					96.00	0.00	96.00				
TOTALS					<u>13,471.16</u>	<u>2,631.29</u>	<u>16,102.45</u>				



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 PLANNING COMMITTEE

Held on 24th February 2026, 6:30pm at St Anne’s Church Centre, 45 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs			Windlesham Cllrs	
White	P	Turner		P	Marr	A
Du-Cann	-	Stevens		P	Lewis	S

In attendance: Joanna Whitfield – Clerk

Cllr Stevens took the Chair

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

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PLAN/25/90	Apologies for absence Apologies were received from Cllr Marr.
PLAN/25/91	Declarations of interest None
PLAN/25/92	Public question time No members of the public were present
PLAN/25/93	Exclusion of the press and public No Exclusions to the press and public.
PLAN/25/94	To consider planning applications and planning appeals received prior to this meeting:

	Bagshot Applications		
26/0083/PMR	Unit 2 Adjacent To Waitrose 150 - 152 London Road Bagshot Surrey Application under Section 73 of the Town and Country Planning Act to vary condition 2 (maximum floor space) and 7 (maximum mezzanine floor	Relaxation/M odification	4 th March 2026

	<p>space) of planning permission 16/1041 for the subdivision of existing retail unit to provide 3 No. retail units to be used for the following : one unit for the sale of bulky goods and goods relating to outdoor pursuits with ancillary travel clinic (Class A1); one unit for the sale of bulky goods with ancillary pet care, treatment and grooming facilities and installation of mezzanine floor (Class A1); and one used as a cafe/restaurant (Class A3), to increase the pet care and treatment accommodation.</p> <p>NO OBJECTION</p>		
26/0116/FFU	<p>Iona, Vicarage Road, Bagshot, Surrey, GU19 5EJ Erection of a ground floor rear extension.</p> <p>NO OBJECTION</p>	FPA	13 th March 2026
Lightwater Applications			
26/0033/GPE	<p>24A Broadway Road Lightwater Surrey GU18 5SJ Prior approval for a larger home extension (Schedule 2, Part 1, Class A) with a maximum depth of 5 metres, a maximum height of 3.10 metres and an eaves height of 2.90 metres, following demolition of existing conservatory.</p> <p>NO OBJECTION</p> <p>However, Members noted that a second application is pending for this property, and question whether these proposals should be brought together, requiring a single full planning application</p>	Class A Part 1	26 th February 2026
26/0106/CES	<p>31 Ridgeway Close, Lightwater, Surrey GU18 5XX Certificate of lawfulness for a proposed dropped kerb.</p> <p>NO OBJECTION</p>	Certificate Proposed Development	9 th March 2026
26/0099/FFU	<p>11 Broadway Road, Lightwater, Surrey, GU18 5SL Extension of existing dropped curb from 3.61m to 8.110m.</p> <p>NO OBJECTION</p>	FPA	11 th March 2026
Windlesham Applications			
26/0091/DTC	<p>15 Highwaymans Ridge, Windlesham, Surrey GU20 6NF Submission of details to comply with condition 5 (Trees) attached to planning permission</p>	Details to comply	4 th March 2026

	<p>25/1211/FFU for erection of a first floor rear extension.</p> <p>Members resolved to COMMENT as follows:</p> <p>The Tree Protection Plan appears comprehensive, but we rely on the expertise of SHBC to ensure that it meets all the requirements of condition 5 and to provide written approval.</p>		
26/0085/NMA	<p>Windlesham Campus Sunninghill Road Windlesham Surrey GU20 6PP Application under S96a (non material amendment) to application ref: 21/1122/FFU to allow alterations Building A, Building B and Building C.</p> <p>Members resolved NO OBJECTION with the following COMMENT:</p> <p>Members understand the following to be the case: SHBC has provided pre-application advice at a meeting on 27 November 2025 and in writing on 22 January 2026, the advice was positive and a Section 96A application was advised to be appropriate.</p> <p>The changes will not result in an increase in built footprint on this Green Belt location. The purpose of the revisions is to optimise buildability, functionality and the creation of an all-electric campus with no gas boilers. The most significant change appears to be the consolidation of air source heat pumps on the roof of Building B, having been removed from Buildings A and D. Chillers have been added to Building C (data centre cooling), having been removed from Building B. Flues have been removed from Buildings A and B and a generator added to Building B.</p> <p>The proposed air source heat pumps and plant deck on Building B will be of a similar height, massing and appearance to existing plant on the roof of Building B and across the wider campus.</p> <p>A Noise Impact Assessment Addendum by Arup dated 6 January 2026 confirms compliance with the noise limits secured under the original permission (21/1122/FFU). This document is of a technical nature, and we rely on the expertise of SHBC to interpret it and ensure that the changes proposed by this application adhere to the agreed noise limits.</p>	Non Material Amendment	Not Available

There being no further business, the meeting closed at 18:40



Windlesham Parish Council

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4th February 2026

To: Cllrs Harris, Hartshorn, Jennings-Evans, Jennings-Evans, Malcaus Cooper, Stevens and Turner

You are hereby summoned to attend a meeting of the Lightwater Committee to be held at Lightwater Library, Guildford Road, Lightwater on **Tuesday 10th February 2026 at 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 Tuesday 10th February 2026. 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 13th October 2025 and 12th December 2025.
- 6. Payments for approval**

7. **Committee finances-** Income and Expenditure Report
8. **Lightwater Cemetery**
 - a. Cemetery Fees and Charges
 - b. Cemetery Fencing
9. **Replacement of AED (defibrillator) Cabinet**
10. **To discuss the Maintenance of Lightwater War, Memorial Gardens and Planters**
11. **Traffic & Infrastructure-** Update
12. **To discuss Sponsorship signs for the village planters**
13. **Flags for Lightwater Village**
14. **Hook Mill Lane Fencing**
15. **Grant Applications-** to consider grant applications from Lightwater Voluntary Improvement Scheme, Lightwater Connected, Lightwater Society and a Lightwater Scout (Scout Jamboree funding)
16. **Clerks Update**
17. **Correspondence**

CONFIDENTIAL
18. **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.**
19. **To approve confidential reports from 13th October 2025 and 12th December 2025.**
20. **Cemetery Hedge**
21. **Hook Mill Lane-** update

PAYMENTS

Lightwater 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
02/03/2026	GRANT FEB26	L84	LIGHTWATER CONNECTED	LWCONNECT	500.00	0.00	500.00	4650	440	500.00	Grant - LW Village Fete 2026
TOTAL INVOICES					<u>500.00</u>	<u>0.00</u>	<u>500.00</u>			<u>500.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					500.00	0.00	500.00				
TOTALS					<u>500.00</u>	<u>0.00</u>	<u>500.00</u>				

Windlesham 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
27/02/2026	GC092-246	W222	GLENDALE	GLEND	43.00	8.60	51.60	4060	500	43.00	Plaque - Wind Cem
27/02/2026	INV 2186	W221	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Monthly Grounds Maint Contract
06/03/2026	17331	W223	GUILDFORD FENCING	GUILDFEN	234.00	46.80	280.80	4220	510	234.00	Fencing Kings Lane Playground
TOTAL INVOICES					<u>2,407.00</u>	<u>481.40</u>	<u>2,888.40</u>			<u>2,407.00</u>	
VAT ANALYSIS CODE S @ 20.00%					2,407.00	481.40	2,888.40				
TOTALS					<u>2,407.00</u>	<u>481.40</u>	<u>2,888.40</u>				

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
03/03/2026	QL208942-1	912	SLCC ENTERPRISES LTD	SLCC	140.00	28.00	168.00	4350	220	140.00	FILCA Course - JC
03/03/2026	QD208943-1	913	SLCC ENTERPRISES LTD	SLCC	140.00	28.00	168.00	4350	220	140.00	ILCA Course - JC
28/02/2026	INV 30	914	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Planning meeting 11Feb
01/03/2026	INV 2668	916	ZENTECH IT	FRE01	350.78	70.15	420.93	4440	225	350.78	Monthly Support
01/03/2026	INV 0006310	915	VILLAGE LIFE	VILLAGELIF	59.00	11.80	70.80	4640	225	59.00	Advert/Article
05/03/2026	2042423	917	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	310	3,775.15	Monthly Ground Maint Contract
								4165	410	2,897.20	Monthly Ground Maint Contract
								4165	510	2,107.06	Monthly Ground Maint Contract
								4220	310	72.90	Playground Inspection
								4220	410	72.90	Playground Inspection
TOTAL INVOICES					<u>9,629.99</u>	<u>1,922.99</u>	<u>11,552.98</u>			<u>9,629.99</u>	
VAT ANALYSIS CODE S @ 20.00%					9,614.99	1,922.99	11,537.98				
VAT ANALYSIS CODE Z @ 0.00%					15.00	0.00	15.00				
TOTALS					<u>9,629.99</u>	<u>1,922.99</u>	<u>11,552.98</u>				

Item 8 – Budget Monitoring Report

Full Council – 18th March 2026

Purpose of Report

To update the Council on income and expenditure against budget for the financial year **2025/26 to 11 March 2026 (Month 12)** and to highlight material variances and the projected year-end position.

Summary of Key Findings

- Year to date income received: £662,879 against a budget of £644,345 (102.7% received).
- Year to date expenditure: £663,430 against a budget of £644,345 (101.0% spent).
- Net income over expenditure: £552 overspend (before EMR movements).
- Transfers from EMR: £215,638; Transfers to EMR: £68,273.
- With just over 2 weeks left, year-end expenditure is slightly exceeding budget, largely due to approved EMR-funded projects.
- The current Statutory Balance Sheet shows a current General Reserve of £380,607, and after deducting the anticipated remaining spend of between £40,000 and £45,000, will leave an estimated General Reserve between £335,607 and £340,607. Based on next year's budget and precept, this equates to approximately just over 7 months' net revenue expenditure.

Councillors are asked to:

- **Read and note the contents of this report, the I&E and EMR report and the Statutory Balance Sheet attached.**
- **Note the significant overspends identified and the reasons for these, including where expenditure has been incurred in line with prior Council resolutions and is supported by EMRs**
- **Consider the underspend cost lines with a view to transfers to EMRs**
- **Reaffirm that the Lightwater Recreation Ground Trust earmarked reserve, established over successive years to support the redevelopment of the Trust building, has been accumulated by the Council in its capacity as Managing Trustee in accordance with the Memorandum of Agreement, is ring-fenced for Trust purposes only, and is not available for general Parish Council use.**
- **Approve a virement of £8,739 from the Lightwater General Greenspace Contract (410/4165) budget line to the Lightwater Recreation Ground Trust (455/4905) budget line, reflecting an underspend on the Greenspace Contract and an overspend against the Trust budget, to present a true and accurate picture of actual costs for the Lightwater Recreation Ground Trust.**

- Note that the £15,000 budget provision for the Trust cost line in 2026/27 is likely to be insufficient, and that consideration will therefore be required during 2026/27 for a further virement to address this budget pressure.
- Note the predicted year-end position, including the anticipated General Reserve figure, which, if the proposed transfers to EMR's are agreed, will be between £273,889 and £278,889, representing around 5.5 months' net revenue expenditure.

1. Income Performance

Income Category	YTD Actual	Annual Budget	% Received	Commentary
Precept	£551,061	£551,060	100.0%	Fully received.
Burial Fees	£59,067	£72,086	81.9%	Continues to accrue in-year
Allotment Fees	£2,140	£2,020	105.9%	Slightly above budget
Interest Received	£16,268	£19,179	84.8%	One bank's annual interest due to be paid during March keeping YE on track.
CIL Income	£28,573	£0	—	Unbudgeted receipt, moved to transfer to EMR
Total Income	£662,879	£644,345	102.9%	Income is ahead of budget by £18,534. Much of the variance arises from unbudgeted CIL receipts.

2. Expenditure Performance and Key Variances

Total expenditure at Month 12 (11 Mar26) stands at:

- **£663,430 spent vs £644,345 budget (103.0%)**
Overspend of **£19,085** at this point in the year

Key Overspends

The following lines show material variances:

Playground Repairs & Renewals

- **£67,700 spent vs £21,320 budget (317.5%, overspend £46,380).**
This mirrors the February report pattern and reflects Council-approved playground works supported by EMRs

Grants

- **£39,312 spent vs £15,683 budget** (250.7%, overspend £23,629).
Several grants were **CIL-funded** and therefore funded through EMR's (Gomer Road Playground £17,500 and Bagshot Cricket Nets £10,000)

Legal / HR / Recruitment Costs

- **£12,840 spent vs £4,500 budget** (285.3%, overspend £8,340).
Overspend linked to legal work for the allotment purchase, as previously reported; funded from General Reserve as agreed

Licences & Subscriptions

- **£7,140 spent vs £4,977 budget** (143.5%, overspend £2,163).
No change from last month – Council has already resolved that overspends on this line are to be funded from General Reserve (In-year decisions to subscribe to Council Hive £1997 and Govt Assist £360)

Insurance

- Slight overspend (**104%**) due to premium adjustments

Planting

- **103.2% of budget**, small overspend consistent with the February narrative – no change

Unbudgeted but approved expenditure

- **Elections - £10,029** - no annual budget – covered by EMR
- **Allotment Purchase - £100,000** - unbudgeted but funded from EMR

Underspends

A number of operational lines are underspent as of 11 March 2026, including:

- **Cemetery General Maintenance** – underspend £19,538.
- **Greenspace Contract** – underspend overall – see below.
- **War Memorial** – Work required to be carried out in the next financial year (move to EMRs)

These lines will be reviewed and final figures confirmed at year end to see if any unspent budget can be used for future projects. Consideration will also be given to accrued costs at year end to ensure budget lines reflect a true year end position.

The current values to consider transferring to EMRs of underspend lines :

	Bagshot	Lightwater	Windlesham	Top Level	TOTAL
Grants	1718		852		2570
VE Day/Village enhancements	4416		3775		8191
War Memorial	4375	3150	4374		11899
Consultant Costs		5000	5000	9520	19520
Cemetery General Maintenance		9625	9913		19538
TOTALS	10509	17775	23914	9520	61718

*see below re Lightwater Greenspace/Rec Trust.

Final figures to be confirmed at Year End

Lightwater Recreation and Pavilion Trust - Consideration has been given to the true costs associated with the Trust, in particular to the Greenspace Contract costs with SHBC. Historically, the costs directly relating to the Recreation Ground have been posted to the Lightwater general Greenspace Contract line for the ground's maintenance, and to the general Playground Repairs and Renewals cost line for all playground inspections and repairs. Under the terms of the Memorandum of Agreement, these costs need to be accounted for under the Lightwater Rec & Pavilion Trust. Therefore, journals have been posted to correct the position to provide a transparent view of the direct costs. Over the whole year, this equates to £16,463.36. The Playground costs have been transferred, which total £1405.14

After these considerations, the current position for cost centre 455, shows a total spend of £18,739 against a budget of £10,000, resulting in an overspend of £8,739.

Members are asked to consider a Virement of £8,739.00 from this line to the Trust cost line to cover the overspend against the budget and give a true picture of the actual costs. The Greenspace underspend for Lightwater mentioned above is after consideration of a Virement.

Going forward to 2026/27, the budget set for the Trust cost line of £15,000 will be insufficient for the year, so consideration will be needed for a further Virement in 2026/27 to cover this overspend.

Year-End Position and Outlook (One Month Remaining)

At 11 March 2026, expenditure reached 102.9% of the annual budget, meaning an overspend at this stage, with just over two weeks remaining of the financial year and is broadly in line with the report in February. EMR transfers have been used to support the prior approved expenditure on projects, and members are to note that this planned EMR expenditure does not impact the Council's core financial stability

The Statutory General Reserve is currently £380,607, with a further expenditure anticipated between £40,000 and £45,000 for the final weeks until the financial year end, which would result in a year-end General Reserve figure between £335,607 and £340,607. This includes accruals on known year end expenditure and assumes no additional income or transfers from EMRs. However, we would expect to see burial income in March, and a bank account pays its annual interest.

If the above transfers to EMR's are agreed the General Reserve figure will be between £273,889 and £278,889 represents around 5.5 months' net revenue expenditure and is more than sufficient for a Council of this size, as detailed in February's report and allows the consideration of earmarking underspends mentioned above.

While some additional expenditure will occur in the final month, the Council's **strong General Reserve position**—as highlighted in February—means there is **no concern regarding financial stability**.

Members are asked to note this report and the actions required to maintain financial control through to year-end.

Income & Expenditure by Budget 11/03/2026

Month No: 12

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>							
1000 Burial fees	941	59,067	72,086	13,019			81.9%
1030 Allotment Fees	0	2,140	2,020	(120)			105.9%
1076 Precept	0	551,061	551,060	(1)			100.0%
1800 Other Income	0	5,770	0	(5,770)			0.0%
1900 Interest Received	0	16,268	19,179	2,911			84.8%
1950 CIL Income	0	28,573	0	(28,573)			0.0%
Total Income	941	662,879	644,345	(18,534)			102.9%
<u>Overhead Expenditure</u>							
4005 Ashes interment	0	4,750	8,820	4,070		4,070	53.9%
4010 Allotment purchase	0	100,000	0	(100,000)		(100,000)	0.0%
4050 Rates	0	2,794	2,934	140		140	95.2%
4055 Pavilion Utilites	0	239	420	181		181	57.0%
4060 Maintenance	(757)	9,797	15,516	5,719		5,719	63.1%
4061 Cemetery maintenance - grounds	2,130	24,870	26,327	1,457		1,457	94.5%
4062 Cemetery maintenance - general	0	5,462	25,000	19,538		19,538	21.8%
4070 Allotment Refunds	0	0	100	100		100	0.0%
4100 War Memorial	0	1,724	13,624	11,900		11,900	12.7%
4105 Bagshot Clock	0	785	0	(785)		(785)	0.0%
4160 Greenspace Contingency	0	2,189	3,000	811		811	73.0%
4165 Greenspace Contract	(7,684)	85,351	120,047	34,696		34,696	71.1%
4170 Environmental costs	0	0	10,000	10,000		10,000	0.0%
4185 Planting	0	5,975	5,789	(186)		(186)	103.2%
4190 Christmas Trees	0	820	9,000	8,180		8,180	9.1%
4195 Tree Maintenance/Surgery	0	6,975	10,000	3,025		3,025	69.8%
4220 Playground Repairs & Renewal	(1,025)	67,700	21,320	(46,380)		(46,380)	317.5%
4300 Salaries	0	132,439	149,885	17,446		17,446	88.4%
4340 Local Government Pension	0	22,712	26,538	3,826		3,826	85.6%
4345 HMRC Payroll	0	16,488	17,938	1,450		1,450	91.9%
4350 Training	280	3,017	6,100	3,083		3,083	49.5%
4380 Elections	0	10,029	0	(10,029)		(10,029)	0.0%
4400 Legal/HR/Recruitment Costs	0	12,840	4,500	(8,340)		(8,340)	285.3%
4403 Consultant costs	0	480	20,000	19,520		19,520	2.4%
4410 Cleaner	0	0	750	750		750	0.0%
4415 Insurance	0	5,456	5,244	(212)		(212)	104.0%
4420 Finance System	0	3,366	3,476	110		110	96.8%
4425 External Finance Support	0	0	600	600		600	0.0%
4430 Licences & Subscription	0	7,140	4,977	(2,163)		(2,163)	143.5%
4435 Office Expenses	0	1,992	3,500	1,508		1,508	56.9%
4440 ICT Costs	351	4,397	6,220	1,823		1,823	70.7%

Income & Expenditure by Budget 11/03/2026

Month No: 12

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4445 Audit	0	44	1,575	1,531		1,531	2.8%
4455 Telecoms & Security	0	2,404	4,299	1,895		1,895	55.9%
4500 Cllr Allowances, Training & Ex	0	27,923	32,989	5,066		5,066	84.6%
4525 Bagshot Chapel Building Costs	0	164	280	116		116	58.4%
4550 Office Building Costs	0	6,023	7,073	1,050		1,050	85.2%
4555 HMLD Building Costs	0	6,641	7,414	773		773	89.6%
4600 Annual Meeting & Civic Costs	0	(813)	1,117	1,930		1,930	(72.8%)
4640 Communications	59	2,713	8,500	5,787		5,787	31.9%
4650 Grants	500	39,312	15,683	(23,629)		(23,629)	250.7%
4905 Lightwater Rec & Pavilion Trus	18,669	18,739	10,000	(8,739)		(8,739)	187.4%
4915 Festive Lights	0	7,807	12,140	4,333		4,333	64.3%
4940 VE Day/Village enhancements	0	11,472	18,000	6,528		6,528	63.7%
4950 Hall Hire	15	1,215	3,650	2,435		2,435	33.3%
Total Overhead	12,537	663,430	644,345	(19,085)	0	(19,085)	103.0%
Total Income	941	662,879	644,345	(18,534)			102.9%
Total Expenditure	12,537	663,430	644,345	(19,085)	0	(19,085)	103.0%
Net Income over Expenditure	(11,596)	(552)	0	552			
plus Transfer from EMR	0	215,638	0	(215,638)			
less Transfer to EMR	0	68,273	0	(68,273)			
Movement to/(from) Gen Reserve	(11,596)	146,813	0	(146,813)			

31st March 2025

31st March 2026

31st March 2025		31st March 2026	
Current Assets			
1,042	Debtors	6,122	
10,704	VAT Control A/c	13,627	
1,124	Prepayments	0	
485,997	Barclays Current Account	42,119	
201,711	Santander Account	203,408	
47,315	RBS Account	0	
67,628	Skipton Account	67,628	
232,932	Cambridge and Counties Account	241,326	
68,796	Hampshire Trust Bank	68,796	
68,748	Redwood Bank	68,748	
9,801	Unity Bank current a/c	127,297	
0	Unity Bank deposit a/c	346,491	
1,195,797			1,185,562
1,195,797	Total Assets		1,185,562
Current Liabilities			
586	Creditors	11,553	
0	Lightwater PL	500	
2,746	Windlesham PL	2,888	
21,543	Accruals	0	
0	Damage Deposits	250	
24,874			15,191
1,170,922	Total Assets Less Current Liabilities		1,170,371
Represented By			
233,794	General Reserves		380,607
1,300	Capital Receipts		1,300
35,743	EMR School Lane Play Equipment		35,743
46,182	EMR Windmill Field playground		0
54,302	EMR Windlesham CIL		13,657
35,997	EMR Repairs and Maintenance		35,997
4,976	EMR War Memorials		4,976
2,000	EMR Allotments		2,000
24,650	EMR Cemeteries		0
53,250	EMR Lightwater Cemetery Maint.		54,080
25,000	EMR Bagshot Cemetery Maint.		19,411
21,418	EMR Windlesham Cemetery Maint.		41,418

Balance Sheet as at 11/03/2026

31st March 2025

31st March 2026

143,392	EMR Lightwater Pavilion & Rec	122,603
13,069	EMR Bagshot Village	45,617
317	EMR Bagshot Grants	317
19,060	EMR Lightwater Village	14,956
5,020	EMR Lightwater Grants	4,292
15,279	EMR Windlesham Village	15,989
900	EMR Windlesham Grants	900
0	EMR Lightwater CIL	18,626
14,820	EMR Elections	0
1,500	EMR Council Office Repairs	1,500
25,550	EMR Playarea Repairs &Renewals	44,250
517	EMR IT Equipment	517
900	EMR Training	900
300,259	EMR Bagshot CIL	206,092
1,144	EMR Civic Functions	1,019
38,508	EMR Tree Works	38,508
16,285	EMR Greenspace	16,285
35,791	EMR CGR costs	34,951
0	EMR Asset Transfer	13,860
1,170,922		1,170,371

The above statement represents fairly the financial position of the Authority as at 11/03/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

WINDLESHAM PARISH COUNCIL - EMR STATUS

Account	Opening balance	Transfers	Committed	Adj balance	Reason for commitments	Budget Decision
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		
325 EMR Windlesham CIL	54,302.18	(40,645.39)	(13,656.79)	0.00	13626.79 Traffic & Infrastructure project	WVC/25/46
330 EMR Repairs and Maintenance	35,997.38			35,997.38		Budget discussion
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)		0.00	£13,860 Transfer to EMR for Asset Transferred in 26/27 Budget. £5k to Playground Repairs & Renewals EMR £5k transfer to Windlesham Cemetery EMR for memorial restoration	
336 EMR Lightwater Cemetery maintenance	53,250.00	829.92	(18,300.00)	35,779.92	Cemetery fencing - £18,300.	C/24/43
337 EMR Bagshot Cemetery maintenance	25,000.00	(5,589.16)	0.00	19,410.84	Cemetery Drainage	
338 EMR Windlesham Cemetery maintenance	21,418.00	20,000.00	(5,615.00)	35,803.00	Cemetery drainage - £5,615	WVC/25/10
340 EMR Lightwater Pavilion & Rec	143,391.91	(20,789.17)	(22,499.00)	100,103.74	Legal advice re: Pavilion/FIT - £14,999; Removal of dedication - £4,000; Land transfer - £1,500; Additional legal questions arising - £2,000	LVC/23/46; LVC/23/59
345 EMR Bagshot Village	13,068.56	32,548.33		45,616.89		
346 EMR Bagshot grants	317.00			317.00		
350 EMR Lightwater Village	19,059.90	(4,103.67)		14,956.23		
351 EMR Lightwater grants	5,020.00	(727.81)		4,292.19		
355 EMR Windlesham Village	15,279.15	710.00	(3,500.00)	12,489.15	£3,500 balance of £5,000 re: Planning consultant for Neighbourhood Plan,	WVC/23/20
356 EMR Windlesham grants	900.00			900.00		
360 EMR Lightwater CIL	-	18,626.00		18,626.00		
365 EMR Elections	14,820.00	(14,820.00)		0.00		
370 EMR Council Office Repairs	1,500.00			1,500.00		
375 EMR Playarea Repairs & Renewals	25,550.00	18,700.00		44,250.00		
377 EMR IT Equipment	517.01			517.01		
378 EMR Training	900.00			900.00		
380 EMR Bagshot CIL	300,258.59	(94,166.67)	(182,000.00)	24,091.92	Traffic & infrastructure - £140,000; Bagshot Chapel - £20,000; Pathway around School Lane Field - £22,000 Cemetery Drainage - If required	Various
390 EMR Civic Functions	1,143.87	(125.00)		1,018.87		
395 EMR Tree Works	38,508.49		(10,000.00)	28,508.49	£10k for in year costs 26-27	Budget discussion
396 EMR Greenspace	16,285.00			16,285.00		
399 EMR CGR costs	35,791.00	(840.00)	(500.00)	34,451.00	C/25/194 to cover initial legal advice on operational requirements of the disaggregation anticipated (£500) no limit agreed	
EMR Asset Transfers		13,860.00		13,860.00		
EMRs	<u>937,128.58</u>	<u>(147,364.62)</u>	<u>(256,070.79)</u>	<u>533,693.17</u>		

Agenda Item 9 – Full Council 18 March 26

Review of Bank Reconciliations

Members are asked to review the following bank reconciliations. Financial Regulations state that a member, other than the Chair, or authorised bank signatory, should sign off on the reconciliations once reviewed. Below are the reconciliations for January and February 2026.

WINDLESHAM PARISH COUNCIL - CASH AT HAND

Account	Acct type	31 Jan 26	28 Feb 26
Barclays Bank	Current	42,119	42,119
Unity Bank	Current	184,991	127,297
Santander Bank	Instant access	203,408	203,581
Unity Bank	Instant access	298,735	346,491
Hampshire Trust *	Instant access	68,796	68,796
Skipton BS *	Annual interest	67,628	67,628
Cambridge & Counties	180 day notice	240,726	241,326
Redwood Bank *	95 day notice	68,748	68,748
	TOTAL	1,175,150	1,165,986
Account type			
Current account		227,110	169,417
Instant access accounts		502,143	550,072
Medium term accounts		445,898	446,498
		1,175,150	1,165,986

****Members are advised that, to date, the Clerk has online access only to the Unity Bank, Barclays, Cambridge & Counties, and Redwood bank accounts. ** Following instructions from the council, the RFO and the remaining signatory had been liaising with the banks to change signatories.**

Overall cash position

Net assets held by the Council as at 11 March 26 is £1,170,371 – see attached balance sheet. Of this £789,764 is held in ear-marked reserves. Members are asked to note that the ear-marked balance has decreased by £147,365 since 1 April 25 (£937,129).

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

Joanna Whitfield
Clerk to the Council
Jan 2026

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 11/03/2026

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	6,122	
105	VAT Control A/c	13,627	
200	Barclays Current Account	42,119	
205	Santander Account	203,408	
215	Skipton Account	67,628	
225	Cambridge and Counties Account	241,326	
230	Hampshire Trust Bank	68,796	
235	Redwood Bank	68,748	
245	Unity Bank current a/c	127,297	
250	Unity Bank deposit a/c	346,491	
Total Current Assets			1,185,562
<u>Current Liabilities</u>			
500	Creditors	11,553	
502	Lightwater PL	500	
503	Windlesham PL	2,888	
566	Damage Deposits	250	
Total Current Liabilities			15,191
Net Current Assets			1,170,371
Total Assets less Current Liabilities			1,170,371

Represented by :-

300	Current Year Fund	(552)
310	General Reserves	381,158
315	Capital Receipts	1,300
320	EMR School Lane Play Equipment	35,743
325	EMR Windlesham CIL	13,657
330	EMR Repairs and Maintenance	35,997
331	EMR War Memorials	4,976
332	EMR Allotments	2,000
336	EMR Lightwater Cemetery Maint.	54,080
337	EMR Bagshot Cemetery Maint.	19,411
338	EMR Windlesham Cemetery Maint.	41,418
340	EMR Lightwater Pavilion & Rec	122,603
345	EMR Bagshot Village	45,617
346	EMR Bagshot Grants	317
350	EMR Lightwater Village	14,956
351	EMR Lightwater Grants	4,292
355	EMR Windlesham Village	15,989
356	EMR Windlesham Grants	900
360	EMR Lightwater CIL	18,626
370	EMR Council Office Repairs	1,500
375	EMR Playarea Repairs & Renewals	44,250
377	EMR IT Equipment	517
378	EMR Training	900
380	EMR Bagshot CIL	206,092
390	EMR Civic Functions	1,019
395	EMR Tree Works	38,508
396	EMR Greenspace	16,285
399	EMR CGR costs	34,951

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 11/03/2026

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
400	EMR Asset Transfer	13,860	
	Total Equity		1,170,371

Item 10– Resident Representation – Background Paper and Timeline for Consideration Full Council 18th March 2026

Purpose of this Paper

This paper sets out the background matters relevant to the correspondence provided to Members separately, to assist the Council in its consideration. It draws on the chronology and records contained in the accompanying timeline.

Background to the committee structure

Following the May 2023 election, Windlesham Parish Council adopted a revised committee structure. This was a **voluntary internal governance arrangement** intended to provide an alternative framework giving greater focus to the individual villages. The structure was not imposed by Surrey Heath Borough Council and was not a requirement of the Community Governance Review (CGR) Order.

Village-based committees were established and continue to operate. Over time, the Council has made operational amendments to the Terms of Reference, including the creation of a Planning Committee and other adjustments, to reflect practical governance needs. These amendments were approved by Full Council in accordance with Standing Orders. The accompanying timeline records the relevant resolutions and dates.

Predetermination

During the Community Governance Review process, the issue of predetermination arose in relation to some councillors who had formally requested the CGR. Legal advice was obtained on whether participation by those councillors in CGR matters could give rise to a risk of challenge on predetermination grounds.

The advice was shared with all Councillors and resulted in some Councillors not being appointed to the CGR working party. This decision did not affect the councillors' status as elected members, nor their participation in Full Council, Village Committees, the Planning Committee, or other Parish Council business. The timeline document sets out the relevant correspondence and decisions.

Councillor representation and day-to-day business

Outside the CGR working party, councillors continued to undertake their normal roles and responsibilities. This included participation in council meetings, engagement with residents, and representation of their villages on day-to-day parish matters. No restrictions were placed on councillors' general representative activities as a result of the predetermination advice.

Financial information referenced during the CGR

In the course of the Community Governance Review, financial information relating to the Parish Council was referenced by Surrey Heath Borough Council. This information consisted of **modelled scenarios based on the Parish Council's most recently approved budget** and national guidelines.

The budget from which the modelling was derived had been **approved unanimously by Full Council** and was published as part of the Parish Council's normal financial transparency. The modelling was therefore based on publicly available, corporately approved financial information. It was not prepared or submitted specifically to Surrey Heath Borough Council as advocacy material.

Surrey Heath Borough Council chose to refer to this publicly available information as part of its own assessment of potential financial implications arising from the CGR.

Context for Council consideration

The matters set out above provide factual context to the issues raised by the resident. The accompanying timeline should be read alongside this paper for a full record of dates, decisions, and correspondence relevant to the Council's consideration.

Attendance information is included in the timeline for factual context only and does not imply agreement or disagreement by individual councillors or village groupings.

Timeline & Relevant Information

1. Background and Adoption of the Terms of Reference

The Village Committee Terms of Reference (ToR) were originally adopted in March 2021, following the Community Governance Review.

During the CGR process, SHBC acknowledged that:

‘It should be noted that the way that Windlesham Parish Council operates and conducts its business is an internal matter for the Parish Council and not one which the Borough Council has any input into or influence over.’

CGR Order June 2021– relevant clauses

section 8 of the Representation of the People Act 1983.

Wards of the parish of Windlesham

3. (1) The existing Bagshot parish ward of Windlesham Parish Council shall be reorganised.
- (2) The existing Bagshot parish ward shall be divided into two wards which will be named Bagshot and Windlesham (North)
- (3) Each ward shall comprise the area designated on the map by reference to the name of the ward and demarcated by red lines.
- (4) The existing Windlesham parish ward shall be renamed Windlesham (South).
- (5) No changes shall be made to the existing Lightwater parish ward.

Number of parish councillors for the parish of Windlesham

4. (1) The number of parish councillors to be elected for the parish of Windlesham shall be 18.
- (2) The number of councillors to be elected for Lightwater ward of the parish of Windlesham shall be 7, for Bagshot ward of the parish of Windlesham the number of councillors shall be 6, for Windlesham (North) ward of the parish of Windlesham the number of councillors shall be 2 and for Windlesham (South) ward of that parish the number of councillors shall be 3.

Elections for the parish of Windlesham

5. Elections of all parish councillors for the parish of Windlesham shall be held simultaneously on the ordinary day of election of councillors in 2023 and every fourth year after that.

2. Chronological Record of Amendments to the Terms of Reference

March 2021

Initial adoption of the Village Committee Terms of Reference.

It should be noted that this was a voluntary undertaking of the Council and prior to the CGR Order in June 2021.

March 2022 – Minute C/21/183

- **Resolution:**
 - Full Council meetings increased to 10 per year.
 - Committee meetings reduced to quarterly.
 - **Decision:** Unanimous.
 - **Attendance:** 4 out of 5 Windlesham Councillors present.
-

May 2022 – Minutes C/22/09 and C/22/10

- **Resolution:**
 - The March 2022 resolution regarding meeting frequency was reaffirmed.
 - **Decision:** Unanimous.
 - **Attendance:** All Windlesham Councillors present.
-

July 2022 – Minute C/22/55

- **Resolution:**
 - High Curley SSSI was removed from the Lightwater Village Committee Terms of Reference and made a Full Council responsibility.
 - **Decision:**
 - 3 in favour
 - 1 against
 - 2 abstentions
 - **Attendance:** 2 out of 5 Windlesham Councillors present.
-

October 2022 – Minute C/22/113

- **Resolution:**
 - A Planning Committee was established at top level.
 - It was agreed that all Councillors may act as substitutes for any meeting.
- **Planning Committee arrangements:**
 - Meets twice monthly:
 - One meeting during working hours
 - One meeting prior to the Full Council meeting

- **Decision:**
 - 10 in favour
 - 0 against
 - 2 abstentions
 - **Attendance:** 2 out of 5 Windlesham Councillors present.
-

May 2023 – Minute C/23/11

- **Resolution:**
 - Wording updated to accurately reflect Planning Committee delegated authority.
 - Inclusion of the word “solely” in clause 4(r), clarifying that:
 - Committees are responsible for budgets solely relating to their village, and
 - Such budgets have no effect on other Village Committee finances.
 - **Decision:** Unanimous.
 - **Attendance:** All Windlesham Councillors present.
-

June 2023 – Minute C/23/12

- **Resolution (Variation):**
 - A proposal was made that a working party be formed to review:
 - Current Committee Terms of Reference, and
 - Committee working practices.
 - **Working party composition:**
 - 2 Members from each Village Committee
 - Chair of Council
 - Vice Chair of Council
 - **Reporting:** To Full Council in September 2023.
 - **Decision:** Unanimous.
 - **Attendance:** All Windlesham Councillors present.
-

September 2023 – Minute C/23/87

- **Context:**
 - Of 17 proposed dates and times for meetings, the requester of the motion was available on only 2 dates, on which other Members were unavailable.
- **Resolution:**
 - Members were reminded of the June 2023 resolution to establish a working party.
 - It was resolved to defer the matter until after the 2024–25 precept had been set.
- **Decision:** Unanimous.
- **Attendance:** 4 out of 5 Windlesham Councillors present.

Subsequent context:

- The budget was agreed in January 2024.
 - Windlesham Village Councillors submitted a CGR request in March 2024.
-

September 2024 – Minute C/24/72

- **Resolution:**
 - Amendment to the Terms of Reference transferring responsibility for Hook Mill Lane to the Lightwater Village Committee.
 - **Decision:**
 - 12 in favour
 - 4 against
 - 0 abstentions
 - **Attendance:** All 5 Windlesham Councillors present.
-

In accordance with the Council’s Standing Orders, all Terms of Reference are reviewed annually in May and may be amended by Full Council to reflect the operational needs of the Council at that time.

Members should note that the Village Committee Terms of Reference were unanimously approved each year in accordance with Standing Orders.

3. Predetermination Advice and Related Correspondence

Independent Legal Advice – March 2025

Independent legal advice was obtained in March 2025 regarding the risk of predetermination in relation to Community Governance Review matters. On the basis of that advice, arrangements were put in place to ensure that CGR-specific decision-making was conducted in accordance with legal requirements.

Notification to Councillors – 11 April 2024

All Councillors were notified of the legal advice. One Councillor acknowledged the advice and confirmed that they considered their position on the CGR-related agenda items could be regarded as predetermined.

Monitoring Officer Advice

- The Monitoring Officer was consulted and confirmed that the approach taken was consistent with the legal advice received
 - The Monitoring Officer was also asked whether the predetermination advice applied to councillors other than those who had requested the CGR, and confirmed that it did not
-

Monitoring Officer Email – 16 February 2025

The Monitoring Officer confirmed that, where the matter was to be discussed at an SHBC meeting, specific Councillors who were known to have made comments on the CGR had been advised regarding predetermination.

4. Prior Disclosure to the Requesting Resident

The resident requesting the response has previously received all relevant information via Freedom of Information requests, as follows:

- **May 2024:** Community Governance Review
 - **June 2024:** Predetermination
 - **February 2025:** Community Governance Review and Terms of Reference
-

Item 11 - To consider a motion from Cllr Malcaus Cooper regarding a Governance Structure Review

Full Council 18th March 2026

Background

On 18 February 2026, Surrey Heath Borough Council resolved, following a Community Governance Review (CGR), that Windlesham village will be removed from the current parish council area to form a new, separate parish council.

As Windlesham Parish Council prepares for and implements this change, it is timely to review how the Council organises its governance arrangements so that it remains effective, resilient and focused on delivering its priorities during the transition. A unified and proportionate governance structure will support stability and continuity of service delivery, reduce duplication, and enable Councillor and officer time to be focused on outcomes rather than internal structural complexity. This will support the orderly implementation of the CGR outcome and ensure the remaining parish council is well placed to move forward constructively alongside the newly established council.

The current village committee structure has enabled strong local engagement; however, operating multiple committees in parallel has, over time, led to overlapping responsibilities and increased demands on officer capacity. A unified thematic committee structure provides an opportunity to streamline processes while retaining strong local links with residents.

By ensuring proportionate representation from each village on all thematic committees, the Council will promote shared ownership of decisions and collective responsibility for outcomes, supporting constructive collaboration between councillors and consistency across the Council's work. Importantly, this does not remove councillors' ability to serve and engage with their individual communities. Councillors may continue to do so through informal arrangements such as councillor surgeries and direct engagement, with matters raised brought forward to the appropriate committee for consideration.

To support confidence, balance and fairness across the reconfigured parish, it is intended that each thematic committee would comprise three members from each of the three villages, ensuring equal representation within the Council's formal decision-making arrangements. Overall, a unified committee structure will support the effective and orderly implementation of the CGR outcome, providing clarity, stability and a collective focus as the Council moves forward.

Motion

That, with effect from 1 April 2026, Windlesham Parish Council reorganises the current governance structure and adopts a unified thematic committee structure comprising:

- Finance & General Purposes Committee
- Personnel Committee
- Planning Committee
- Civic Amenities & Recreation Committee
- Communications Committee

and that this structure be adopted to support clear and consistent decision-making and the successful delivery of the Community Governance Review outcome for the benefit of all three villages.

Item 12 - Windlesham Neighbourhood Plan – To consider a recommendation from Windlesham Village Committee to remove the Chair and Vice Chair from the working group

Full Council 18th March 2023

At the Full Council meeting held on 27 June 2023, Members resolved unanimously that the Windlesham Committee would form a Working Party to review the existing Windlesham Neighbourhood Plan.

The resolution further provided that, in addition to the stakeholders identified within the Terms of Reference:

- The Chair and Vice Chair of Council would be Members of the Working Party, and
- County and Borough Councillor representatives would also be invited to participate.

Members are reminded that, until the Community Governance Review (CGR) is concluded and a new council is established for the Neighbourhood Plan area, Windlesham Parish Council remains the qualifying body for neighbourhood planning.

Action

Full Council is asked to consider and resolve whether to approve the recommendation from the Windlesham Committee to remove the Chair and Vice Chair of Council from the membership of the Windlesham Neighbourhood Plan Working Group, noting that all power to spend remains with the Full Council

Windlesham Committee Recommendation

At its meeting on **19 January 2026**, Windlesham Committee **unanimously agreed** to put forward a recommendation to Full Council that:

- **The Chair and Vice Chair of Council be removed from the membership of the Windlesham Neighbourhood Plan Working Group.**

The Committee's rationale for this recommendation is to:

- Encourage a stronger sense of local ownership, and
- Reflect the principle that the Neighbourhood Plan is village-based rather than parish-wide in its focus.

Item 13 – Review and prioritisation of current workstreams

Full Council 18th March 2026

Priority 1 Work Programme: Revised Delivery Timeline and Stress Test

Purpose

To present Members with a revised delivery timeline for the Priority 1 work programme, recognising that:

- Asset Transfers are expected to commence in late May 2026 and be completed by 1 April 2027;
- The greenspace tendering and procurement process must commence asap, as it is anticipated to take 6–12 months to complete; and
- A replacement greenspace contract must be in place by July 2027 to ensure continuity of service.

The report also provides a stress test identifying which elements of the Priority 1 programme are most likely to flex if estimated hours increase or external dependencies delay, within the Council's stated capacity constraints.

Background and capacity context

Members have previously been advised that statutory, compliance and core operational duties account for approximately 70% of total staff time. On that basis, and assuming burial services and day-to-day cemetery operations continue as normal and are covered within existing hours, the Council has approximately 20 operational hours per week available to progress all remaining workstreams across committees, including CGR and LGR-related activity.

Within the Priority 1 work programme set out in the project list provided, several workstreams are identified as large, complex or time-critical, including:

- Asset Transfers (described as a large piece of work);
- Asset Mapping; and
- Greenspace contract procurement, with explicit reference to procurement lead-in times and service continuity risk.

Alongside the workstreams set out, officers will be required to engage with the emerging successor unitary authorities as part of the Local Government Reorganisation process. This engagement will span the shadow period, the immediate pre-go-live phase, and the early post-implementation period.

This activity is not a discrete project with a fixed end date, but a cross-cutting Priority 1 requirement that will run in parallel with Asset Transfers, CGR-related work and greenspace

procurement. Officer time will be required for meetings, information sharing, coordination and issue resolution, particularly during the period October 2026 to June 2027.

Planning assumptions used for this timeline

The following working assumptions have been made while drafting this report, which are intended to support realistic capacity planning.

1. Greenspace procurement must commence immediately, recognising that a compliant tendering and award process may take 6–12 months from initiation to contract award.

The greenspace tender and replacement contract must be in place by June 2027 to ensure continuity of service and sufficient mobilisation time.

2. Asset Transfer work does not commence until late May 2026, due to the need to prioritise time-fixed spring commitments.

A solicitor is instructed to manage the legal conveyancing and completion stages of asset transfers, reducing internal officer time spent on legal drafting and negotiation.

On this basis, internal officer input to Asset Transfers is modelled at a revised planning range of approximately 350–480 hours (internal resourcing only), noting that the published programme estimate of 650–750 hours remains the relevant upper-risk benchmark.

Actions

1. **Council is asked to read the information provided and:**
 - a) **Agree the Priority 1 delivery timeline, including:**
 - a. **Immediate commencement of greenspace procurement, with a replacement contract in place by June 2027; and**
 - b. **Asset Transfers commencing in late May 2026 and completing by 1 April 2027.**
 - b) **Agree that Asset Transfers and greenspace procurement will both be treated as dominant Priority 1 workstreams through 2026–27.**
 - c) **Note the stress test set out and endorse the proposed mitigations.**
 - d) **Members are asked to consider whether a temporary, proportionate adjustment to meeting arrangements would support delivery of the Council's Priority 1 programme during a period of exceptional workload and fixed external deadlines.**
-

Revised Priority 1 delivery timeline

Phase 1: March to late May 2026 – Dual start: greenspace procurement and time-fixed priorities

Focus:

- Initiate the greenspace procurement process immediately; and
- Deliver time-fixed and urgent Priority 1 items before asset transfers commence.

Greenspace procurement activity (starts now):

- Confirm scope and assumptions (including potential post-LGR implications).
- Prepare draft specification and procurement approach.
- Consider market engagement and procurement support where appropriate.

Other Priority 1 items during this period include:

- Lightwater Flags (planned installation by mid-May);
- Event compliance support for the Lightwater Fete and Music Festival;
- School Lane Field path and tree works;
- War Memorial repairs (noted as urgent); and
- Windlesham cemetery maintenance contract extension
- Windlesham Cemetery drainage – to progress.

Delivery intent:

By late May 2026, greenspace procurement is actively underway, and time-fixed local Priority 1 items are substantially complete, allowing capacity to be redirected.

Phase 2: Late May to September 2026 – Asset Transfers mobilised, greenspace procurement continues

Focus:

Run two Priority 1 workstreams in parallel:

- Asset Transfers, mobilised as a standing Priority 1 workstream; and
- Ongoing greenspace procurement activity.

Delivery intent:

- Confirm scope and sequencing of the asset portfolio.
- Instruct legal support and commence work on lower-complexity assets first.
- Continue progressing the greenspace tender documentation and governance steps.

- Bring early decisions to Members to maintain momentum and an auditable decision trail.

Asset Transfers are treated as a dominant workstream from this point, but greenspace procurement continues in parallel to avoid later compression.

Phase 3: October 2026 to January 2027 – High-pressure convergence

Focus:

- Continue Asset Transfers (including higher-complexity assets).
- Progress enabling work required for orderly transition.
- Advance the greenspace tender through formal stages.

Relevant Priority 1 enabling tasks identified in Item 17 include:

- Asset Mapping (80–150 hours); and
- Staffing Review under CGR (45–50 hours).

Delivery intent:

By the end of January 2027:

- Asset Transfers are substantively complete; and
 - The greenspace procurement process is well advanced, reducing risk of slippage in 2027.
-

Phase 4: February to March 2027 – Asset Transfers finalised

Focus:

- Complete remaining legal transfers;
- Secure final Member approvals; and
- Ensure documentation and handover arrangements are audit-ready.

Critical milestone:

Asset Transfers complete by 1 April 2027.

Phase 5: April to June 2027 – Greenspace contract award and mobilisation

Focus:

- Conclude the greenspace procurement process;
- Award the replacement contract; and
- Complete transition arrangements.

Critical milestone:

Replacement greenspace contract in place by June 2027.

Stress test: impact of increasing hours or dependencies slipping

Given the capacity of approximately operational hours, the programme is sensitive to slippage in large workstreams. The following stress test identifies likely impacts.

Primary pressure point – Asset Transfers

If Asset Transfers require officer input closer to the original estimate of 650–750 hours (for example, due to complexity, late information or extended negotiations), the April 2027 completion date becomes the dominant constraint. In that scenario, Asset Transfers cannot realistically be de-prioritised without accepting significant risk.

What is most likely to flex first

With greenspace procurement required to be underway throughout 2026–27 and completed by June 2027, the areas most likely to flex under pressure are:

1. Depth and sequencing of Asset Mapping

Mapping activity may need to focus on “fit for transfer and audit” requirements rather than full condition-based mapping across the entire portfolio.

2. CGR enabling and internal review work

Staffing review and other CGR-related tasks may need to be tightly sequenced to avoid undermining the asset transfer critical path.

3. Non-statutory enhancements within local Priority 1 works

Where Priority 1 items are not tied to statutory or immovable deadlines, these may need to pause temporarily.

Greenspace procurement risk (June 2027 deadline)

Because the greenspace procurement process may take 6–12 months, any delay in starting or any significant draw on officer capacity during late 2026 increases the risk of compressing the final stages of procurement.

The key mitigation is the early commencement of procurement activity in 2026 and the avoidance of deferring tender work until after April 2027.

Engagement with the successor Unitary Authority

Officers also note that engagement with successor unitary authority will draw on the same constrained operational capacity as other Priority 1 workstreams. While the time commitment for this activity should be proportionate, failure to allocate capacity for effective engagement

increases the risk of misalignment, service disruption, or unresolved responsibility gaps post-April 2027. As such, this activity is treated as non-discretionary during the transition period.

Mitigations and controls

To manage delivery risk within existing capacity, the following controls are proposed:

1. Commence greenspace procurement immediately, recognising the length of the tendering process.
2. Ring-fence capacity for Asset Transfers from late May 2026, treating them as a dominant Priority 1 workstream through March 2027.
3. Early and consistent use of legal support to reduce officer re-work on asset transfers.
4. Trigger-based contingency, whereby if Asset Transfers trend toward the upper published estimate, the depth of Asset Mapping and other enabling work is scaled back to protect both the April 2027 and June 2027 milestones.

Purpose

To provide Members with a consolidated list of current workstreams and to seek direction on priorities, recognising limited officer capacity and the governance constraints arising from the Community Governance Review (CGR) and Local Government Reorganisation (LGR) considerations.

Relevant Information

Members should note that day to day and statutory and compliance-related duties account for around 70% of total staff time. On that basis, and assuming burial services and day-to-day cemetery operations continue as normal and are covered within the Cemetery Co-ordinator's existing hours, once financial tasks are excluded this leaves approximately 20 operational hours per week in total, shared across the Clerk, Assistant Clerk and Operations capacity, to cover all remaining workstreams across all committees and top level tasks, including any additional CGR/LGR-related activity.

Bagshot (Work programme & prioritisation)

Bagshot item	Status update (officer)	Officer Comments	Member priority
Bagshot Cemetery Drainage and Path	Officers have been progressing drainage solutions and a replacement of the path in Bagshot Cemetery. Quotes for the work have been requested (2 x received). Quote for grave digger also required. Additionally, a blanket exhumation license from the MoJ will be needed. It is anticipated that this project could take 25 hours, noting that MoJ licensing requirements could add 20–50 hours, depending on unforeseen circumstances on site.	Progress and timescales will depend on the quotes received and the processing time for the MoJ exhumation licence.	

Bagshot Cemetery Improvements	Members have identified several areas for improvement within the cemetery, including the installation of new carpet in Bagshot Chapel, repairs to selected historic memorials and the removal of dead shrubs. It is anticipated that this project could take 20 hours		
Bagshot Traffic and Infrastructure	Officers have been working with the BVC and SCC Highways to progress the ITS in Bagshot Village. It is anticipated that this project could take 10-15 hours	SCC are about to begin the consultation phase; this project should be prioritised	1
School Lane Field countryside path	Officers have been progressing the replacement of the path at School Lane Field. It is anticipated that this project could take 5 hours	Once planning is obtained, this project should be delivered before the summer.	1
School Lane Field environmental work at the pond	Officers have been liaising with Surrey Wildlife Trust to seek recommendations for the maintenance of the pond at School Lane Field. It is anticipated that this project could take 15-25 hours	Maintenance work to be scheduled for Autumn 2026 (after bird nesting), following recommendations from Surrey Wildlife Trust.	
School Lane Field Tree Work	Necessary work has been identified, and quotes are being sought. It is anticipated that this project could take 5-10 hours	Tree works to commence in the Spring, once 2 additional quotes have been obtained based on Surrey Wildlife Trust recommendations.	1
Mini shop front Christmas Trees	Officers are working with specialist Christmas tree/light contractors to seek solutions and quotes for the installation of 67 x mini shop front Christmas trees.	Christmas 2026, subject to a suitable quote being secured.	

	<p>It is anticipated that this project could take 15-50 hours, depending on the level of contractor involvement.</p>		
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Lightwater (Work programme & prioritisation)

Lightwater item	Status update (officer)	Officer Comments	Member priority (1/2/3)
<p>Lightwater Cemetery Fencing, cemetery improvements and exploration of additional burial space</p>	<p>Officers are progressing with the replacement of the perimeter fencing at Lightwater Cemetery. Additionally, an additional survey has been requested by members before the fencing work progresses.</p> <p>It is anticipated that this project could take 5-10 hours</p> <p>Officers are exploring solutions to improve the aesthetics of the cemetery.</p> <p>It is anticipated that this project could take 5-10 hours</p>	<p>Updated quotes for the fencing have been requested. Additional survey also to be progressed. Following which installation should commence. Timescale- Spring/summer 2026.</p> <p>Quotes for improvement works to be sought. Timescale- Spring 2026.</p> <p>The cemetery extension will be a long-term project.</p>	

	<p>Officers are also exploring options to extend burial capacity, including feasibility work on additional or alternative burial space, to ensure the cemetery can continue to meet future community needs.</p> <p>It is anticipated that this project could take 20-40 hours</p>		
Lightwater Fete – compliance for operating on Council land	<p>Officers are working with the local organising group, Lightwater Connected, to support delivery of the Lightwater Fete on Council-owned land at Lightwater Recreation Ground, while ensuring full compliance with the Council’s Terms of Use, insurance requirements and event safety obligations. This includes coordinating submission and review of event documentation such as risk assessments, site plans, emergency procedures, supplier certifications and public liability insurance, and liaising with the Surrey Heath Safety Advisory Group where required. Officer support has focused on guiding the organisers through the compliance process and ensuring responsibilities for safety, stewarding and event management are clearly understood and appropriately discharged by the organisers</p> <p>It is anticipated that this project could take 17-32 hours</p>	The Fete is scheduled for May, and if the Council puts this on hold, the event will not go ahead.	1
Lightwater Music Festival – compliance for operating on Council land	<p>As above, Officers are working with the local organising group to ensure the proposed Lightwater music festival can take place on Council-owned land in full compliance with the Council’s terms of use, insurance and safety requirements, including event documentation, risk management and liaison with relevant regulatory bodies.</p> <p>It is anticipated that this project could take 17-32 hours</p>	The Music Festival is scheduled for July, and if the Council puts this on hold, the event will not go ahead.	1
Lightwater Traffic and Infrastructure	The Working Party meet monthly.	To date, no officer input has been required	

Lightwater Flags – design and procurement	<p>Members have approved the purchase and installation of new flags for Lightwater Village for summer 2026, funded from the £5,000 allocated in the 2026/27 budget. A mixed flag approach has been agreed in principle, with the detailed design to be finalised in consultation with the Chair and Vice-Chair of the Committee. Officers are required to obtain formal quotations and appoint a supplier, provided costs remain within the approved budget, with installation and subsequent removal to be arranged in line with agreed dates.</p> <p>It is anticipated that this project could take 5-10 hours</p>	<p>The plan is that these will be installed by mid-May.</p>	1
Installation of a heated AED cabinet	<p>Officers have sought quotes for a heated AED cabinet to be installed on the side of the Debra charity shop. The landowner has been contacted, and officers are working to obtain installation quotes and liaise with the landowner regarding electricity usage and associated costs.</p> <p>It is anticipated that this project could take 5-10 hours</p>	<p>The timescale will depend on how quickly an electrician can be scheduled and the necessary liaison with the landowner regarding electricity usage.</p>	

Windlesham (Work programme & prioritisation)

Windlesham item	Status update (officer)	Officer Comments	Member priority (1/2/3)
Windlesham Cemetery Drainage	<p>A Groundwater Risk Assessment has been received, and members decided to seek quotes to grass the path area where the flooding occurs. Early indications are that this may require significant funds to remove the current path and</p>	<p>This is ongoing</p>	1

	<p>hardcore. Additionally, the committee has resolved to have a topographical survey carried out.</p> <p>Additional drainage solutions may need to be sought.</p> <p>It is anticipated that this project could take 30-60 hours</p>		
Windlesham Cemetery maintenance procurement	<p>The current Windlesham Cemetery maintenance contract extension is coming to an end, and in light of CGR and LGR, the Clerk is exploring whether the contract can be lawfully extended via a Transparency Notice to ensure continuity of service until the new parish council arrangements are established.</p> <p>It is anticipated that this project could take 10-12 hours</p>	The aim would be to extend the current contract and leave procurement to the new Parish Council	1
Windlesham Cemetery Buy-back scheme	<p>Members resolved to progress a buy-back scheme of reserved unused plots, to include advertising the scheme on social media and noticeboards and writing to all grave owners of unused reserved plots. Following this, work could include the transfer of graves.</p> <p>It is anticipated that this project could take 60 – 80 hours</p>	<p>In the Spring, members will use maps to determine the data is correct.</p> <p>The rest of the work would need to be scheduled into the work stream.</p>	
Windlesham Cemetery-hedge investigations	<p>The large hedge bordering the cemetery and church requires significant reduction. We will need to investigate ownership of the hedge and contact the landowner to discuss the required works</p> <p>It is anticipated that this project could take 5-10 hours</p>	The Church has already been progressing this matter for over a year.	
Windlesham Traffic and Infrastructure	<p>Officers have worked with WVC and SCC Highways to progress speed surveys and a 20mph countywide scheme in Windlesham Village.</p>	The progression of this project depends on SCC Highways.	

	<p>Anticipated time requirement will be dependent on SCC requirements.</p>	<p>It is recommended that discussions around additional traffic-calming measures be explored and progressed by any new authority established for Windlesham Village, should this proceed.</p>	
<p>Windlesham Neighbourhood Plan review</p>	<p>Work on the Windlesham Neighbourhood Plan review is progressing following detailed advice from the Council's planning consultant. The agreed next steps are for the working party to review existing policies using the consultant's evidence reports as a starting point, before undertaking early, informal public engagement to test proposed changes. In light of the ongoing CGR and the potential creation of a new parish council, consideration will need to be given to whether it is more appropriate for the emerging authority to take this work forward, to ensure long-term ownership, continuity and effective use of resources.</p>	<p>Progress on this project is dependent on the Working Party's review of the relevant policies, as well as discussions on whether the project should proceed if a new authority is established for Windlesham Village.</p>	

Council-wide (Work programme & prioritisation)

Council-wide item	Status update (officer)	Officer Comment	Member priority (1/2/3)
Council Chamber Refurbishment	<p>Design quotations for the Council Chamber refurbishment have largely been received, with one final quote awaited; once received, officers will present to Council to agree the preferred scope and budget, and progress in accordance with the Council's Financial Regulations.</p> <p>Anticipated medium - large project due to structural change</p> <p>Assuming a consultant is appointed to manage the tender process, and a project manager is engaged to deliver the work, the anticipated input is approximately 140–380 hours, depending on any planning issues that arise and any changes required during the project.</p>	It is recommended that this be put on hold.	
Hook Mill Lane – Sale	<p>Officers are progressing the disposal of the Hook Mill Lane Depot on behalf of the Council and are currently engaging a land agent and managing expressions of interest to ensure the asset is marketed and sold transparently and in accordance with statutory and financial requirements.</p> <p>Anticipated medium - large project</p> <p>If a complex sale (with title defects/rights, overage, contamination, neighbour issues, political sensitivity): 200-300+ hours (note this estimation takes into account that an agent is about to be appointed).</p>	The land agent is about to be instructed.	
Hook Mill Lane – Fencing	<p>Members have approved a quotation for replacement fencing at Hook Mill Lane Depot, and officers are now progressing the appointment of the contractor to carry out the works in line with the agreed specification and budget.</p> <p>Anticipated small project needing approx. 4-6 hours.</p>	This should be progressed to secure the site.	

<p>War Memorial Repairs</p>	<p>Repairs to the war memorial are progressing, with officers currently navigating the planning and heritage consent process required for works to a listed structure. This includes liaising with specialist contractors, Historic England and the local planning authority, preparing the necessary supporting documentation and securing permissions from relevant landowners. While funding and contractor arrangements are in place, physical works cannot commence until all statutory consents have been obtained, and this preparatory stage requires ongoing officer input to ensure the repairs are carried out lawfully, sensitively and in accordance with heritage requirements.</p> <p>If no further complications, it is anticipated that this project will require approximately 25 further hours.</p>	<p>This needs to be progressed urgently</p>	<p>1</p>
<p>Asset Transfers</p>	<p>The public consultation on proposed asset transfers has now closed, and the outcomes will be reviewed by Council at the February meeting, alongside officer analysis of the associated governance, fiduciary and public law considerations. Progressing this item now enables Council to respond transparently to consultation feedback, establish a clear and evidenced position on asset matters ahead of further local government reorganisation, reduce uncertainty for communities and partner organisations, and ensure that any decisions taken—or explicitly deferred—are properly recorded and justified, thereby supporting orderly transition planning and providing clarity for any successor arrangements.</p> <p>This is a large piece of work, which, to negotiate the transfer of the portfolio, could reasonably be expected to take between 350-480 hours, with external support.</p>	<p>Careful consideration needs to be given to the way forward. However, it is anticipated that a significant amount of work will need to be done on this between now and March 2027.</p>	<p>1</p>
<p>Asset Mapping</p>	<p>Work is underway to map all Council owned land and assets using the Parish Online system, drawing on the updated Fixed Asset Register and data shared by Surrey Heath Borough Council. This is an ongoing process, with assets being verified, located and recorded to improve accuracy, support insurance and</p>	<p>This will dovetail into the reorganisation of the parish</p>	<p>1</p>

	<p>audit requirements, and provide greater clarity around ownership, maintenance responsibilities and future decision-making, particularly in the context of the CGR outcome.</p> <p>To visit and map all assets, including detailed specs and condition, it is anticipated that a realistic estimate would be between 80-150 hours.</p>	council governance arrangements.	
Building Maintenance	<p>Building maintenance is an ongoing operational activity and is addressed on a rolling basis as issues arise. Works are prioritised according to health and safety, statutory compliance and service continuity, with reactive repairs and planned maintenance progressed as necessary to ensure Council buildings remain safe, compliant and operational.</p> <p>On average, this could amount to 20-25 hours per month</p>	Business as usual	1
Strategic Plan Review	<p>The Council's current Strategic Plan remains in place; however, in light of the anticipated outcome of the Community Governance Review, it is considered prudent to pause any substantive review at this stage. Should new parish councils be established, it would be more appropriate for those successor councils to determine and adopt their own strategic priorities and long-term direction, reflecting their individual governance arrangements, assets and community needs.</p>	It is recommended that this be put on hold	
Purchase of AV equipment to stream meetings	<p>Officers have been investigating suitable audiovisual equipment to enable the streaming of Council meetings; however, concerns have been identified regarding whether equipment available within the approved Council budget would provide reliable audio and visual performance in the Council's larger meeting venues. Further consideration is therefore required to balance functionality, value for money and the practical limitations of large or acoustically challenging spaces before any recommendation to proceed is brought back to Members.</p>	It is recommended that this be progressed if time allows, in anticipation of future legislative provision for hybrid/remote meetings.	

	Anticipated 3-10 hours		
Staffing Review – under CGR	To review all staffing arrangements that may be affected by the new governance arrangements, including council requirements, contractual requirements, risk analysis and financial modelling. Anticipated 45-50 hours		1
Annual Parish Meeting 2026	The Annual Parish Meeting is a statutory requirement, and preparations are underway for the 2026 meeting; however, its delivery involves a significant commitment of officer time. This includes not only the formal meeting arrangements and statutory notices, but also the planning and facilitation of associated focus groups, preparation of presentations, collation of feedback, publicity, venue coordination and post-meeting follow-up, all of which need to be factored into overall capacity planning alongside other priority workstreams. It should be noted that the agreed Speaker is yet to confirm their attendance, and in the event they are unable to attend, we have requested that they provide us with an information board or video. This slot can be filled with individual village focus time. Anticipated hours including organisation, focus boards, annual report, data and staff attendance 50-60 hours	Statutory Requirement	1
Banking arrangements and signatories	A review of the Council’s banking arrangements and authorised signatories is underway. This work involves liaising with the Council’s banks to update mandates, resolve issues arising from insufficient or outdated signatories, and ensure that appropriate officers and Members are correctly authorised in line with Council resolutions, recognising that delays or inaccuracies in banking arrangements can impact the Council’s ability to make timely payments and	This is a statutory requirement.	1

	manage funds effectively. This is particularly pertinent in view of the possible change in governance arrangements.		
Day-to-day requirements (invoices, finance reporting, payroll and HR)	These activities represent some of the Council's core operational functions and are ongoing tasks that must be undertaken continuously to ensure legal compliance, financial control and staff support. This includes processing and authorising invoices, preparing financial reports for committees and Full Council, managing payroll and pension submissions, and dealing with routine HR matters in line with the Council's Scheme of Delegation and Financial Regulations. As these functions are a requirement of Council, they place a constant demand on officer capacity and must be prioritised alongside all other workstreams	This is a statutory requirement.	1
Greenspace contract procurement	The current greenspace maintenance contract runs until October 2027, following agreed extensions, and provides continuity of service in the short to medium term. However, Members should note that SHBC is expected to cease to exist in April 2027, with responsibility for the contract transferring to the successor unitary authority part-way through its term, and that future governance arrangements may also change following the outcome of the CGR. There is a significant risk that, if procurement activity is deferred until new governance arrangements are fully in place in May 2027, there may be insufficient time to scope, tender and award a compliant replacement contract before expiry, potentially leading to service disruption or the need for short-term or non-optimal arrangements. Early consideration is therefore required to manage procurement lead-in times, contractual risk and service continuity. Members should also note that it would not be appropriate for the existing Council to make long-term or binding service decisions on behalf of any newly created parish council for areas that may be removed from the current parish as a result of the CGR. Where responsibility for greenspaces may transfer to a successor parish, care must be taken to avoid pre-empting decisions that properly sit with that new authority, while still ensuring that	It is recommended that Council consider progressing this project in the new financial year.	1

	<p>necessary preparatory work is undertaken to protect service continuity and manage procurement risk.</p> <p>If for Bagshot and Lightwater only and based on the appointment of a procurement consultant and the inclusion of asset transfers, it is anticipated that this could take between 80 and 200 hours, depending on requirements.</p>		
<p>Priority 2: Memorials review and fix across all 3 cemeteries</p>	<p>A programme to review and address Priority 2 memorials across Bagshot, Lightwater and Windlesham cemeteries is underway. Retesting of Priority 2 memorials is now due, and officers have sought quotes from specialist contractors to carry out testing and any necessary remedial works, with costs to be met from individual cemetery budgets. This work is required to demonstrate ongoing compliance with health and safety obligations and to ensure that any memorials which have deteriorated since the last inspection are identified and made safe in a timely manner.</p> <p>Depending on the inspection findings, it is anticipated that this work could take between 45 and 150 hours</p>	<p>This should continue as planned, as it is a health and safety requirement</p>	<p>1</p>
<p>Follow-up actions from monthly playground reports</p>	<p>Monthly playground inspection reports are received as part of the operational inspection regime, and any identified issues are reviewed and actioned as required to maintain safety and compliance. Follow-up actions typically include arranging minor repairs, maintenance or remedial works with the grounds maintenance contractor or specialist suppliers, monitoring items that do not require immediate intervention, and updating records to demonstrate appropriate risk management. This process is ongoing and requires officer time to review reports, liaise with contractors, track completion of actions and ensure that any higher-risk findings are addressed promptly.</p> <p>Approximately 5-10 hours per month</p>	<p>This should continue as planned, as it is a health and safety requirement</p>	<p>1</p>

Monitor the current greenspace contract	<p>The existing greenspace maintenance contract continues to be actively monitored to ensure that service standards are met, costs remain controlled, and any performance issues are identified and addressed in a timely manner. Ongoing oversight is particularly important given the change in governance arrangements, to ensure continuity of service and provide Members with assurance while future procurement is clarified.</p> <p>This requires approximately 12-20 hours per month</p>	To continue as planned	1
Year End and Audit	<p>The year-end and audit process is a statutory and time-critical activity involving the closure of accounts, preparation of accounting statements and the Annual Governance and Accountability Return (AGAR), completion of the internal audit, and submission for external audit approval. This work requires significant officer time to reconcile accounts, respond to auditor queries, prepare supporting evidence and ensure all governance and transparency requirements are met, including publication deadlines. The process spans several months around the financial year-end and must be prioritised to ensure compliance and avoid audit delays or qualifications.</p>	Statutory requirement	1
Keeping abreast of LGR and devolution progress	<p>Officers continue to actively monitor developments relating to local government reorganisation and devolution, including reviewing national policy updates, engaging with sector briefings and guidance, participating in relevant meetings and consultations, and reporting implications to Members as required. This work is ongoing and necessary to ensure the Council remains informed of emerging proposals, timescales and risks, and is able to respond appropriately to consultations, assess potential impacts on governance, services, assets and staffing, and take timely decisions to protect the Council's interests during a period of significant structural change.</p> <p>Anticipated 2-3 hours per month</p>	Recommended	1

<p>CGR – split of the Council and Burial Authority</p>	<p>While responsibility for conducting the Community Governance Review sits with SHBC as the principal authority, any resulting split of the Parish Council and its role as a burial authority would require a substantial and complex programme of work at parish level to ensure lawful and fair implementation. This would include the detailed division and transfer of operational files, burial records, land and asset information, financial data, contracts, policies and procedures, alongside careful consideration of liabilities and ongoing statutory duties. Although SHBC would retain oversight of the formal process, significant officer input from the Parish Council would be required, together with close engagement and information sharing by SHBC officers, to ensure that the split is carried out in line with legislation, public law requirements and principles of fairness, and that continuity of cemetery services is maintained for all affected communities.</p> <p>The overall programme of work associated with the Community Governance Review and any subsequent parish split is estimated at approximately 800–1,100 hours over 9–12 months. As the principal authority, Surrey Heath Borough Council will resource the majority of this work, including governance, legal, and implementation oversight; the Parish Council’s contribution is expected to be significantly lower and is estimated at approximately 150-200 hours.</p> <p>The Parish Council's focus will be on information provision, officer engagement, local expertise and constructive participation in the process. Members are asked to note that, while SHBC will lead delivery, the Parish Council will need to remain fully engaged.</p>	<p>Essential implementation work</p>	<p>1</p>
<p>Business-as-Usual Operations and Statutory Compliance</p>	<p>Throughout the Community Governance Review process, the Council must continue to deliver all day-to-day services and meet its full range of statutory, regulatory and governance obligations without interruption. This includes maintaining lawful decision-making, financial management, employment and</p>	<p>Business as usual</p>	<p>1</p>

	HR compliance, cemetery and burial authority duties, health and safety requirements, audit and transparency deadlines, and service delivery to residents. While the CGR process progresses in parallel, these responsibilities remain unchanged and non-discretionary, requiring sustained officer input to ensure compliance, service continuity and organisational stability alongside the additional demands created by potential governance change.		
Summer planting and hanging baskets	Officers are progressing the annual programme of summer planting and hanging baskets across all three villages, including procurement of a contractor to supply, install, water and maintain hanging baskets and planters, and to remove displays at the end of the season. This work includes coordination with suppliers, budget management and oversight of installation and ongoing maintenance to ensure timely delivery and village-centre presentation. Anticipated 5 hours		
Remembrance Day Arrangements - Installation of poppies and silent soldiers.	Officers coordinate the annual Remembrance Day arrangements, including the installation and subsequent removal of lamp-post poppies and Silent Soldiers across the villages, liaising with contractors and relevant organisations to ensure timely, respectful and safe deployment in advance of Remembrance events. Anticipated 5 hours		
Festive Lights and Christmas Tree Arrangements	Officers oversee the annual festive lights and Christmas tree contract, including contractor management, securing all necessary permissions, arranging unmetered electricity supplies, and coordinating installation, testing, operation and removal to ensure safe, compliant and timely delivery across all three village Anticipated 8-10 hours	The Council has entered into a contract to deliver this service, so all necessary permissions and preparatory works must be completed to enable safe,	1

		timely installation and operation	
Lightwater Recreation Ground Trust Reporting	In accordance with the Memorandum of Agreement, officers need to prepare the required governance and financial reporting for the Lightwater Recreation Ground Trust, with the next formal report due by the end of June.	Requirement of MOA	1
Lightwater Recreation Trust - Pavilion Rebuild	<p>The Parish Council is progressing work on the proposed rebuild of the Lightwater Pavilion in its capacity as managing trustee of the Lightwater Recreation Trust. Officers have recently met with Fields in Trust to discuss a potential way forward, including confirmation that replacement of the existing pavilion and associated structures with a new sports pavilion may be achievable without removing the Fields in Trust dedication, subject to final clarification. Alongside this, officers are exploring potential funding streams and considering the wider financial and governance implications of the project. This work is labour-intensive and must progress alongside the Council's other statutory and operational responsibilities.</p> <p>Anticipated hours (to a finished build) are 580-800 hours. This estimate is based on the Council engaging a procurement consultant and a tender being awarded for a turnkey building. If funding applications are to be submitted, this could add approximately 150-300 hours, depending on the level of funding required.</p>		
Service and attend all Council and Committee meetings.	<p>Indicative Meeting Schedule(excl. agenda and papers preparation and any followup)</p> <p>Per Month</p> <ul style="list-style-type: none"> • 1 x Full Council - 3hrs • 1-2 x Committee 3-6 hrs 		

	<ul style="list-style-type: none">• 2 x Planning = 1.45 hr <p>Per Qtr</p> <ul style="list-style-type: none">• 1 x Personnel – 1 hr• 1 x Communications – 1 hr <p>Per Annum</p> <ul style="list-style-type: none">• 1 x APM – 4 hrs x 3-4 staff =9-12 hrs• 1 x Community Reception – 6 hrs x 3 staff = 18 hrs• 3 x Budget setting = 6 hrs		
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Item 14 - To consider a coordinated approach to engagement with the new West Surrey Unitary Authority

Full Council 18th March 2026

Purpose of Report

To seek Members' agreement to establish a time-limited Working Party to lead structured engagement with the new West Surrey Unitary Authority, to identify the Parish Council's priority areas for collaboration, and clearly articulate how the Parish Council can add value during and after the transition to new unitary arrangements.

1. Background

The Parish Council is operating during a period of major local government reorganisation leading to the creation of a new West Surrey Unitary Authority. Sector-led training attended by the Clerk emphasised that parish councils should act early to initiate dialogue with the new unitary authority, clearly articulate how they can add value by managing local detail, and consider collaborative working or clustering with neighbouring parishes to engage more effectively. At the same time, the Parish Council is progressing several time-critical workstreams, making early, structured engagement essential to ensure alignment with emerging unitary arrangements, avoid duplication, and support a smooth transition for residents.

Action

Members are asked to:

- 1. Consider establishing a time-limited Working Party to identify and agree the Parish Council's priority areas for collaboration and to shape a clear, coordinated approach to engagement with the successor unitary authorities.**
- 2. Agree that the Working Party's role will be to define a consistent set of priorities and messages for engagement, focusing on how the Parish Council can contribute local knowledge, detailed understanding and community insight to support effective delivery during and after the transition.**
- 3. Agree that the Working Party will operate within agreed parameters, report back to Council at defined intervals, and support constructive partnership working throughout the transition period.**
- 4. Nominate Members to the working party to set Council Priorities.**

In addition to the working party to set Council priorities, Members should note that at the September and October Full Council meetings, Members resolved to participate in a County-led Cross-Parish Steering Group, with each Village Committee nominating a representative and a substitute

- 5. The Council are asked to agree which Members sit on a cross-parish steering group.**

2. Rationale for a structured approach to engagement

Engagement with the successor unitary authority should be ongoing throughout the transition period. Without a structured approach, there is a risk that engagement becomes reactive, fragmented, or overly resource-intensive, drawing officer time away from delivery.

Establishing a time-limited Working Party would enable the Parish Council to:

- identify and agree its priority areas for collaboration with the successor authority;
- develop a clear and consistent set of messages and priorities to be communicated externally;
- demonstrate how the Parish Council can add value at a local level, complementing the unitary authorities' strategic role; and
- ensure that engagement is coordinated, proportionate, and aligned with the Council's agreed priorities.
- act as a focal point for Member input into unitary engagement, reducing the risk of duplication or conflicting messages
- The Working Party would not take executive decisions on behalf of the Council but would bring recommendations and updates back to Full Council at defined points.

This approach supports effective governance, reduces duplication, and helps position the Parish Council as a constructive and reliable partner during the transition. The Working Party would not take executive decisions on behalf of the Council but would bring recommendations and updates back to Full Council at defined points.

Governance and operation

It is proposed that the Working Party:

- be time-limited, operating for the duration of the transition period or until its purpose has been fulfilled;
- operate within clearly defined parameters and priorities agreed by Council;
- include both Member and officer input to ensure practicality and alignment with delivery capacity;
- report back to Council at agreed intervals, ensuring transparency and Member oversight.

This structure ensures that engagement activity remains focused, accountable, and proportionate to the Council's wider workload.

Benefits of the proposed approach

The establishment of a Working Party is intended to:

- maximise constructive partnership working during transition;
 - ensure the Parish Council's local knowledge and community insight are effectively utilised;
 - avoid duplication or uncoordinated engagement;
 - support delivery of Priority 1 workstreams by providing clarity and alignment; and
 - position the Parish Council as a practical and value-adding partner to the successor unitary authorities.
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Item 15 - Summer Planting 2026 – Full Council

Six companies have been approached to provide a quote for the summer planting and hanging baskets around the villages. Unfortunately, of those six, only 1 quote was received.

		Total	Breakdown by Village		
			Windlesham	Lightwater	Bagshot
Quote A		£6,205	1,994	2,245	1,966
2026-2027 Budget			1,990	2,236	1,958
			£4 overspend	£9 overspend	£8 overspend

Action

Members are asked to:

- a) **Either approve the above quote**
- or**
- b) **Decide not to install hanging baskets this year**

- c) **If the quote is approved, Members should resolve to note the overspend on the 2026-27 budget line that will be funded from the general reserve or in year virements.**

The summer planting specification is as follows:

Windlesham

Plant with seasonal flowers & Water	Location
2 x 750mm square black containers	Windlesham Centre, either side of bus stop
15 x 450mm wire framed Hanging Baskets positioned on the basket trees	Windlesham Centre
4 x 1100mm x 500mm Planters at the Gateways	Chertsey Road & Kennel Lane (outside Windlesham Field of Remembrance)

Lightwater

Plant with seasonal flowers & Water	Location
20 x 450mm wire framed Hanging baskets positioned on lamp posts (including replace broken bracket)	Guildford Road
5 x 1000mm square planters	Village Centre

Bagshot

Plant with seasonal flowers & Water	Location
15 x 450mm wire framed Hanging Baskets positioned on basket trees	Bagshot High Street

6 x 1200mm long x 340mm wide x 280mm barrier boxes	A30 opposite Miller & Carter steak house
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Water Only	Location
4 x stone planters	Bagshot High Street
1 x black tub	
1 x Horse trough	A30

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