

#### **Item 4- To Note the Committee's Terms of Reference**

The Terms of Reference (attached) were approved and adopted at the Full Council meeting on the 20th May 2025.

**Members are asked to note the Terms of Reference.**

# Windlesham Parish Council

## 1. ARRANGEMENTS FOR DISCHARGE OF FUNCTIONS BY THE COUNCIL TO COMMITTEES

Subject to the appointment of the Bagshot Committee, Lightwater Committee, Windlesham Committee, Planning Committee, Communications Committee and Personnel/Staffing Committee as the Council's Standing Committees at the Annual Full Meeting of the Council, the following Terms of Reference and Delegated Functions are discharged to those Committees with the exception of the statutory and reserved duties listed below:

- a. Power to issue the Annual Precept;*
- b. The determination of borrowing limits;*
- c. Duty to consider an Auditor's Report;*
- d. Appointment of Committees and Members to serve on those Committees;*
- e. Fixing of Dates & Times of Council/Committee meetings;*
- f. Co-option of a Member to serve on the Council;*
- g. Delegation of Council Functions to Committees, and any other Functions that may be reserved by the Council including those duties indicated in the Standing Committees that will be referred up to Council.*

## 2. INTRODUCTION

2.1 This document sets out the manner in which Windlesham Parish Council has delegated its powers.

2.2 The legal basis of the delegation conferred by the Document is contained in the following provisions of the Local Government Act 1972:

"S. 101 Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

(a) by a Committee, a sub-committee or an officer of the authority, or

(b) by any other local authority

(2) Whereby virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee arrange for the discharge of any of those functions of a local authority and whereby virtue of this section any functions of a local authority may be discharged by a sub- committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(4) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub- committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

(5) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and

subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.

(6) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority."

2.3 It is desirable that in the interests of certainty in decision making and to avoid lengthy discussions in Council meetings, Standing Orders should discourage, so far as is legally possible, action being taken by the Council after the matter has been 'decided' by a Committee, or Sub-committee. If the Council feel, however, that action is necessary then normally it should refer the matter back to the Committee concerned.

2.4 The intention of the delegation scheme is that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level and that officers are given power over the day-to-day administration of the Council.

### **3. THE 3 VILLAGES COMMITTEES - BAGSHOT/LIGHTWATER/WINDLESHAM (Committees appointed by Full Council)**

#### **3.1 Membership of the Committee**

- a. The Committee shall comprise of members, co-opted or elected at term or mid-term via a casual vacancy, of the village the committee is named after. i.e. Lightwater members will be members of the Lightwater Committee, Bagshot members will be members of the Bagshot Committee and Windlesham Members will be members of the Windlesham Committee. All other Councillors may act as nominated substitutes.
- b. Subject Matter Experts, whether from within or outside of Council may be invited to attend the meetings in a non-voting capacity.
- c. Any changes in membership of the Committee after the Annual Full Meeting of the Council shall be subject to approval at the next Full Council Meeting.
- d. The quorum of the Committee shall be a third of the Committee or three of its members, whichever is the greatest.
- e. Chairman of the Committee
  - i. The Committee shall elect its own Chairman at the first meeting of the Committee following the Annual Meeting of the Council.
- f. The Committee may elect a Vice-Chairman for the same term of office as the Chairman of the village committee.
- g. Minutes of Committee Meetings
- h. Meeting minutes shall be taken by a member of staff.
- i. The minutes of each meeting of the Committee shall be made available for scrutiny at the next meeting of Full Council.

#### 4. POWERS OF THE COMMITTEE

The Bagshot Committee shall be granted full delegated powers to deal with the following functions of the Council:

- a. Upon renewal of an existing Contract, tendering and procuring Contracts for its area. Full Council, as the legal entity, will sign off all contracts, subject to correct tendering process being followed and demonstration that the Committee can meet the expenditure.
- b. Burial Ground regulations and fees.
- i. The Committee shall ensure that its policies, regulations and fees as outlined in 4b above are reviewed annually.
- ii. *The Committee shall consider and make rulings in respect of complaints or queries regarding regulations and fees as outlined in 4.b above.*
- iii. The Committees shall extend resident-reduced fees to all residents of the parish in perpetuity
  - c. Spending its budget
  - d. Awarding Grants
  - e. Engaging and participating in Community events
  - f. Agree an annual budget to present to Full Council in the October Budget meeting
  - g. By means of a working party review planning applications within the village area and make recommendations to the planning committee or Full Council.
  - h. By means of a working party, make written representations for approval by the planning committee for submission to Planning Appeals or Hearings, if required.
  - i. To receive reports on Planning Decisions if supplied by the relevant planning authority
  - j. To receive and if necessary by means of a working party make recommendations to the planning committee, on the following: (a) Local Plans, (b) County Structure Plans, (c) Local Transport Plan, (d) Planning Strategy Documents/Planning Guidance, (e) Surrey Heath Borough Council Local Plan (Core Strategy Development Plan), etc
  - k. To comment on transportation and highways matters including public footpaths, bus services, traffic orders, traffic calming, street lighting, street cleansing, litter/litter bins, bus shelters, highway maintenance, highway schemes, etc.,
  - l. To receive and if necessary comment on information Reports submitted by the County Councillor for the Ward relating to any matters affecting the Village of Bagshot.
  - m. To receive and if necessary comment on environmental Issues including Air Quality Management Areas, Recycling facilities/initiatives, Monitoring Noise and other traffic pollution concerns, Health & Safety Risk Assessments/Reports,
  - n. Applications for Grant aid falling within the purview of the Committee. Full Council, as the legal entity, will sign off all grant aid applications, subject to the Committee demonstrating it can meet all the obligations required of the grant awarding body
  - o. To authorise, in advance, Members' attendances at Conferences/Seminars or other Meetings falling within the purview of the Committee,
  - p. To contribute to the Full Council's newsletter
  - q. To consider and accept tenders/quotations for works/equipment etc. falling within approved estimates, otherwise, the matter to be referred to Full Council for approval (this is if the cost of a project exceeds the estimate or is greater than the delegated committee's power and providing the village committee has the funds to do so) if a supplementary budget is required.

- r. To incur expenditure on the budgeted and approved estimates for the current financial year on all budget headings that fall solely to that village, up to the respective amounts detailed in such estimates.
- s. To make recommendations to Full Council for any new capital schemes, including estimates for such schemes, for inclusion in the draft budgets for the next financial year and also items for inclusion in the draft revenue budgets.
  - t. Decisions by committee that are to be considered by Full Council in order to meet statutory and legal requirements under due diligence and good governance arrangements are solely for endorsement. Council may ask questions and seek clarity but shall not unpick decisions made by committee.
  - u. Should Council or Councillors feel that a decision made is not in the best interest of Council, this decision will be able to be called in. (Call in procedure to be linked to standing orders)

## **5. RESPONSIBILITIES AND AREAS OF OPERATION OF THE COMMITTEE**

- a. The Chairman of the Committee or, in the absence of the Chairman, the Vice-Chairman or, should a Vice-Chairman not be elected or present, another member of the Committee shall discuss the Committee's rulings with the public or the press when so required.
- b. The Committee shall ensure that any decisions or rulings which might be considered controversial or may result in adverse publicity for the Council are referred to the Proper Officer of the Council and or the Council as appropriate at the earliest opportunity and by means of extraordinary meetings if need be.
- c. The Committee shall ensure that the Responsible Financial Officer is informed of any decisions or rulings which have financial implications.

## **6.FINANCES**

- a. Subject to 1, 2 and 3 above the Bagshot Committee shall be responsible for managing its budget.
- b. The Committee budget shall be accrued by the precept generated in that village (SHBC base rate calculations apply) and any income generated by the village (if applicable).
- c. All Council wide costs will be shared by the village committees on the percentage basis detailed in appendix A. All village specific expenditure will be met by each village committee as detailed in appendix A.
- d. Subject to Financial Regulations the spending limit of each village committee shall be no more than £15,000 per single item.

May 2025

## APPENDIX A

### PRECEPT

The Council Precept for the 2025-26 year is £551,060

SHBC no longer provide a percentage breakdown by village of the precept; therefore, after shared costs, the 2024-25 percentages have been applied.

BAGSHOT: 37%

LIGHTWATER: 37%

WINDLESHAM: 26%

### TOP LEVEL COSTS

All top-level (Council-wide) costs will be considered a top level cost and will not be split between the village committees on the percentage basis stated above. Top level costs are the following:

- Staff cost centre 220 – Salaries, Pension, HMRC & Training
- Administration cost centre 225
- Allotments cost centre 215
- Council office and chamber cost centre 235
- Bagshot chapel cost centre 235
- High Curley SSSI
- Trees -all expenditure from EMR

### ASSET MANAGEMENT

All assets are to be managed by individual village committees apart from Bagshot Chapel, High Curley and the Council Office and Chamber. All income derived from village-based assets (cemeteries income or by the sale of an asset) will be retained by that village committee. Hook Mill Lane – in the event of the sale of this asset, the proceeds will be allocated to the Lightwater Village Committee.

Village committees will be responsible for the costs and management of the following assets:

- Bagshot – cemetery, war memorial, School Lane Field, Freemantle Road play area, Jubilee lamp, Bagshot clock, all street furniture owned by WPC in Bagshot
- Lightwater – cemetery, Lightwater pavilion, Lightwater recreation ground and play area, Hook Mill Lane depot, Lightwater war memorial and all street furniture owned by WPC in Lightwater
- Windlesham – cemetery, war memorial, Windmill Field play area, Kings Lane play area

### GREENSPACE CONTRACT BREAKDOWN

Total grass + vegetation in the 3 villages = 55,364m<sup>2</sup> (figure provided by SHBC contract manager)

Lightwater = 33%

Bagshot = 43%

Windlesham = 24%

These percentages are to be applied to the budgeted cost of the Greenspace contract in any given year.

Please note the greenspace contract does not include the maintenance of Windlesham cemetery. If at any point in the future this were to be added into a wider greenspace contract, this would affect the percentage breakdown listed.

## COUNCILLOR COSTS

Councillor costs (allowances, training budget and expenses) will be based on the number of committee seats and costs split according – Bagshot 6/18, Lightwater 7/18 and Windlesham 5/18.

| Committee Name | Frequency of meetings  |
|----------------|--|
| Full Council   | x 10 meetings annually                                       |
| Personnel      | Quarterly (as current committee x4)                          |
| Planning       | 2 x per month except December where there will be 1 meeting. |
| Communications | x 4 Quarterly  |
| Bagshot        | x 4 Quarterly  |
| Lightwater     | x 4 Quarterly  |
| Windlesham     | x 4 Quarterly  |
| TOTAL MEETINGS | 53 MEETINGS PER YEAR   |

This only addresses the number of meetings and not their duration.



### **Windlesham Parish Council**

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The Avenue  
Lightwater  
Surrey  
GU18 5RG

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

**Held on Wednesday 7<sup>th</sup> May 2025 at 7:00pm at St Anne's Church Centre, Church Road, Bagshot**

| <b>Councillors</b> |   |
|--------------------|---|
| Bakar              | P |
| Du Cann            | P |
| Gordon             | P |
| Hills              | R |
| White              | A |
| Willgoss           | P |
| Wilson             | A |

**In attendance:** Sarah Wakefield– Assistant Clerk

Cllr Willgoss took the Chair

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

|                  |   | <b>Action</b> |
|------------------|---|---------------|
| <b>BVC/24/52</b> | <b>Apologies for Absence</b><br><br>Apologies for absence were received and accepted from Cllr White & Cllr Wilson. |               |
| <b>BVC/24/53</b> | <b>Declarations of Interest</b><br><br>There were no Declarations of Interest.                                      |               |
| <b>BVC/24/54</b> | <b>Public question time</b><br><br>No Public Questions.   |               |
| <b>BVC/24/55</b> | <b>Exclusion of the press and public</b><br><br>There were no exclusions to the press and public.                   |               |
| <b>BVC/24/56</b> | <b>Committee and Sub-Committee Minutes</b>  |               |



|                  |   |                      |
|------------------|---|----------------------|
|                  | The minutes of the Bagshot Village Committee meetings held on the 4 <sup>th</sup> February 2025 <b>were approved and signed by Cllr Willgoss.</b>   | <b>Cllr Willgoss</b> |
| <b>BVC/24/57</b> | <b>Payment lists for approval</b><br>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £14,233.68.<br><b>It was resolved payments to the total sum of £14,233.68 be authorised, and the Chair signed the Expenditure Transactions Approval List.</b>   | <b>Cllr Willgoss</b> |
| <b>BVC/24/58</b> | <b>Committee finances – Income &amp; Expenditure Report</b><br>Members were presented with an income and expenditure report up until the 28 <sup>th</sup> April 2025.<br><b>Members noted the report.</b>   |                      |
| <b>BVC/24/59</b> | <b>Bagshot Cemetery-</b> To discuss Cemetery Improvements.<br><u><b>New memorial wall refurbishment</b></u><br>Members noted that four contractors were approached to quote for the refurbishment of the new memorial wall in Bagshot Cemetery, however only two responded with quotes.<br><b>Members reviewed the quotations and unanimously resolved to proceed with the contractor who submitted Quote 2. They further agreed to request a revised quotation based on the use of ‘Long Rake Spar 20–50mm Flamingo Pebbles’ in place of standard gravel. A budget of up to £5,000 was approved for the project, to be funded from the Bagshot Cemetery EMR.</b><br><br><u><b>Plant two new Cherry Trees</b></u><br>Members were presented with two quotes for the supply, planting, maintenance and watering of two Cherry Trees to be sited in Bagshot Cemetery.<br><b>Members unanimously resolved to proceed with quote 2, funding from the Bagshot Cemetery EMR.</b><br><br><u><b>Reinstate Cemetery Pathway</b></u><br>Members noted the update in the papers regarding the planned drainage works in the cemetery and stressed that they would like the work completed as soon as possible. |                      |

|                  |   |                                      |
|------------------|---|--------------------------------------|
|                  | <p>Members also requested that the new proposed pathway in the cemetery should match the footprint of the existing pathway and that it should not complete a full loop.</p> <p>The Assistant Clerk was tasked to seek quotes for the pathway to be brought back to a future meeting.</p>  | <b>Assistant Clerk</b>               |
| <b>BVC/24/60</b> | <p><b>School Lane Field-</b> to discuss the maintenance of School Lane Field Pond and improvements to the pathways and drainage.</p> <p><u>School Lane Field Pond</u></p> <p>Members noted the update in the papers regarding School Lane Field Pond. It was also noted that the SHBC Drainage Engineer is due to visit the site to design a new outfall structure to allow easier maintenance of the pond.</p> <p><u>School Lane Field Pathway</u></p> <p>Members reviewed a quote for replacing the existing pathway at School Lane Field and agreed that both the proposed work and the type of path specified were suitable.</p> <p><b>Members unanimously resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair, to obtain two additional quotes for the pathway and appoint a contractor based on best value and/or suitability. Authority was also granted to select the path colour. Members further resolved to allocate a budget of up to £22,500 for the project, to be funded from the Bagshot CIL.</b></p> | <b>Clerk, Chair &amp; Vice chair</b> |
| <b>BVC/24/61</b> | <p><b>Grants-</b> to agree the Grant Policy for 2025/26.</p> <p>Members were presented with the draft Bagshot Grant Policy for 2025/26.</p> <p><b>Members unanimously resolved to approve to adopt the grant policy as presented.</b></p>   |                                      |
| <b>BVC/24/62</b> | <p><b>Clerks update</b></p> <p><u>Bagshot Conservation Area</u></p> <p>At the last committee meeting, members agreed to write to SHBC to request the review of the Conservation Area Appraisal for Bagshot. A letter has been sent, and we are awaiting a response.</p>   |                                      |
| <b>BVC/24/63</b> | <b>Correspondence</b>   |                                      |
| <b>BVC/24/64</b> | <b>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.</b>  |                                      |

|  |  |  |
|--|--|--|
|  | No exclusions to the press and public. |  |
|--|--|--|

**There being no further business, the meeting closed at 19:43**

| Bagshot PL for Month No 11 |                |        |                   |                   |           |      | Order by Invoices Entered |          |        |           |                                |
|----------------------------|----------------|--------|-------------------|-------------------|-----------|------|---------------------------|----------|--------|-----------|--------------------------------|
|                            |                |        |                   |                   |           |      | Nominal Ledger Analysis   |          |        |           |                                |
| Invoice Date               | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT  | Invoice Total             | A/C      | Centre | Amount    | Analysis Description           |
| 11/02/2025                 | BVC/24/48      | 114    | MULBERRY CO       | MULBE             | 5,000.00  | 0.00 | 5,000.00                  | 4650     | 340    | 5,000.00  | Bagshot CC grant - outdoor net |
|                            |                |        |                   |                   |           |      |                           | 380      |        | -5,000.00 | Bagshot CC grant - outdoor net |
|                            |                |        |                   |                   |           |      |                           | 6000     | 340    | 5,000.00  | Bagshot CC grant - outdoor net |
| TOTAL INVOICES             |                |        |                   |                   | 5,000.00  | 0.00 | 5,000.00                  |          |        | 5,000.00  |                                |
| VAT ANALYSIS               |                |        |                   |                   | CODE      | OTS  | @ 0.00%                   | 5,000.00 | 0.00   | 5,000.00  |                                |
| TOTALS                     |                |        |                   |                   | 5,000.00  | 0.00 | 5,000.00                  |          |        |           |                                |

## Bagshot PL for Month No 11

## Order by Invoices Entered

## Nominal Ledger Analysis

| Invoice Date                 | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT  | Invoice Total | A/C  | Centre | Amount   | Analysis Description           |
|------------------------------|----------------|--------|-------------------|-------------------|-----------|------|---------------|------|--------|----------|--------------------------------|
| 04/02/2025                   | BVC/24/48      | 115    | GRANTS WPC        | GRANTS            | 2,323.00  | 0.00 | 2,323.00      | 4650 | 340    | 1,842.00 | Curley Park Rangers grant      |
|                              |                |        |                   |                   |           |      |               | 4650 | 340    | 481.00   | Curley Park Rangers grant      |
|                              |                |        |                   |                   |           |      |               | 345  |        | -481.00  | Curley Park Rangers grant      |
|                              |                |        |                   |                   |           |      |               | 6000 | 340    | 481.00   | Curley Park Rangers grant      |
| 04/02/2025                   | BVC-24-48      | 116    | GRANTS WPC        | GRANTS            | 500.00    | 0.00 | 500.00        | 4650 | 340    | 500.00   | Bagshot Good Companions - gran |
| <b>TOTAL INVOICES</b>        |                |        |                   |                   | 2,823.00  | 0.00 | 2,823.00      |      |        | 2,823.00 |                                |
| VAT ANALYSISCODE OTS @ 0.00% |                |        |                   |                   | 2,823.00  | 0.00 | 2,823.00      |      |        |          |                                |
| <b>TOTALS</b>                |                |        |                   |                   | 2,823.00  | 0.00 | 2,823.00      |      |        |          |                                |

## Bagshot PL for Month No 11

## Order by Invoices Entered

## Nominal Ledger Analysis

| Invoice Date                | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT    | Invoice Total | A/C  | Centre | Amount   | Analysis Description           |
|-----------------------------|----------------|--------|-------------------|-------------------|-----------|--------|---------------|------|--------|----------|--------------------------------|
| 22/02/2025                  | 3018           | 117    | GREENLANDS        | GREE              | 4,820.00  | 964.00 | 5,784.00      | 4165 | 310    | 4,820.00 | Freemantle Rd playground fence |
| TOTAL INVOICES              |                |        |                   |                   | 4,820.00  | 964.00 | 5,784.00      |      |        | 4,820.00 |                                |
| VAT ANALYSISCODE S @ 20.00% |                |        |                   |                   | 4,820.00  | 964.00 | 5,784.00      |      |        |          |                                |
| TOTALS                      |                |        |                   |                   | 4,820.00  | 964.00 | 5,784.00      |      |        |          |                                |

## Bagshot PL for Month No 12

## Order by Invoices Entered

## Nominal Ledger Analysis

| Invoice Date                 | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT   | Invoice Total | A/C  | Centre | Amount   | Analysis Description         |
|------------------------------|----------------|--------|-------------------|-------------------|-----------|-------|---------------|------|--------|----------|------------------------------|
| 12/03/2025                   | 25-04          | 120    | JS STONEMASONS    | JS STONE          | 450.00    | 90.00 | 540.00        | 4105 | 305    | 450.00   | Condition Rep - Bag WM       |
| 25/03/2025                   | BVC - VE DAY   | 121    | GRANTS WPC        | GRANTS            | 584.00    | 0.00  | 584.00        | 4940 | 350    | 584.00   | Bagshot Village VE Day flags |
| TOTAL INVOICES               |                |        |                   |                   | 1,034.00  | 90.00 | 1,124.00      |      |        | 1,034.00 |                              |
| VAT ANALYSISCODE OTS @ 0.00% |                |        |                   |                   | 584.00    | 0.00  | 584.00        |      |        |          |                              |
| VAT ANALYSISCODE S @ 20.00%  |                |        |                   |                   | 450.00    | 90.00 | 540.00        |      |        |          |                              |
| TOTALS                       |                |        |                   |                   | 1,034.00  | 90.00 | 1,124.00      |      |        |          |                              |

## Bagshot PL for Month No 1

## Order by Invoices Entered

## Nominal Ledger Analysis

| Invoice Date                | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT    | Invoice Total | A/C  | Centre | Amount | Analysis Description       |
|-----------------------------|----------------|--------|-------------------|-------------------|-----------|--------|---------------|------|--------|--------|----------------------------|
| 14/04/2025                  | 13789          | 125    | ZOO SIGNS         | ZOOSI             | 556.68    | 111.34 | 668.02        | 4160 | 310    | 556.68 | 3 x signs for Bagshot pond |
| TOTAL INVOICES              |                |        |                   |                   | 556.68    | 111.34 | 668.02        |      |        | 556.68 |                            |
| VAT ANALYSISCODE S @ 20.00% |                |        |                   |                   | 556.68    | 111.34 | 668.02        |      |        |        |                            |
| TOTALS                      |                |        |                   |                   | 556.68    | 111.34 | 668.02        |      |        |        |                            |



## Bagshot PL for Month No 2

## Order by Invoices Entered

|                |                |        |                   |                   |           |      | Nominal Ledger Analysis |          |        |           |                             |
|----------------|----------------|--------|-------------------|-------------------|-----------|------|-------------------------|----------|--------|-----------|-----------------------------|
| Invoice Date   | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT  | Invoice Total           | A/C      | Centre | Amount    | Analysis Description        |
| 07/05/2025     | BVC/23/08      | 128    | GRANTS WPC        | GRANTS            | 2,500.00  | 0.00 | 2,500.00                | 4650     | 340    | 2,500.00  | Gomer Road grant - 1 Aug 23 |
|                |                |        |                   |                   |           |      |                         | 380      |        | -2,500.00 | Gomer Road grant - 1 Aug 23 |
|                |                |        |                   |                   |           |      |                         | 6000     | 340    | 2,500.00  | Gomer Road grant - 1 Aug 23 |
| TOTAL INVOICES |                |        |                   |                   | 2,500.00  | 0.00 | 2,500.00                |          |        | 2,500.00  |                             |
| VAT ANALYSIS   |                |        |                   |                   | CODE      | OTS  | @ 0.00%                 | 2,500.00 |        | 0.00      | 2,500.00                    |
| TOTALS         |                |        |                   |                   | 2,500.00  | 0.00 | 2,500.00                |          |        |           |                             |

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Windlesham Parish Council

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Bagshot PL for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

| Invoice Date                 | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT   | Invoice Total | A/C  | Centre | Amount | Analysis Description           |
|------------------------------|----------------|--------|-------------------|-------------------|-----------|-------|---------------|------|--------|--------|--------------------------------|
| 11/05/2025                   | 3041           | 129    | GREENLANDS        | GREE              | 160.00    | 32.00 | 192.00        | 4160 | 310    | 160.00 | Repair guttering/fencing at Ch |
| TOTAL INVOICES               |                |        |                   |                   | 160.00    | 32.00 | 192.00        |      |        | 160.00 |                                |
| VAT ANALYSIS CODE S @ 20.00% |                |        |                   |                   | 160.00    | 32.00 | 192.00        |      |        |        |                                |
| TOTALS                       |                |        |                   |                   | 160.00    | 32.00 | 192.00        |      |        |        |                                |

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Windlesham Parish Council

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Bagshot PL for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

| Invoice Date                 | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT  | Invoice Total | A/C  | Centre | Amount | Analysis Description         |
|------------------------------|----------------|--------|-------------------|-------------------|-----------|------|---------------|------|--------|--------|------------------------------|
| 20/05/2025                   | B130           | 130    | GRANTS WPC        | GRANTS            | 280.00    | 0.00 | 280.00        | 4650 | 340    | 280.00 | Bagshot Soc - planting/event |
| TOTAL INVOICES               |                |        |                   |                   | 280.00    | 0.00 | 280.00        |      |        | 280.00 |                              |
| VAT ANALYSISCODE OTS @ 0.00% |                |        |                   |                   | 280.00    | 0.00 | 280.00        |      |        |        |                              |
| TOTALS                       |                |        |                   |                   | 280.00    | 0.00 | 280.00        |      |        |        |                              |

## Bagshot PL for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

| Invoice Date                | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT    | Invoice Total | A/C  | Centre | Amount  | Analysis Description     |
|-----------------------------|----------------|--------|-------------------|-------------------|-----------|--------|---------------|------|--------|---------|--------------------------|
| 01/06/2025                  | 3047           | 131    | GREENLANDS        | GREE              | 430.00    | 86.00  | 516.00        | 4160 | 310    | 280.00  | Concrete 3 x pond signs  |
|                             |                |        |                   |                   |           |        |               | 4220 | 310    | 150.00  | Repair zip wire platform |
| 31/05/2025                  | 2045           | 132    | GREENLANDS        | GREE              | 450.00    | 90.00  | 540.00        | 4060 | 300    | 450.00  | Bagshot Cemetery tidy up |
|                             |                |        |                   |                   |           |        |               | 337  |        | -450.00 | Bagshot Cemetery tidy up |
|                             |                |        |                   |                   |           |        |               | 6000 | 300    | 450.00  | Bagshot Cemetery tidy up |
| TOTAL INVOICES              |                |        |                   |                   | 880.00    | 176.00 | 1,056.00      |      |        | 880.00  |                          |
| VAT ANALYSISCODE S @ 20.00% |                |        |                   |                   | 880.00    | 176.00 | 1,056.00      |      |        |         |                          |
| TOTALS                      |                |        |                   |                   | 880.00    | 176.00 | 1,056.00      |      |        |         |                          |

## Bagshot PL for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

| Invoice Date               | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT  | Invoice Total | A/C  | Centre | Amount | Analysis Description          |
|----------------------------|----------------|--------|-------------------|-------------------|-----------|------|---------------|------|--------|--------|-------------------------------|
| 23/06/2025                 | 2985999        | 133    | SSE BUSINESS      | SSE               | 136.04    | 6.80 | 142.84        | 4915 | 350    | 136.04 | Xmas lights electricity 24/25 |
| TOTAL INVOICES             |                |        |                   |                   | 136.04    | 6.80 | 142.84        |      |        | 136.04 |                               |
| VAT ANALYSISCODE F @ 5.00% |                |        |                   |                   | 136.04    | 6.80 | 142.84        |      |        |        |                               |
| TOTALS                     |                |        |                   |                   | 136.04    | 6.80 | 142.84        |      |        |        |                               |

**Item 9 - Committee Finances- An Income & Expenditure report prepared by the  
Council's Responsible Financial Officer**

**INCOME AND EXPENDITURE REPORT AS AT 14 July 25  
BAGSHOT VILLAGE (Cost centres 300-350)**

The schedule below reflects the Income and Expenditure report for Lightwater Village (extracted from the Windlesham Parish Council Income and Expenditure report) and covers the period from 1 April 25 to 14 July 2025.

|                                 |                   | <b>Period to 14 July 25</b> |                     |                       |
|---------------------------------|-------------------|-----------------------------|---------------------|-----------------------|
|                                 |                   | Actual<br>28 Apr 25         | Budget<br>Full Year | Variance              |
| 1000                            | Burial fees       | 0                           | 1,079               | (1,079)               |
| 1030                            | Allotment fees    | 0                           | 0                   | 0                     |
| 1076                            | Precept           | 50,558                      | 101,115             | (50,557)              |
| 1800                            | Other income      | 0                           | 0                   | 0                     |
| 1900                            | Interest received | 0                           | 0                   | 0                     |
| 1950                            | CIL income        | 0                           | 0                   | 0                     |
|                                 |                   | <hr/> 50,558                | <hr/> 102,194       | <hr/> (51,636)        |
| Total Expenditure               |                   | 35,647                      | 102,194             | 66,547                |
| <b>Net Income/(expenditure)</b> |                   | <hr/> <b>14,911</b>         | <hr/> <b>0</b>      | <hr/> <b>(14,911)</b> |
| Plus: Tfr from EMR              |                   | 17,950                      |                     | (17,950)              |
| Less: Tfr to EMR                |                   |                             |                     | 0                     |
| <b>M'ment to/(from) Gen Res</b> |                   | <hr/> <b>32,861</b>         | <hr/> <b>0</b>      | <hr/> <b>(32,861)</b> |

**Income**

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

**Expenditure**

For the current period expenditure shows a total of £35,647 reflecting expenditure for the 3.5month period. Of this a total of £17,950 has been transferred from EMRs. Descriptions of the various costs and variances are shown in the table below.

## Expenditure Detail

|      |                             |               |                |               |  |
|------|-----------------------------|---------------|----------------|---------------|--|
| 4050 | Rates                       | 312           | 825            | 513           | Monthly rates payable to SHBC  |
| 4060 | Maintenance                 | 495           | 1,000          | 505           | Includes a charge of £450 from Pure Gardens for a one-off tidy up of the cemetery, the amount being taken from EMR337 Bagshot Cemetery maintenance |
| 4100 | War Memorial                | 0             | 4,542          | 4,542         |  |
| 4160 | Greenspace contingency      | 440           | 1,000          | 560           | Covers cost of concreting 3 x pond signs plus repairs to guttering at Bagshot Chapel   |
| 4165 | Greenspace contract         | 14,492        | 51,620         | 37,128        | Charges for April 25 - July 25 at £3,622.98 per month  |
| 4170 | Environmental costs         | 0             | 10,000         | 10,000        |  |
| 4185 | Planting                    | 1,892         | 1,827          | (65)          | Windowflowers invoice received for annual planting in Bagshot  |
| 4190 | Christmas trees             | (1,953)       | 3,000          | 4,953         | Reversal of closing accrual pending receipt of invoices  |
| 4220 | Playground repair/renew     | 430           | 3,210          | 2,780         | Monthly inspection fees x 4; Zip wire platform repair - £150   |
| 4350 | Training                    | 0             | 700            | 700           |  |
| 4500 | Cllr allowances, training & | 2,625         | 10,500         | 7,875         | Allowances for April 25 - June 25  |
| 4525 | Bagshot Chapel building     | 29            | 0              | (29)          |  |
| 4650 | Grants                      | 17,780        | 5,683          | (12,097)      | Includes £17,500 re: Gomer Road playground which has been transferred from Bagshot CIL - EMR380  |
| 4915 | Festive Lights Capital prc  | (1,548)       | 2,987          | 4,535         | Reversal of closing accrual pending receipt of invoices  |
| 4940 | VE Day celebrations         | 584           | 5,000          | 4,416         | Grant re: VE Day flags   |
| 4950 | Hall hire                   | 69            | 300            | 231           |  |
|      |                             | <b>35,647</b> | <b>102,194</b> | <b>66,547</b> |  |

## Detailed Income &amp; Expenditure by Budget Heading 14/07/2025

Month No: 4

Committee Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>Bagshot</b>                                      |                       |                        |                       |                          |                          |                    |              |                         |
| <u>300 Bagshot Cemetery</u>                         |                       |                        |                       |                          |                          |                    |              |                         |
| 1000 Burial fees                                    | 0                     | 0                      | 1,079                 | 1,079                    |                          |                    | 0.0%         |                         |
| Bagshot Cemetery :- Income                          | <u>0</u>              | <u>0</u>               | <u>1,079</u>          | <u>1,079</u>             |                          |                    | <u>0.0%</u>  | <u>0</u>                |
| 4050 Rates  | 79                    | 312                    | 825                   | 513                      |                          | 513                | 37.8%        |                         |
| 4060 Maintenance                                    | 0                     | 495                    | 1,000                 | 505                      |                          | 505                | 49.5%        | 450                     |
| Bagshot Cemetery :- Indirect Expenditure            | <u>79</u>             | <u>807</u>             | <u>1,825</u>          | <u>1,018</u>             | <u>0</u>                 | <u>1,018</u>       | <u>44.2%</u> | <u>450</u>              |
| <b>Net Income over Expenditure</b>                  | <u>(79)</u>           | <u>(807)</u>           | <u>(746)</u>          | <u>61</u>                |                          |                    |              |                         |
| 6000 plus Transfer from EMR                         | 0                     | 450                    | 0                     | (450)                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>               | <u>(79)</u>           | <u>(357)</u>           | <u>(746)</u>          | <u>(389)</u>             |                          |                    |              |                         |
| <u>305 Bagshot Heritage</u>                         |                       |                        |                       |                          |                          |                    |              |                         |
| 4100 War Memorial                                   | 0                     | 0                      | 4,542                 | 4,542                    |                          | 4,542              | 0.0%         |                         |
| Bagshot Heritage :- Indirect Expenditure            | <u>0</u>              | <u>0</u>               | <u>4,542</u>          | <u>4,542</u>             | <u>0</u>                 | <u>4,542</u>       | <u>0.0%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                              | <u>0</u>              | <u>0</u>               | <u>(4,542)</u>        | <u>(4,542)</u>           |                          |                    |              |                         |
| <u>310 Bagshot Grounds Maintenance</u>              |                       |                        |                       |                          |                          |                    |              |                         |
| 4160 Greenspace Contingency                         | 0                     | 440                    | 1,000                 | 560                      |                          | 560                | 44.0%        |                         |
| 4165 Greenspace Contract                            | 3,623                 | 14,492                 | 51,620                | 37,128                   |                          | 37,128             | 28.1%        |                         |
| 4170 Environmental costs                            | 0                     | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%         |                         |
| 4185 Planting                                       | 1,892                 | 1,892                  | 1,827                 | (65)                     |                          | (65)               | 103.6%       |                         |
| 4190 Christmas Trees                                | 0                     | (1,953)                | 3,000                 | 4,953                    |                          | 4,953              | (65.1%)      |                         |
| 4220 Playground Repairs & Renewal                   | 70                    | 430                    | 3,210                 | 2,780                    |                          | 2,780              | 13.4%        |                         |
| Bagshot Grounds Maintenance :- Indirect Expenditure | <u>5,585</u>          | <u>15,300</u>          | <u>70,657</u>         | <u>55,357</u>            | <u>0</u>                 | <u>55,357</u>      | <u>21.7%</u> | <u>0</u>                |
| <b>Net Expenditure</b>                              | <u>(5,585)</u>        | <u>(15,300)</u>        | <u>(70,657)</u>       | <u>(55,357)</u>          |                          |                    |              |                         |
| <u>325 Bagshot Administration</u>                   |                       |                        |                       |                          |                          |                    |              |                         |
| 1076 Precept  | 0                     | 50,558                 | 101,115               | 50,558                   |                          |                    | 50.0%        |                         |
| Bagshot Administration :- Income                    | <u>0</u>              | <u>50,558</u>          | <u>101,115</u>        | <u>50,558</u>            |                          |                    | <u>50.0%</u> | <u>0</u>                |
| 4950 Hall Hire                                      | 0                     | 69                     | 300                   | 232                      |                          | 232                | 22.8%        |                         |
| Bagshot Administration :- Indirect Expenditure      | <u>0</u>              | <u>69</u>              | <u>300</u>            | <u>232</u>               | <u>0</u>                 | <u>232</u>         | <u>22.8%</u> | <u>0</u>                |
| <b>Net Income over Expenditure</b>                  | <u>0</u>              | <u>50,489</u>          | <u>100,815</u>        | <u>50,326</u>            |                          |                    |              |                         |



## Detailed Income &amp; Expenditure by Budget Heading 14/07/2025

Month No: 4

Committee Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>330 Bagshot Councillors</u>                    |                       |                        |                       |                          |                          |                    |         |                         |
| 4350 Training                                     | 0                     | 0                      | 700                   | 700                      |                          | 700                | 0.0%    |                         |
| 4500 Cllr Allowances, Training & Ex               | 0                     | 2,625                  | 10,500                | 7,875                    |                          | 7,875              | 25.0%   |                         |
| Bagshot Councillors :- Indirect Expenditure       | 0                     | 2,625                  | 11,200                | 8,575                    | 0                        | 8,575              | 23.4%   | 0                       |
| <b>Net Expenditure</b>                            | <b>0</b>              | <b>(2,625)</b>         | <b>(11,200)</b>       | <b>(8,575)</b>           |                          |                    |         |                         |
| <u>335 Bagshot Council Buildings</u>              |                       |                        |                       |                          |                          |                    |         |                         |
| 4525 Bagshot Chapel Building Costs                | 0                     | 29                     | 0                     | (29)                     |                          | (29)               | 0.0%    |                         |
| Bagshot Council Buildings :- Indirect Expenditure | 0                     | 29                     | 0                     | (29)                     | 0                        | (29)               |         | 0                       |
| <b>Net Expenditure</b>                            | <b>0</b>              | <b>(29)</b>            | <b>0</b>              | <b>29</b>                |                          |                    |         |                         |
| <u>340 Bagshot Grants</u>                         |                       |                        |                       |                          |                          |                    |         |                         |
| 4650 Grants                                       | 0                     | 17,780                 | 5,683                 | (12,097)                 |                          | (12,097)           | 312.9%  | 17,500                  |
| Bagshot Grants :- Indirect Expenditure            | 0                     | 17,780                 | 5,683                 | (12,097)                 | 0                        | (12,097)           | 312.9%  | 17,500                  |
| <b>Net Expenditure</b>                            | <b>0</b>              | <b>(17,780)</b>        | <b>(5,683)</b>        | <b>12,097</b>            |                          |                    |         |                         |
| 6000 plus Transfer from EMR                       | 0                     | 17,500                 | 0                     | (17,500)                 |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b>             | <b>0</b>              | <b>(280)</b>           | <b>(5,683)</b>        | <b>(5,403)</b>           |                          |                    |         |                         |
| <u>350 Bagshot Capital Projects</u>               |                       |                        |                       |                          |                          |                    |         |                         |
| 4915 Festive Lights                               | 0                     | (1,548)                | 2,987                 | 4,535                    |                          | 4,535              | (51.8%) |                         |
| 4940 VE Celebrations                              | 0                     | 584                    | 5,000                 | 4,416                    |                          | 4,416              | 11.7%   |                         |
| Bagshot Capital Projects :- Indirect Expenditure  | 0                     | (964)                  | 7,987                 | 8,951                    | 0                        | 8,951              | (12.1%) | 0                       |
| <b>Net Expenditure</b>                            | <b>0</b>              | <b>964</b>             | <b>(7,987)</b>        | <b>(8,951)</b>           |                          |                    |         |                         |
| Bagshot :- Income                                 | 0                     | 50,558                 | 102,194               | 51,637                   |                          |                    | 49.5%   |                         |
| Expenditure                                       | 5,664                 | 35,646                 | 102,194               | 66,548                   | 0                        | 66,548             | 34.9%   |                         |
| <b>Net Income over Expenditure</b>                | <b>(5,664)</b>        | <b>14,911</b>          | <b>0</b>              | <b>(14,911)</b>          |                          |                    |         |                         |
| plus Transfer from EMR                            | 0                     | 17,950                 | 0                     | (17,950)                 |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b>             | <b>(5,664)</b>        | <b>32,861</b>          | <b>0</b>              | <b>(32,861)</b>          |                          |                    |         |                         |
| Grand Totals:- Income                             | 0                     | 50,558                 | 102,194               | 51,637                   |                          |                    | 49.5%   |                         |
| Expenditure                                       | 5,664                 | 35,646                 | 102,194               | 66,548                   | 0                        | 66,548             | 34.9%   |                         |
| <b>Net Income over Expenditure</b>                | <b>(5,664)</b>        | <b>14,911</b>          | <b>0</b>              | <b>(14,911)</b>          |                          |                    |         |                         |
| plus Transfer from EMR                            | 0                     | 17,950                 | 0                     | (17,950)                 |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b>             | <b>(5,664)</b>        | <b>32,861</b>          | <b>0</b>              | <b>(32,861)</b>          |                          |                    |         |                         |

## **Item 10- Traffic & Infrastructure- to discuss the Bagshot Traffic Scheme**

### **Background**

As members of the Committee will be aware, £50,000 of Bagshot Community Infrastructure Levy (CIL) funding has been allocated towards the Bagshot Traffic Scheme.

Members also resolved to allocate a further £50,000 from Bagshot CIL specifically to fund a raised crossing at the location of the existing zebra crossing on Bagshot High Street. The traffic scheme was originally scheduled to commence in Spring 2025.

At the June 2025 Full Council meeting, Surrey County Councillor Cllr Tear advised Members that the delivery of the Bagshot Village traffic scheme is currently under review. He requested that the Bagshot Committee arrange a meeting with the relevant Surrey County Council Highways Officer to discuss the scheme's progress.

This meeting has been scheduled for 21st July, during which SCC Highways representatives will provide any further updates regarding the scheme.

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### **Decision Required**

**Members are asked to consider any actions arising from the outcomes of the meeting with SCC Highways representatives.**

**Item 11- Bagshot Cemetery**- to discuss the cemetery drainage and pathways

**Background**

Members will be aware that the drainage around the Chapel is currently inadequate and contributing to the deterioration of the building. At the Full Council meeting in November 2023, it was resolved that a soakage test should be carried out prior to approving any remedial works.

Following the completion of the soakage test, the results confirmed that installing soakaways would be a viable solution. Additionally, the building survey recommended excavating a trench around the entire perimeter of the building to improve drainage.

At the April 2024 Full Council meeting, members were presented with four quotes for the drainage work. Given the proximity of the works to existing graves, two additional quotes for grave digger services were also presented, to provide support in the unlikely event that human remains were discovered or disturbed.

It was agreed that the work would be funded from Bagshot CIL.

Members also noted that a blanket exhumation licence would be required, necessitating an application to the Ministry of Justice.

At the same meeting, members agreed to appoint a contractor to carry out the drainage installation and a grave digger to provide standby support, should it be needed.

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**Current Situation**

Unfortunately, the appointed contractor has since gone into liquidation, and therefore new quotes must now be sought.

In the meantime, members have also agreed to replace the cemetery pathway, and it would be both practical and cost-effective for both projects to be undertaken concurrently.

Three quotes for the combined drainage and pathway works have now been requested, and we are currently awaiting their return.

---

**Decision Required**

**Members are asked to consider delegating authority to the Clerk, in conjunction with the Chair and Vice Chair of the Committee, to undertake the following:**

- **Review the received quotes and agree to appoint a contractor to carry out the drainage works and cemetery pathway improvements, based on price and/or overall suitability.**

- **Obtain quotes and agree to appoint a grave digger to provide support services, if required during the course of the works.**
- **Consider a budget level for the combined works. \***

**In addition, members are also asked to confirm their approval for the Clerk to submit an application to the Ministry of Justice for a blanket exhumation licence.**

\*It is anticipated that a quote from at least one of the contractors will have been received to give an indication of costs involved in the combined project.

## **Item 12- School Lane Field**

### **a) To discuss the maintenance of School Lane Field Pond**

#### **Background**

The Drainage Engineer at Surrey Heath Borough Council, recently attended a site visit with the Assistant Clerk to discuss its maintenance.

He advised that the pond should be drained by gravity as far as possible, with any remaining water to be pumped out. Once emptied, the pond could be dredged to remove the accumulated silt and, where necessary, any unwanted vegetation. He noted that careful consideration would need to be given to the disposal of the dredged material. An initial suggestion was to deposit the silt in a designated, fenced area in front of the pond, although it is felt this would not be appropriate given the nature of the field.

To support ongoing maintenance, it was also proposed the installation of an outfall system. This would involve laying deeper pipework and fitting a chamber with valves to enable better control of water levels over time.

It was estimated that the dredging work could take up to two weeks to complete, with approximate costs in the region of £8,000 for the dredging alone. It was confirmed that his contractor could be approached to provide a formal quotation for the works. He also agreed to further assess the feasibility of the proposed outfall system and provide advice and costings in due course.

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#### **Next steps**

- **Await Formal Quotation:**  
Await the contractor's formal quotation for the dredging works.
- **Outfall System Assessment:**  
Receive further advice and costings regarding the proposed outfall system.
- **Determine Funding Source:**  
Identify and agree on a suitable funding source to support the full cost of the dredging and any approved additional works, such as the outfall installation.

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#### **Available Funding**

|                         |          |
|-------------------------|----------|
| Environmental Costs     | £10,000  |
| Bagshot CIL             | £107,000 |
| Bagshot Village Reserve | £13,068  |

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## **Decision Required**

**Members are asked to determine whether to:**

- 1. Approve the proposed dredging of the School Lane Field Pond, deciding whether to leave the silt on site or a full off-site removal of silt and vegetation.**
- 2. Confirm whether to proceed with exploring the installation of an outfall system to support future pond maintenance.**
- 3. Delegate authority to the Clerk, in conjunction with the Chair and Vice Chair, to:**
  - Review the formal quotation once received.**
  - Obtain additional quotes, if necessary, in accordance with the Council's Financial Regulations.**
  - Approve the appointment of a suitable contractor.**

**Members are also asked to determine the appropriate funding source for the project.**

## **b) Pathway improvements- update**

### **Background**

The May 2025 BVC meeting, members unanimously resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair, to obtain quotes for the pathway and appoint a contractor based on best value and/or suitability. Authority was also granted to select the path colour and type. Members further resolved to allocate a budget of up to £22,500 for the project, to be funded from the Bagshot CIL.

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### **Current Situation**

The Assistant Clerk has sought three quotes from contractors and conducted site visits as part of the process. Two quotes have been received to date: £17,500 and £22,500, and it is anticipated that the third will be submitted in the coming weeks, enabling the project to progress.

## **Item 14- Clerks Update**

### **New Memorial Wall**

The refurbishment of the new memorial wall in Bagshot Cemetery is now complete. Small paving slabs will be sourced to mark out individual plots. Members may wish to seek quotes to clean the wall to complete the works.

### **Planting of two new Cherry Trees in Bagshot Cemetery**

It was resolved at the May meeting to plant two Cherry trees in Bagshot Cemetery. Due to the current warm weather conditions, the planting has been scheduled for autumn, when temperatures are more suitable to give the trees the best chance of successful establishment and long-term survival.

### **Freemantle Playground**

Improvement works have been completed to add a drop bolt and sleeve to the gate at Freemantle Playground. Quotes are being sought to refurbish the benches at the playground.