

**Item 5- Lightwater Recreation Ground-** To reconsider a decision regarding the use of Lightwater Recreation Ground for 1st Lightwater Scouts Annual Bonfire & Fireworks Event

**Background:**

At the April 2025 meeting of the Lightwater Village Committee, Members agreed to allow the 1st Lightwater Scouts to use the Recreation Ground for their annual bonfire and fireworks display in November 2025.

As part of that resolution, Members expressed concern that the post-event fire safety arrangements were inadequate. Specifically, Members felt that simply cordoning off the bonfire area was insufficient to ensure public safety. They therefore requested that the fire be completely extinguished before being left unattended.

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**Follow-Up Actions:**

Following that meeting, a discussion was held with the event organisers to review the fire safety measures in more detail.

The organisers confirmed they have:

- Explored various extinguishing methods, including consultation with:
  - Surrey Fire & Rescue Service
  - A private fire safety contractor
- Received consistent advice that attempting to extinguish the fire using water could lead to:
  - Significant smoke, which may pose a hazard to the Lightwater Bypass and nearby properties
  - Water saturation of the field, leading to damage, mess, and ash contamination

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**External Advice Sought:**

The Council has also consulted with:

- SHBC's Environmental Health Officer, who in turn contacted:
  - The Fire Station Commander for Camberley and Godalming

**Recommendation from the Fire Station Commander:**

*The most appropriate and safe course of action is to fence off the bonfire area with appropriate safety barriers and allow the fire to burn out naturally under controlled conditions.*

- Safety Advisory Group (SAG): they support event organisers in the planning and safe management of events.

SAG is made up of partners from the Fire Brigade, Ambulance Service, the Police, SCC Highways, SHBC Licensing and Environmental Health Departments. The aim of the group is to give event organisers as much professional advice in each of their areas to help to try and ensure so far as reasonably possible a safe and successful event.

The Chair of SAG has made contact with the event organiser and has requested an event application and risk assessment. Once received, a decision will be made on whether advice is necessary or can be provided. The event plan template once completed will also be sent to the emergency services control rooms on the night, so they have contact details for the event organiser in the event of an emergency.

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**Decision:**

**In light of the updated professional advice and the practical constraints of extinguishing a bonfire of this size, it is recommended that:**

- **The Committee reconsider the decision made in April 2025 requiring full extinguishing of the fire.**
- **Consider the request of an updated fire safety plan from the Scouts that includes any additional guidance received from SAG.**

## **Lightwater Recreation Ground Event Application and Guidance Notes**

<b>Event Name</b>	<b>Lightwater Bonfire and Fireworks</b>
<b>Event Location</b>	<b>Lightwater Recreation Ground</b>
<b>Event Date</b>	<b>8th November 2025</b>
<b>Organisation</b>	<b>Lightwater Scout Group</b>
<b>Main Contact</b>	
<b>Contact Telephone Number</b>	
<b>Document last updated</b>	<b>4<sup>th</sup> February 2025</b>

**Please submit your event management plan to Windlesham Parish Council, The  
Council Office, The Avenue, Lightwater, Surrey, GU18 5RG  
[clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)**

# Application & Guidance for Events

This template provides guidance notes for event organisers and will help you develop a detailed event management plan.

To use the template, save a new version and complete the sections in blue that apply to your event. Not all sections will apply to all events – you will need to decide which are relevant to your event. Once you have completed the template, you can delete the guidance text.

You may also find the Health & Safety Executives Event Safety Guidance helpful, as it provides guidance on security, major incident planning, first aid, electrical safety, event communication, lost children, sanitary facilities and more. This can be found at

<http://www.hse.gov.uk/pubns/books/hsg154.htm>.

The Event Industry have also put together some very useful guidance which can be purchased for a small fee. It is called the Purple Guide and was put together in consultation with the Health & Safety Executive. <https://www.thepurpleguide.co.uk/>

## Risk Assessments

You will need to provide a comprehensive risk assessment and accept responsibility for obtaining proof of adequate public liability insurance from **ALL** activity and equipment providers if your event:

- Is in partnership with Windlesham Parish Council
- Takes place on Windlesham Parish Council property

You should submit your event management plan **at least 12 weeks before your event** to allow time for things like, building inspections to take place. The more notice you can give, the better. As a general rule:

- For events with up to 1,000 people, you need to give 3 months' notice.
- For events with 1,000 – 5,000 people, you need to give 6 months' notice.
- For events with over 5,000 people, you need to give 12 months' notice.

# Event management

## Event overview

Provide a brief summary (one or two paragraphs) of what your event will involve.

Bonfire,  
Fireworks

## Licence and application checklist

Use the checklist below to record the licences and permissions you have applied for.

Checklist	Yes	No	N/A
Temporary Event Notice (TEN)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Road Closure Application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Permission/Licence to use Council owned Land provide details)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other licensing requirements (provide details) consents and licences	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you checked if your event requires planning permission? (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Key event management contacts

Complete the following table with the names, roles, responsibilities and contact details of the key people involved in organising your event. Add more lines if necessary.

The event manager has overall responsibility for all aspects of the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

Name	Role	Responsibility	Contact Details
	Event Manager	Overall responsibility	
	Production	All event infrastructure, ordering, delivery	

		timings etc	
	Volunteer Coordinator	Volunteer recruitment, training and event day management	
	Steward Coordinator	Recruitment, training and event day management	
	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections, first aid provision	
	Welfare	Toilets and wash facilities	
	Waste Management	Organisation of waste clearance and recycling	

## Health and safety

### Your responsibility for health and safety at your event

Even if you are a community organisation with no employees, you still have a responsibility under the [Health and Safety at Work Act 1974](#) to ensure that your event and any contractors are operating legally and safely.

The sections below will help ensure you take all reasonable steps to ensure your event is safe and meets health and safety laws and guidelines.

### Risk assessments and management

[Please provide a copy of your completed risk assessment.](#)

Risk assessments cover all health, safety and planning aspects of your event. You should develop your risk assessment early on, monitor it constantly and adjust it as necessary.

The first step is to develop a risk register, which identifies the risks for your event. Each risk listed in the register will need to be included in the risk assessment. You must include the risk of fire.

### Risk assessments – contractors

Your contractors could include a fun fair ride, face painter or walkabout performer. As the event organiser you are responsible for anything you contract in. Gain copies of their risk assessments to ensure that they are suitable and sufficient and ensure that they are implemented on the day.

Further guidance can be found on the HSE website at <http://www.hse.gov.uk/pubns/indg368.htm>

## Security

Most events require some professional security or stewarding to help with crowd control. Your risk assessment must include your security requirements, which will depend on things like your event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

Security at events must be [SIA \(Security Industry Authority\)](#) registered.

N/A

## Stewarding and Marshalling

A steward is responsible for the safety and care of spectators; they must be made easily identifiable but using tabards or high visibility jackets.

A marshal is someone who is responsible for the safety and care of participants or competitors. They must also be made easily identifiable by using tabards or high visibility jackets.

Like your security requirements, the number of stewards and marshals you need will depend on your risk assessment, event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

- Stewards/marshals require training and briefings so they are fully aware of their duties and responsibilities.
- You must develop a communications plan for all staff, including stewards, so they understand how they should share information or report incidents during the event.
- Crowd control.
- The type of event and the numbers attending will determine the measures needed. Consider the number and positioning of barriers, and the provision of a public address system(s).

The maximum number of people your event can safely hold must be established. This may be reduced dependent upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors. It will also be necessary to establish a crowd profile to assist in stewarding and crowd control.

As per risk assessment.

## Emergency procedures

You must document your procedures for fire, site evacuation, communicating with your audience in an emergency, contacting the emergency services, who will make decisions, etc. Include definitions, i.e. when an incident become major and is handed over to the police. You will need to share your emergency procedures with your event staff, contractors, volunteers and the emergency services.

Further guidance on putting together an emergency plan can be found on the HSE website at <http://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm>

As per risk assessment.

## First aid and medical cover

The Event Industry Guide to running an Event Safely otherwise known as the Purple Guide <https://www.thepurpleguide.co.uk/> provides a template to help establish your first aid, medical and ambulance requirements.

On-site first aid being provided by ScoutMed - <https://www.scoutmed.org/>

## Electricity

All electrical installations, even temporary ones, must comply with the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign off the installation before the event starts.

Any electrical equipment to be used at the event must have an up to date PAT (portable appliance test) test pass. Further information on what this is along with the frequency of recommended testing can be found at [www.hse.gov.uk/electricity/faq-portable-appliance-testing-htm](http://www.hse.gov.uk/electricity/faq-portable-appliance-testing-htm)

If you are including electrical supply as part of your event, please provide details here.



## Fire safety at your event

You must include the risk of fire in your event risk assessment. You must show that you have:

- Identified the fire hazards, i.e. sources of ignition, fuel and oxygen
- Identified people at risk within and surrounding your site and those at highest risk
- Evaluated the risk of a fire occurring and evaluate the risk to people should a fire occur
- Remove or reduce fire hazards and removed or reduced the risks to people
- Considered detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance
- Recorded significant findings and action taken
- Prepared an emergency plan
- Informed and instructed relevant people and provided training
- Reviewed and revised your assessment where necessary

Useful resources for fire safety planning can be found at

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues> - open air events.

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly> - small and medium places of assembly.

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly> - large places of assembly ie more than 300 people.

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-theatres-cinemas-and-similar-premises> - theatres and cinemas.

This includes guidance on Fire Safety Risk Assessments and a Guide to Precautions in Existing Places of Entertainment and Like Premises as well as in the open air.

As per risk assessment.

## Inflatable play equipment

If you intend to have bouncy castles, rides or fun fairs at your event **you are responsible** for making sure:

- The operator can provide a copy of the current PIPA test certificate for ALL the equipment.
  - The operator carries out the daily checks on the equipment as required by EIS7
  - You know when the equipment was last fully inspected.
  - You get full instructions on its SAFE operation.
  - The equipment is clearly marked with limitations of use (maximum user height etc.)
  - Are you a member of a relevant association (AIMODS, NAIH or BIHA)?
  - That there are controls in place to ensure that the equipment cannot be blown away.
  - That there are suitable checks in place to monitor wind speed and determine the maximum speed the equipment can operate safely at.
- More guidance is available on the PIPA Inflatable Play Inspection Scheme website at <https://www.pipa.org.uk/>.

N/A

## Fun Fairs

If you intend to have rides or fun fairs **you are responsible** for ensuring:

- Any stand-alone ride or rides that are part of a fun fair are part of the ADIPS Amusement Device Inspection Scheme at <http://www.adips.co.uk/>
- The operator provides you with a copy of their In Service Annual Inspection papers and you provide a copy of these to us with your event management plan.
- The operator confirms in writing that they operate under the [HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice](#).

N/A

## Temporary structures

For a small event, temporary structures may be market stalls and a marquee. Larger events and festivals may include stages, grandstands, lighting towers, gantries, site offices etc.

If the structures will be in place for a long time, you may need planning permission. Larger temporary structures need to be signed off by independent engineers before they can be used.

As a minimum:

- All suppliers will need to supply you with a copy of their public liability and employee insurance certificates.
- All suppliers will need to provide you with relevant risk assessments and method statements for the product they are supplying for your event.
- Suppliers must provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use.
- You need to consider all other health and safety aspects relating to any temporary structure for example for a marquee, how it is secured and up to what wind speeds would it be safe to remain in operation.

More guidance on temporary demountable structures their design and use can be found on the HSE website at <http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>.

Tents, Gazebos etc. all supplied and owned by the Scout group.

## Animals at events

The event organiser must inform us in writing before bringing animals on site for exhibition, performance or entertainment. We may prohibit the use of animals that pose a danger to the public.

**It is your responsibility** to ensure that as the event organiser you have copies of all relevant licences and registration documents for each animal with your event application plan.

**You are responsible** for the welfare of the animals under the [Animal Welfare Act 2006](#). This includes the animals' transport, housing, food and how they are displayed to the public.

N/A

Also there are many controls to be considered if including a Petting Farm or petting animals at your event. Further guidance on what will be required can be found in the

Industry Guidance document which can be found at  
<https://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm>

The National Farm Attractions Network have also issued an up to date Industry Code of Practise for preventing or ill health from animal contact at visitor attractions.  
<https://www.farmattractions.net/nfan-resources/code-practice/>

## **Event day communications – internal**

You must have a clear communications plan in place and ensure everyone is familiar with the plan. You also need to make sure that you have the communications equipment you need on the day. This could include radios, mobile phones, staff to run errands and messages and a public address system.

- Ensure you list phone contact details and radio channel details if radios are being used in the [Key event management contacts](#) section.
- Ensure that everyone working on your event is aware of your [Organisational structure](#) and knows who to contact if they need to report an incident or pass on information.
- Ensure your communications plan ties up with your emergency response plan.

[PA system and key staff with 2-way radios.](#)

## **Event day communications – audience**

This could include flyers, site plans, signage, public address system, stage schedules, MCs and information points.

[PA system.](#)

## **Lost & found children & vulnerable adults**

You must have a lost & found children & vulnerable adults policy and all event staff and volunteers must be familiar with it.

- Include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian
- Provide a clearly advertised point for information on lost children
- Always ensure there are at least two adults that have the appropriate [Criminal Records Bureau \(CRB\) checks](#) in place looking after any lost children. Children should not be left with just one adult.

- All incidents need be logged and all details are recorded.
- Parents and guardians should provide ID and a description of the lost child before they are allowed to collect the child.
- Contact the police if the child is reluctant to go with the parent or guardian.

As per risk assessment.

## **Licensing**

### **Temporary Events Notice (TEN)**

If you are planning an event where there will be entertainment, for example displaying a film or holding a boxing or wrestling match, or serving alcohol you probably need to submit a Temporary Event Notice (TEN).

Check the Surrey Heath Borough Council website to see if any license will be required at: <https://www.surreyheath.gov.uk/licensing>

Please be aware that there are time deadlines when applying for licenses for example a TEN needs to be submitted 6 weeks before the event. A late application could result in the application being refused.

N/A

## **Insurance**

All event organisers must hold public liability insurance to the value of £10 million. You must also ensure that your contractors hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance. You should keep copies of your contractors' insurance policies.

Confirmed, certificate to follow.

## **Provision of food**

It is advisable for event organisers to gain a copy of all caterers' current food rating certificate. This can also be checked on the Food Standards Agency website at

<http://ratings.food.gov.uk/search-a-local-authority-area/en-GB>.

Any mobile caterers on site that use a LPG gas hook up should supply you with a copy of a current gas safety certificate. Current being no more than a year old. This certificate should be signed by a Gas Safe Registered, appropriately qualified gas engineer.

The registration of a Gas Engineer can be checked on the Gas Safe website at <https://www.gassaferegister.co.uk/>.

An engineer for a mobile food unit should be registered to be able to carry out work on commercial LPG appliances.

BBQ provided by the Scout group.

## Site considerations

### Site plan

Please include a copy of your site plan with this document.

You must submit a site plan for your event; the more accurate and detailed the plan, the better.

Your site plan should include:

Placement of all temporary structures	All other site infrastructure
Position of attractions	Car parks and position of site in context to the road
Any fencing or barriers	Generator or power sources
Power supply runs (cables)	Entry and exit points
Emergency exits and assembly points	First aid points
Information point	Lost children point
Vehicle entry points	Any event décor, i.e. flags, banners etc

You may want two versions of the site plan, one for event participants on the day and another for your management team. An accurate site plan will help you direct people to the correct part of the site when they arrive to set up. A site plan will also help you plan how people will enter the site and move around it.

## Spectators and viewing areas

Ticket sales will be limited to 2,500. Viewing area as per risk assessment.

## Toilets

You must provide adequate toilets facilities for your event attendees, staff and contractors. You will also need disabled facilities plus separate sanitary facilities for caterers.

The HSE guidelines for toilets numbers are provided below.

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males and 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males and 1 urinal per 175 males

Event duration will be 2 hours, there will be 3 toilets on site.

## Vehicles on site

- You will need clearly marked emergency vehicle entrance and exit routes on your site plan and as part of your emergency planning. If these entrances and exits will be shared with other traffic, you will need a procedure for the safe entry and exit of emergency vehicles.
- Which vehicles will need to access the site for your event?
- Which vehicles will need to remain on-site throughout your event and which will need to be off-site before the event opens?
- Are there any vehicles that will need to move on the site during your event?

There will be no vehicles on site during the event. During set-up and clear down, a small number of vehicles will be accessing the field. Access to the car park will be restricted to event vehicles on the day of the event.

## Traffic, transport and parking

Smaller community events will have limited impact on traffic and parking, however you should still consider this when planning your event. Larger events can have a big impact on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport.

- How will your target audience travel to your event?
- Consider the various transport links around the event site and how these can be promoted to your audience as a way to get to your event.
- If there is on-site parking consider how attendees will be able to park on site safely. Consider signage and if volunteers or staff are to aid in the parking of vehicles ensure they are suitably trained.

## Road Closures

Are you proposing any road closures? You will need to give at least 8 weeks' notice, and the more notice, the better. Please apply to Surrey Heath Borough Council using the Street Party Road Closure application form which can be found at

<https://www.surreyheath.gov.uk/residents/communities-wellbeing/street-parties-road-closures>

Certain road closures for example for sporting events or road closures of a longer nature will require a road closure from Surrey County Council at

<https://www.surreycc.gov.uk/roads-and-transport/permits-and-licences/temporary-road-closures>

In the event that a road closure is required a map should be submitted clearly identifying which roads will be affected, either directly or indirectly. Highlight which roads will be closed and indicate at what times. Consideration should also be given to how traffic will be managed and how traffic will be diverted. Where will signs and marshals be located? Are these marshals suitably qualified to do this work? Will barriers be needed and where will these be sited. The map should include details of how traffic will be managed at key junctions and what signage will be used.

Ideally a 'run sheet' should also be drawn up. This should set out an 'action-by-action' timeline to ensure successful Traffic Management Plan delivery. It should be cross referenced against the map and should include accurate timings and clarity over who is making any decision/giving any instruction.

We will have limited disabled parking, the majority of people attending will walk.



## Fireworks

On the grounds of public safety, bonfire and firework displays on public land may be restricted to professional operators and recognised bonfire and firework societies. Your attention is drawn to the guidance on the Health & Safety Executives website regarding the organisation of an event including fireworks. This can be found at [www.hse.gov.uk/explosives/fireworks/using.htm](http://www.hse.gov.uk/explosives/fireworks/using.htm)

There will be a 20 minute firework display provided by Star Fireworks - <https://www.starfireworks.co.uk/>

## Environmental considerations

### Waste management

It is essential that your event has a waste management plan in place and that it is carried out.

- How will you keep the site clear of waste? Will this be done by stewards or volunteers?
- How you will manage waste during and after your event, including details of bins, skips, recycling and litter picking?

The site will be cleared of litter by the stewards, any debris from the bonfire will be cleared. We will have a skip.

### Recycling

It is essential that your event has a recycling plan in place and that it is carried out. For small community events, this could be as simple as labelling some bins to encourage people to separate their waste into plastic bottles, paper, etc and then taking these to the appropriate recycling centres.

Larger events will need to show that they have a recycling strategy or are employing a professional recycling organisation to manage recycling on the day.

- Make sure your concessions and food suppliers have appropriate policies and procedures in place for providing biodegradable containers and systems for the disposing of dirty water, cooking oil etc.
- Think through how you will encourage people to separate their waste. Contaminated recyclables may have to be sent to landfill.
- How will you keep the site clear of waste? Will this be done by stewards or volunteers?

N/A

## Noise

If your event has the potential to cause noise nuisance to nearby residents, your plans will have to be approved by the environmental health team. The things most likely to cause noise nuisance include live music stages, fun fairs and public address systems.

- Think about noise nuisance when you choose your event location.
- Larger events that have a music stage will always have to employ a professional sound engineer and must agree sound levels with our noise pollution team.
- Provide nearby residents with an event day contact in case they need to make a noise complaint.

N/A

## Weather

### Severe weather and event cancellation

- Consider any weather conditions which may lead your event being cancelled and how you will manage this.
- How will you let people know if the event has to be cancelled?
- Do you need insurance coverage for cancellation reasons such as thunderstorms, waterlogged ground etc?
- Is there any flood risk, e.g., field liable to flood and create difficulty for traffic leaving? How will you handle this, e.g. Provision of 4x4 vehicle assistance, agreement with land owner concerning damage to the ground, possible mud on roads etc?
- How will your event management team decide if weather conditions are too risky for your event to go ahead?

N/A

**I confirm that I have read the above guidance in conjunction with the terms of use, providing all required information to the best of my knowledge and accept all responsibility as detailed therein.**

**Name:**

**Date:** 4<sup>th</sup> February 2025

**1<sup>st</sup> Lightwater Scout Group**

**Firework Display Risk Assessment  
and Evacuation Plan 2025**

## **Contents**

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1. Site Plan



# 1<sup>st</sup> Lightwater Scouts Aerial Site Plan



## 2. Risk Matrix

## 1<sup>st</sup> Lightwater Scouts

### Bonfire Event Risk Assessment 2025 – Scoring Matrix

This risk assessment has been prepared using a scoring matrix to determine potential risk of activities undertaken at the aforementioned event.

Where risks are identified, works and arrangements are made to mitigate that risk and reduce level of exposure as far as practicable.

If elements of the event carry a high foreseeable level of risk that cannot be avoided 1<sup>st</sup> Lightwater Scout Group will review the activity and decide whether to undertake it in a different manner or whether to cancel that activity in entirety.

The matrix is as follows:

	5	10	15	20	25
	4	8	12	16	20
Likelihood	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Hazard				

1 - 4	ACCEPTABLE LEVEL OF RISK – No further action but monitor controls
5 - 9	ADEQUATE LEVEL OF RISK - Look to improve at next review
10 - 16	TOLERABLE LEVEL OF RISK – Look to improve within a specified timescale
17 - 25	UNACCEPTABLE LEVEL OF RISK – Stop activity and make immediate changes.



#### **DEFINITION OF HAZARD LEVEL OF RISK**

0	No or little risk of injury from activity
1	Individual could require first aid treatment (individual minor injury)
2	Multiple persons could require first aid treatment (multiple minor injury)
3	Individual could require hospitalisation (individual major injury)
4	Multiple persons could require hospitalisation (multiple major injury)
5	Fatality (individual or multiple)

#### **DEFINITION OF LIKELIHOOD LEVEL OF RISK**

0	Nil Chance
1	Very Low Chance
2	Unlikely
3	Likely
4	Almost Certain
5	Definitely

The risk assessment on the following pages has been scored taking into account the actions to reduce/mitigate risk as defined within the document. Should any task not have these actions followed risk should be re-assessed taking that into account.

### 3. Scout Risk Assessment

# 1st Lightwater Scouts - BONFIRE NIGHT 2025 Risk Assessment

Phase of event	Task	Hazard	0-5	Likelihood	0-5	Risk Rating	0-5	Risk identified	Action to reduce/eliminate risk
Setting up/Construction	Wood storage	1		2		2		Arson Wildlife	Material will be stored in smaller piles no taller than 1.5m at the rear of site to avoid potential arson to the main bonfire and also to ensure that any wildlife is not affected.
	Construct bonfire Period	1		2		2		Movement of materials	Material will be moved to a central storage area via controlled vehicle movements.
		1		3		3		Handling of materials	Materials will be moved in small quantities of less than 25kg. Awkward materials will not be handled single handed.
		1		2		2		Working at heights Injury from equipment	No working will be undertaken above 2m by minors. Cutting and impact tools will be used by competent persons only. Tool use will be for short periods only to avoid hand strain. PPE in the form of gloves and protective goggles will be used. Limited overhead working will take place.
		1		1		1		Overhead working	All constructors will wear protective headgear to limit risk. All materials will be adequately supported during construction. Large items requiring high level construction works will be limited and where possible constructed at a lower level and lifted into position.
	Electrical installation	1		1		1		Electrocution	Electrical equipment will not be connected to a live source until circuit and connected leads are fully installed and tested. Following energising all outlets will be tested to ensure correct connection. Power can only be used by others following tests.
	Setting up tents	1		1		1		Handling of tents and equipment.	Heavy tents and equipment weighing more than 25kg will be handled by adequate staff. Checks will be made following construction to ensure adequate supports and guy ropes are used.
	Field Access	1		1		1		Damage to field Crowd Injury	The grass at the entrance to the field will be protected using purpose made protection mats which will be secured to the soil where needed.
	Field condition	1		1		1		Damage to field	The field will be examined to determine any areas that are waterlogged, this will then be cordoned off to prevent crowd access.
	Site Access	2		2		4		Vehicle damage Volunteer/Crowd Injury	Access to the car park will be restricted to event vehicles only on the day of the event.
Event Period	Fire work display Refer to Star Firework Information	Refer to Star Firework RA		Refer to Star Firework RA		Refer to Star Firework RA		Explosion/Firework failure Crowd Injury	See Risk Assessment from specialist contractors. Area as advised by above specialists cordoned off for safe area. ScoutMed on site to offer first aid response as required. Marshalls in hi-vis jackets throughout site to keep crowd within controlled area.
	Bonfire	2		2		4		Spread of fire	Bonfire positioned a safe distance from the cordoned crowd. Fire extinguishers positioned within cordon area to allow staff to extinguish any small fires that may occur after collapse.

# 1<sup>st</sup> Lightwater Scouts - BONFIRE NIGHT 2025 Risk Assessment

Phase of event	Task	Hazard	0-5	Likelihood	0-5	Risk Rating	0-5	Risk identified	Action to reduce/eliminate risk
Event Period (cont)		2		2		4		Fire Collapse	Staff working near the bonfire are positioned adequate distance from the fire to eliminate risk.
	Food preparation & sales	2		1		2		Crowd Safety	Marshall control crowd and ensure that they are kept behind cordons.
		1		1		1		Cooking area	Cooking area is kept away from serving area to reduce risk to the public.
	Hot Drinks preparation & sales	1		1		1		Burns at preparation Customer burns	Each BBQ is controlled by individual cooks. All BBQ's are permanently supervised. Water fire extinguishers are provided in case of fire. Space is well lit and urns mounted on a level surface. Cups are not filled to the top to limit spillage and burns occurring.
	Disco	1		1		1		Electrical Fire Electrocution	CO2 extinguisher provided to assist in the event of fire. Adequate lighting is provided at all times. Power is not energised until all connections are made.
	Entrance	2		2		4		Crowd Safety	The area is well lit with a number of access routes to limit crowd Marshall's direct visitors. Marshall's with loudspeakers and radio communications keep a controlled entrance and exit flow to and from site.
	Exit from site Police support as available	2		2		4		Traffic control on highway	When exiting site additional Marshall's will be allocated to that roadside area and where possible stop traffic for limited periods to allow the crowd to leave site safely.
	Serious Incident	2		2		4		Need to Evacuate	In the event of a serious incident evacuation procedure will be actioned. Marshall's will assist in an orderly evacuation. using evacuation plan.
	Crowd Safety with Police support as available	2		2		4		Crowd control	Marshall's sited throughout site offer crowd control & assistance.
	Electrical Services	1		1		1		Site temporary electrical installation	Temporary services are kept from main crowd routes and areas. All leads are RCD protected at sources reducing risk of shock.

## 1<sup>st</sup> Lightwater Scouts - BONFIRE NIGHT 2025 Risk Assessment

Phase of event	Task	Hazard 0-5	Likelihood 0-5	Risk Rating 0-5	Risk identified	Action to reduce/eliminate risk
Event Period (cont)	Bonfire Flammable accelerants	1	2	2	Control & Spread of accelerant	Fuel Oil is to be used for the fire effect. Use will be limited to certain areas of the fire and fire extinguishers and sand will be locally positioned .
	Lost Children	0	3	3	Missing Child	Marshall to obtain details and contact the event coordinator. Event coordinator will make PA announcements. All exits will be monitored to ensure that the child does not leave the site.
		0	3	3	Found Child	At all times, the child will be escorted by 2 marshalls, preferably with one marshall the same sex as the child. The child will be escorted to the first aid tent. Marshall to obtain details from the child and contact the event coordinator. Event coordinator will make PA announcements.
Clear-up period	Bonfire	2	1	2	Burns/Fire	The fire will most likely still be alight after the event. The fire will cordoned off to prevent access until the area is cleared during the following day.
	Electrical Installation	1	1	1	Electrical Safety	Power is de-energised throughout once tent age is removed. Lighting remains in operation until the end at which point it is disconnected at source and then removed. Removal works are undertaken in torch light.
	Clear site	1	1	1		Initial site clearance is undertaken following the event. Following day detailed final clearance is undertaken. Check for metal within area of fire. Make good as required.

4. Scout Evacuation Plan

## 1<sup>st</sup> Lightwater Scouts Bonfire 2025 - Event Evacuation Procedure

Throughout the period when the public are present event control and methodology for emergency evacuation are to be actioned as detailed below.

This document must be read alongside the event risk assessments.

Due to potential for differing risks this document is provided to identify required actions for each level of risk.

Key Personnel are to be located at three primary locations and will be in radio contact to allow a coordinated action plan to be implemented throughout the events duration.

The key locations where any major failure or emergency will be identifiable are:

1. Entrance gates
2. Fire area
3. Event Coordinator position

At each location coordinating Marshals will be present with both air horns and megaphones.

### **Action In the event of a minor incident:**

Potential minor events	Power Failure Local problem to event facilities (tea tent, etc.)
------------------------	---

If either of the above type of failure occurs, there will be no need to evacuate all the public from the field.

In the event of power failure coordinating Marshalls will make announcements on megaphones for all persons to remain in their current locations until power can be restored or a controlled evacuation is implemented.

In the event of a local problem with an event facility, Marshalls will move the public away from the area which will be isolated and fenced off.

### **Action in the event of a major incident:**

Potential major events	Fire Public disorder Structural failure affecting a large area Fire work failures that affect the public areas
------------------------	---

If any of the above failures occur the field will require evacuation.

Coordinating Marshals nearest the incident will make three separate clear bursts on an air horn to advise of the need for site evacuation.

## **1<sup>st</sup> Lightwater Scouts Bonfire 2025 - Event Evacuation Procedure**

All marshals are briefed on hearing this signal to move the public towards the defined escape route.

The coordinating marshals will make megaphone announcements throughout the evacuation period.

Marshals at the gate will go to the roadway and stop traffic in both directions (although this task should be undertaken by Surrey Police if available) to allow crowd evacuation away from the site.

If safe to do so, Marshals shall remain on site to secure entrances until such times as emergency services can attend to the incident and any injuries that may have occurred.

The event coordinator will have responsibility to make the final decision as to the required incident response and will make contact with emergency services if required



## **Item 6- Grants**

### **To consider a Grant Application from Lightwater Connected**

#### **Summary:**

The Lightwater Committee has received a grant application from Lightwater Connected, requesting financial support to fund a bi-monthly supplement to the 'Village Life' magazine, listing all local events, meetings, and functions undertaken by all voluntary groups in Lightwater.

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#### **Action:**

**Members are invited to consider the details of the grant application and supporting documentation attached and determine whether they wish to:**

- **Approve the request in full, in part, or not at all.**
- 

#### **Details of Grant Request:**

Lightwater Connected seeks funding to fund a bi-monthly supplement to the 'Village Life' magazine, listing all local events, meetings, and functions undertaken by all voluntary groups in Lightwater.

**Total Grant Requested: £1,000-£2,000**

**The current available grant budget is £2,500**

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#### **IMPORTANT POLICY CONTEXT**

**The Lightwater Committee grant policy stipulates that all grants will be subject to a maximum of £1000 per project.**

---

#### **Required Documents:**

- Completed and signed Grant Application Form - Received
- A copy of the Constitution - Received
- Copies of the last financial year accounts - A copy of the latest bank statement with NatWest and a copy of two balance sheets covering the period from the 1<sup>st</sup> April 2024 to 31st March 2025 have been received.



**WINDLESHAM PARISH COUNCIL**  
**GRANT APPLICATION FORM GRANTS OVER £1000**  
 Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☒

Windlesham ☐

Name of Organisation	LIGHTWATER CONNECTED	
Registered Charity Number (if applicable)		
Contact Name		
Position within the organisation	CHAIRMAN	
Telephone number		
Address of organisation		
Postcode		
Email address		
Total cost of purpose/project	£ 2000	
Amount of grant requested	£ 1000 - £2000 (subject to WPC Policy 25/6)	
Detail grants received (or applied for but not yet determined) from other sources:	NONE	

<p>What are your organisation's objectives?</p>	<p>TO PROVIDE ADMINISTRATION SUPPORT FOR MEMBER VOLUNTARY ORGANISATIONS &amp; ENCOURAGE THE DEVELOPMENT OF THE VOLUNTEER NETWORK IN LIGHTWATER.</p>
<p>For what purpose / project is the grant requested, and what is the evidence-based need for the grant?</p>	<p>TO FUND A BI-MONTHLY SUPPLEMENT TO THE MAJOR "VILLAGE LIFE" MAGAZINE LISTING ALL LOCAL EVENTS, MEETINGS &amp; FUNCTIONS UNDERTAKEN BY <u>ALL</u> VOLUNTARY GROUPS IN LIGHTWATER. THERE IS, CURRENTLY, NO WIDELY-CIRCULATED PUBLISHED INFORMATION AVAILABLE TO ALL 7000 RESIDENTS AND THIS ADDRESSES THIS PROBLEM (SEE COPY ATTACHED)</p>
<p>How will you monitor and evaluate achievement of your objectives?</p>	<p>WE ARE PARTNERING WITH LOCAL PUBLISHER TO MONITOR &amp; PROVIDE CONTENT &amp; SUPERVISE 100% DISTRIBUTION TO ALL RESIDENCES.</p>
<p>How does the application meet the criteria for this fund?</p>	<p>IT HELPS ALL VOLUNTARY GROUPS PUBLICIZE THEIR ACTIVITIES &amp; MAKES ALL ORGANISATIONS KNOWN TO THE COMMUNITY. IT BENEFITS ALL RESIDENTS &amp; GIVES THEM A PERMANENT REFERENCE POINT FOR ALL ACTIVITIES.</p>

How will you ensure that the services provided are fully accessible to the community? If there are any restrictions placed on who can use / access your service you must provide details here:	BY INSISTING THAT PUBLISHER GUARANTEES OVER 90% CIRCULATION OF MAGAZINE, AS CURRENTLY, AND AIMS FOR 100% THROUGH DISTRIBUTION BY OTHER MEANS e.g. LOCAL POST OFFICE, NEWSAGENTS, etc.
Has community engagement been undertaken?	YES - 2 TRIPS IN MAY & JUNE 2025 TO GET DISTRIBUTION AS EFFICIENT AS POSSIBLE.

Total number of users of your organisation	up to 7000
Number of your users resident in Windlesham Parish who will directly benefit from the grant	7000
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	—

Current bank balance	£ 7098-32	date 15/05/2025
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**Supporting documentation to be submitted with the grant application.**

A copy of the written constitution



Copies of the last financial year-end accounts



A copy of your latest bank statement



If the grant relates to property matters, a copy of the lease



**Additional documentation required for grant requests over £3,000**

Tendering process



**Additional documentation required for grants for tree surgery or tree maintenance**

Up to date tree survey or tree management plan



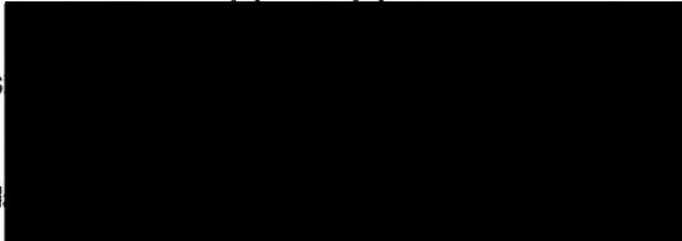


I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.

Yes ☒ No ☐

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the conditions:

S  
N



Position in organisation.....CHAIRMAN

Date.....19th MAY 2025

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk). The completed form should be returned to The Clerk to Windlesham Parish Council, Council Offices, The Avenue, Lightwater, GU18 5RG or return this form to one of your local Parish Councillors.

**For official use**

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	



# Introducing The Village Life GUIDE TO WHAT'S HAPPENING IN LIGHTWATER

in partnership with Lightwater Connected



## Key Events

**VE Day Celebration** - Organised by Lightwater Society  
Saturday 10th May, 12.00 - 18.00  
Lightwater Recreation Ground.

**Windlesham Parish Council**

**Annual Parish Meeting Tuesday 13th May**  
Venue: The Briars Centre, Briar Avenue,  
Lightwater, Surrey, GU18 5PF. For updates  
visit: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)



**Community Conversations** - 'Online Safety, Helping  
To Keep Children Safe' Wednesday 14th May.  
Time: 20.00. Venue: All Saints' Church.

**Community Cinema Monthly** - 'West Side Story' on  
Saturday 17th May. Free in All Saints' Church Hall.

**Lightwater Fete** - Saturday 21st June 12.00 - 16.30,  
Lightwater Recreation Ground.

**Fayres in the Square** - organised by Lightwater Society  
Saturday 5th July, 11.00 - 15.00

Saturday 13th September, 11.00-15.00

Saturday 29th November, 15.00 - 18.30 (Christmas  
Lights switch-on) Contact: [lightwaterevents@gmail.com](mailto:lightwaterevents@gmail.com)

**Lightwater Scouts Jumble Sale**

Saturday 20th September, 10.00 - 11.30, Scout Hut,  
The Avenue, Lightwater.

**Lightwater Country Market** - First Saturday of the  
month, 10.00 - 11.30, All Saints' Church Hall.

## Church Groups

### All Saints' Lightwater

#### Sunday Services

9.30 Traditional Holy Communion.

11.30 Contemporary Worship and childrens' groups.

#### Songs of Praise

14.30, the fourth Wednesday of each month.

#### All Saints' Coffee Shop

First and Third Saturdays of each month,  
10.00-12.00 noon in Lightwater Library including  
the **Hearing Aid Clinic**. This is a free service that  
offers maintenance support for NHS hearing aid  
users, including battery replacement, cleaning,  
and re-tubing.

**80 LIGHTWATER VE80 FESTIVAL**  
SATURDAY 10TH MAY 12.00 - 18.00  
LIGHTWATER RECREATION GROUND, BEHIND ALL SAINTS' CHURCH

## Lightwater Village Midsummer Fete

Saturday 21 June 12:00 - 16:30

Recreation Ground Broadway Road, GU18 5S1



### Community Conversations

'Online Safety - Helping to Keep  
Children Safe Online' - let's talk!

- What are some of the biggest risks for children  
in online spaces?
- What's a Loot Box, Skin or Whisper?
- Understand how children experience the online world
- Learn about resources and tools that could help  
keep them safe

With  
Aliyah Pettit from the NSPCC

Wednesday 14 May 2025,  
7.45 for 8pm

All Saints' Church Lightwater

There will be plenty of time for questions

Everyone welcome

Follow All Saints' Church Lightwater on  
Facebook for details of all our events

### All Saints' Flower Festival

Held at the Village Fete on 21st June.

#### Recycling

Bra Bank in the ladies toilet in the church hall. Toner,  
laser and inkjet cartridges in the church porch.

#### Youth Group

Regular Sunday evenings at 18.00 in the church hall,  
please contact the Parish Office first to check.

#### Roundabout Lightwater

Monthly magazine for the church and the village.

#### All Saints' Church Hall

Available for bookings. Please contact Parish Office.

#### Parish Office

Open 9.30am - 12 noon, Mon, Tues, Thurs, Fri.

01276 453121, [office@allsaintsalllightwater.org.uk](mailto:office@allsaintsalllightwater.org.uk)

## Key Local Services

### Lightwater GP Surgery

The Surgery, 39 All Saints Rd, Lightwater, GU18 5SQ.  
Tel: 01276 538600.

### Defibrillators

(In an emergency dial 999 for the access code)

- Village Centre (next to Bayfield's Opticians)
- 11 Mount Pleasant Close
- Lightwater Surgery
- BP Garage
- The Co-op
- Lightwater Leisure Centre
- All Saints' Church Hall

### Lightwater Care

Providing transport to residents for GP, hospital/other  
appointments. Call 07933 123256, 10.00 - 12.00 noon,  
Mon - Fri.

### Lightwater Food Bank

Run by Camberley Besom; food collecting bins are in  
the Co-op, and entrance to All Saints', for all donations.

### Lightwater Schools

Federation of Lightwater Schools: Headteacher Mrs

Francesca Hooker

**Hammond Junior School**

01276 473972

**Lightwater Village School**

01276 473346

### Surrey Heath Neighbourhood Watch

[www.surreyheathnw.co.uk](http://www.surreyheathnw.co.uk)

**Country Park Ranger Service**

01276 707100

**Windlesham Parish Council**

01276 471675

### Local Surrey Heath Borough Councillors

Cllr. Julie Hoad: [julie.hoad@surreyheath.gov.uk](mailto:julie.hoad@surreyheath.gov.uk)

Cllr. Shaun Macdonald: 01276 479675

Cllr. Kevin Thompson: 07793 495841

### Surrey County Councillor:

Cllr. Rebecca Jennings-Evans: 07973 549673

## Local Groups

### Lightwater Library Events

83A Guildford Rd, Lightwater,  
Surrey, GU18 5SB.

Opening Hours - 10.00 - 13.00

& 14.00 - 17.00 Tuesdays,

Wednesdays & Fridays and 10.00

- 13.00 Saturdays (ages 7-11).

Storytime - Tuesdays at 10.30.

LEGO Club - Saturdays 10.00 - 13.00.

### Lightwater Men's Group

Meets on the last Thursday of every  
month, 14.00-16.00, Red Lion pub.

[lightwatermg18@yahoo.com](mailto:lightwatermg18@yahoo.com)

### Lightwater Ladies Group

Meets on the second Thursday  
of every month 14.00 - 16.00,

Red Lion Pub

[lightwaterlg20@yahoo.com](mailto:lightwaterlg20@yahoo.com)

### Lightwater Gardening Club

Meets at 19.00 first Friday of the

month - All Saints Church Hall

Contact: Shirley, 01276 502025

### Lightwater Scouts

[www.lightwaterscouts.org.uk](http://www.lightwaterscouts.org.uk)

### Lightwater Girl Guides

[lightwaterandwindlesham](mailto:lightwaterandwindlesham)

[GG@gmail.com](mailto:GG@gmail.com)

### Mother's Union

Meets 14.00, first Monday of the  
month, at All Saints Church Hall.

### Womens Institute

Meets at 13.45, second Wednesday  
of the month at All Saints Church

Hall, [bkblanchard@btinternet.com](mailto:bkblanchard@btinternet.com)

### Darby & Joan Club

Meets at 13.30, 1st and 3rd

Wednesday of the month -

All Saints Church Hall.

### Lightwater Chess Club

Meets every Friday, 14.00 - 16.00

- Red Lion Pub, [Les.christian@btopenworld.com](mailto:Les.christian@btopenworld.com)

[btopenworld.com](mailto:btopenworld.com)

### Lightwater Club (CIU)

74 Guildford Road, Lightwater,

Surrey, GU18 5SD

[lightwaterclub.co.uk](http://lightwaterclub.co.uk)

### Eurovision Party

Saturday, 17th May 2025

Time: Evening (Exact time TBC)

Join us for a fun-filled night

celebrating the Eurovision Song

Contest. Entry Fee: FREE event.

### Graffiti Child

Saturday, 31st May 2025

Time: Evening 20.30

Details: Party night with sounds of

the 70s and 80s. Entry Fee: £2 for

members, £5 for non-members.

### Bingo

Every Sunday, 20.00.

### Quiz Night

First Wed of each month, 19.00.

### Crossley Club

The Crossley Club, 113 Guildford

Road, Lightwater, Surrey, GU18 5RA

[crossleyclub.co.uk](http://crossleyclub.co.uk)

### Duo Undercovers

Sunday, 11th May 2025

Time: 3-6pm

A broad spectrum of classic hits and

chart-toppers, rock and reggae.

Entry Fee: Free to all.

### Cheeky Blinders Ska and Reggae

Saturday, 24th May 2025

Time: Evening (Exact time TBC)

Live performances featuring

classic Ska and Reggae tunes.

Entry Fee: Members £8. Other £10.

### Zumba Classes

Tuesdays 19.00-20.00

Fridays 10.30-11.30

Email [kimmyzumba@hotmail.com](mailto:kimmyzumba@hotmail.com)

### Monthly Bingo

Date: Friday 9th May, 20.00.

### Monthly Children's Discos:

For children up to 14 years old.

**Pool and Darts:** hosted regularly.

(All event details subject to change).





SURREY  
COUNTY COUNCIL  
Your Councillor Community Fund



# LIGHTWATER CONNECTED

Balance Sheet for the Financial Year 1st April 2023 to 31st March 2024

INCOME		EXPENDITURE	
<u>Grants</u>	<u>£450.00</u>	<u>Fete 2023</u>	<u>£2,179.48</u>
Sparks - Balance of Rent Grant	£200.00	<u>Fete 2024 - Radio Frimley Park</u>	<u>£200.00</u>
Surrey Heath BC	£250.00	<u>Telephone Costs</u>	<u>£122.32</u>
<u>Fete 2023</u>	<u>£2,741.00</u>	<u>Insurance</u>	<u>£754.66</u>
<u>Fete 2024</u>	<u>£450.00</u>	<u>Room Hire</u>	<u>£164.00</u>
Stall Donations -	£450.00	<u>Web Site</u>	<u>£1,412.52</u>
<u>Donation from Lightwater Fete</u>	<u>£200.00</u>	Prior Year -	£769.31
For Insurance -		Current Year -	£643.21
<u>Grant from Council (2022/3)</u>	<u>£500.00</u>	<u>Printing / Stationary</u>	<u>£1,867.83</u>
From LRP - For Laptop -		Prior Year -	£623.71
		Current Year -	£1,244.12
<u>Google Ireland</u>	<u>£0.30</u>	<u>Sum Up Machines</u>	<u>£544.51</u>
			£389.97
			£25.00
			£129.54
		<u>Transfer to Fete (2023 Grant)</u>	<u>£500.00</u>
		<u>Raffle Drum</u>	<u>£69.93</u>
		<u>Flowers for the Church</u>	<u>£50.00</u>
		<u>LVIS Expenses</u>	<u>£35.92</u>
		<u>Meeting - Expenses</u>	<u>£9.28</u>
		<u>Roller Banners</u>	<u>£233.79</u>
	<u>£4,341.30</u>	<u>Expenditure Sub Total</u>	<u>£8,144.24</u>
Bank Account as at 1st April 2023	<u>£9,616.91</u>	Bank Account as at 31st March 2024	<u>£5,813.97</u>
Surplus / - Deficit	<u>-£3,802.94</u>	Connected	£562.13
		Fete	£3,043.07
		Unused Grants	£2,208.77
 31st March 2023 		<u>BANK BALANCE</u>	<u>£5,813.97</u>
<u>BALANCE - 10th NOVEMBER 2023</u>	<u>£5,813.97</u>		

The above accounts and the related balances, based upon cash receipts and payments for the year 2023/4 are in accordance with the underlying records.

Date

21.4.24

Date

13/5/24

# **LIGHTWATER CONNECTED**

Balance Sheet for the Period 1st April 2024 to 31st December 2024

INCOME		EXPENDITURE	
<u>Return of Unused 2023-4 Grants</u>	<u>-£1,368.00</u>	<u>2023/4 Lightwater Society Web Site</u>	<u>£19.14</u>
SHBC - Village Signs	-£500.00		
Sparks - Office Accomodation	-£868.00	<u>Telephone</u>	<u>£57.56</u>
<u>Transfer of Unused 2023-4 Grants</u>	<u>-£251.58</u>	<u>Room Hire</u>	<u>£203.00</u>
SCC - Newsletter Grant			
(passed to Lightwater Society)	-£251.58	<u>Insurance</u>	<u>£171.62</u>
<u>Donation by Lightwater Society</u>	<u>£250.00</u>		
2024 Fete		<u>Lightwater Fete - 2024</u>	<u>£1,777.16</u>
<u>Transfer of Donation to L-VIS (Seymours)</u>	<u>£100.00</u>		
(from Lightwater Society)		<u>2024</u>	
		Credit Card Charges	£3.22
<u>Sale of LIVE Laptop</u>	<u>£100.00</u>	Entertainers	£1,025.00
		Banners & Posters	£182.77
<u>Lightwater Fete - 2024</u>	<u>£2,370.00</u>	Temporary Event Notice	£21.00
		Tombola Prizes	£53.81
<u>2024</u>		First Aid	£120.00
Stall Donations	£1,278.00	Church Toilet Clean	£171.36
Tombola Sales	£992.00	Insurance Donation to L. Soc	£200.00
Seymour Tombola Grant	£100.00		
<b>Income</b>	<b>£1,200.42</b>	<b>Expenditure</b>	<b>£2,228.48</b>
Bank Account as at 31st March 2024	<u>£5,813.97</u>	Bank Account as at 31st December 2024	<u>£4,785.91</u>
Connected	£562.13	Connected	£700.00
		<u>Ring Fenced -</u>	
<u>Ring Fenced</u>		Lightwater Fete	£3,885.91
Windlesham P.C - General Exps	£421.19	L-VIS	£100.00
Sparks - Office Accomodation	£1,036.00	LIVE	£100.00
SHBC - Village Signage	£500.00		
Ring Fenced - Fete	£3,043.07		
SCC - Newsletter	£251.58		
			£4,785.91
<b>Surplus / - Deficit</b>	<b><u>-£1,028.06</u></b>	<b>BANK BALANCE</b>	<b>£4,785.91</b>
<b>BALANCE AS AT 31st DECEMBER 2024</b>	<b>£4,785.91</b>		

The above accounts and the related balances, based upon cash receipts and payments for the financial year 1st April to 31st December 2024 are in accordance with the underlying records



# LIGHTWATER CONNECTED

Balance Sheet for the Period 1st January 2025 to 31st March 2025

Specially Prepared for Windlesham Parish Council

INCOME		EXPENDITURE	
<u>GRANTS</u>	<u>£1,950.00</u>	<u>FETE</u> - (Radio Frimley Park)	£210.00
Surrey CC - Fete -	£500.00		
WPC - Fete -	£500.00	<u>LVIS</u> - (Plants)	<u>£7.58</u>
Surrey CC - Connected -	£700.00		
Lightwater Coop - LVIS -	£250.00		
<u>FETE</u>	<u>£395.00</u>		
Stall Donations -			
<u>LIVE</u>	<u>£106.26</u>		
Closure of Bank Account -			
	<b>£2,451.26</b>	<b>Expenditure Sub Total</b>	<b>£217.58</b>
Bank Account as at 1st January 2025	<u>£4,785.91</u>	Bank Account as at 31st March 2025	<u>£7,019.59</u>
<u>Ring Fenced Accounts</u>		<u>Ring Fenced Accounts</u>	
Connected	£700.00	Connected	£1,400.00
LIVE	£100.00	LIVE	£206.26
Fete	£3,885.91	Fete	£5,070.91
LVIS	£100.00	LVIS	£342.42
<b>Surplus / - Deficit</b>	<u><b>£2,233.68</b></u>		

Treasurer - Lightwater Connected  
11th July 2025

Account Name  
LIGHTWATER CONNECTED  
BUSINESS CURRENT ACCOUNT



NatWest

### Current Account

Summary	
Statement Date	30 MAY 2025
Period Covered	02 MAY 2025 to 30 MAY 2025
Previous Balance	£6,873.14
Paid In	£425.00
Withdrawn	£866.29
New Balance	£6,431.85
BIC	NWBKGB2L
IBAN	GB67NWBK52415648265357

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Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
02 MAY 2025	BROUGHT FORWARD			6,873.14
12 MAY	Automated Credit L 7962962312012150	50.00		6,923.14
	OnLine Transaction LIGHTWATER CONNECT VIA ONLINE - PYMT FP 12/05/25 10 57151217512818000N		49.98	6,873.16
13 MAY		25.00		6,898.16
14 MAY		70.00		6,968.16
		50.00		7,018.16
	VIS FLOWERS VIA ONLINE - PYMT FP 14/05/25 10 55122329931268000N		24.84	6,993.32
15 MAY		50.00		7,043.32
		30.00		7,073.32
		25.00		7,098.32
19 MAY	OnLine Transaction 0005902 L. CON VIA ONLINE - PYMT FP 19/05/25 10 27145432123378000N		264.00	6,834.32
20 MAY	OnLine Transaction 35787531 VIA ONLINE - PYMT		27.47	6,806.85
22 MAY		25.00		6,831.85
23 MAY		50.00		6,881.85
27 MAY		50.00		6,931.85
28 MAY	OnLine Transaction WINDLESHAM PC LWATERFETE DEPOSIT VIA ONLINE - PYMT FP 28/05/25 10 03160745021612000N		500.00	6,431.85

# **Lightwater Connected**

## **Constitution**

### **1. Name of Organisation**

The Organisation shall be known as 'Lightwater Connected'.

### **2. Date of Inauguration**

1<sup>st</sup> September 2020

### **3. Date of this amendment**

4<sup>th</sup> March 2025

Since inauguration, and as a result of the emergence of Lightwater Society as the Residents Association in Lightwater, Lightwater Connected has evolved solely to looking after 'Group' interests, with no direct resident input. This revised Constitution, while retaining the same core aims, objectives and principles of the original, reflects this change.

### **4. Aims & Objectives**

- (a) To encourage the development of the volunteer network in Lightwater to serve all residents, irrespective of age, disability, gender, sexuality, race and faith.
- (b) To support the operations of any existing voluntary groups, who may want to become members, to coordinate their activities in the Village and provide administrative back-up.
- (c) To facilitate the creation of new voluntary groups or subsidiary operations.
- (d) To help member organisations:
  - 1. Perform their joint voluntary duties to the maximum benefit of all residents,
  - 2. Protect their volunteers with joint public and private liability insurance as part of the insurance cover of Lightwater Connected,
  - 3. Maximise their ability to generate funding,
  - 4. Maximise the effect of communication and publicity to all residents,
  - 5. Promote themselves to the wider health and business community,

- 6. Combine and use the skills of all the available volunteers to best effect.
- (e) To liaise and co-operate with wider public bodies, other support organisations and the local business community to the benefit of Lightwater residents.

## **5. Membership**

- (a) Full membership is open to all like-minded, voluntary organisations or groups of residents, in, or closely associated with, the Village, who have established 'rules of working' and who support and operate within the aims and objectives of Lightwater Connected. Acceptance for membership will be by a two-thirds majority vote at a Managing Committee meeting, including any proxies.
- (b) Associate membership (with no voting rights), is open to other groups who support our aims and objectives, but who choose not to be, or cannot be, full members (e.g. the Church; Scouts, etc). Acceptance for this category of membership will be by two thirds majority at a Managing Committee Meeting, including any proxies.
- (c) Member Groups must maintain their own affairs independently and in accordance with their own clearly defined 'rules of working' and must agree to maintain detailed records and accounts, either themselves or through the Treasurer of Lightwater Connected.
- (d) Member Groups must appoint a Committee Member to serve on the Managing Committee of Lightwater Connected, and regularly report on all activities.
- (e) The individual Committee Members must be accountable to the Managing Committee and responsible for their Group's compliance with the requirements of the Lightwater Connected Insurance Policy and to any directives emanating from the Managing Committee.

## **6. Powers**

- (a) To take whatever action is necessary to meet the aims and objectives of Lightwater Connected.
- (b) To take action to ensure all member groups comply to their 'rules of working' and to the requirements of the Lightwater Connected Group Insurance Policy.
- (c) To take out the necessary insurance to protect itself, the public and all Group volunteers while performing duties as outlined in clause 4.
- (d) To open and operate the necessary Bank Accounts
- (e) To raise money to enable Lightwater Connected and its member organisations to fund their necessary costs, projects and operating expenses



- (f) To co-opt volunteers on to the Managing Committee in a non-voting capacity.
- (g) To amend the Constitution to comply with any relevant changes of circumstances.

## 7. Management

- (a) Lightwater Connected will be administered by a Managing Committee consisting of one representative from each of the member organisations. Additional individuals may be co-opted and their membership subsequently reconfirmed annually by a two-thirds majority of the Committee.
- (b) Official Executive roles will be appointed from within the Committee, by majority vote, and must include a Chairman and a Treasurer appointed from within the Committee.
- (c) The quorum for the Managing Committee shall be 3 members, or their proxies, including any elected Chairman, Vice Chairman, or Treasurer, all of whom have equal voting powers.
- (d) Major decisions, including any changes to this Constitution will be communicated by email or video link or at an AGM or a specially convened EGM to which members will be given at least 14 days' notice.
- (e) A minimum of 3 actual meetings (online or in person) should be held every year, called by the Chairman, one of which will be treated as an AGM. Any two committee members can agree to call additional meetings.
- (f) A suitably précised report of all Managing Committee meetings will be sent/emailed to all members to be approved at the next meeting.
- (g) Committee members are expected to take a full part in the running of Lightwater Connected while respecting both the 'rules of working' and interests of their respective independent organisations, the wider interests of the Village and the terms and conditions of the Group Insurance Policy.
- (h) The Managing Committee has the power to remove a member Organisation or Committee Member from membership if, in the opinion of the Committee, any of the aims and objectives and good practice (as prescribed in clause 4 and 7(g) above), are deemed to not being met. Such a decision must have a two-thirds majority of those present, including proxies.
- (i) If a Member Group wishes to leave Lightwater Connected for any reason, it should inform the Chairman in writing.
- (j) Throughout this document the two-thirds majority rule, applicable for the approval of all motions by the Executive, applies to the number of members involved, or their proxies, as long as the quorum condition has been met.

If, in the opinion of the Chairman of the meeting, any item raised requires a more substantive discussion and vote, this will be deferred until a further meeting takes place to ensure all committee members are aware of the consequences.

## **8. Finance**

- (a) A bank account shall be operated specifically in the name of Lightwater Connected
- (b) All payments from the Bank Account must be authorised by two signatories - a committee member, and the Treasurer, or their authorised proxies.
- (c) Reasonable out-of-pocket expenses may be paid to members of the Managing Committee and anyone else authorised by it, for completion of any duties relating to the business of Lightwater Connected. All expenditure to be approved by a two thirds majority of the Managing Committee or their proxies.
- (d) Each participating Group will be expected to contribute to the running costs of Lightwater Connected according to its income and ability to do so. This will be decided in accordance with its use of the available services and will be agreed between the Treasurer and the Group when it is accepted for membership and then reviewed annually and approved by a two thirds majority of the Managing Committee, including proxies.
- (e) Lightwater Connected accounts are to be prepared and independently examined as soon as possible after each year of operation and presented for approval at an AGM which must be held within 3 months of the year end. These accounts will show the balances and 'independently-reviewed' accounts for each of the member organisations whose accounts are held within Lightwater Connected.
- (f) All Member Organisations must keep suitably balanced reports of income and expenditure. Funds, if held in the Lightwater Connected bank account, will be ring-fenced for each Organisation's sole use.
- (g) All funding received should be ring-fenced for each of the applicable member organisations as specified, with sufficient unassigned funds being held for the day-to-day administration of Lightwater Connected, as agreed by the Managing Committee
- (h) In the event of a member group leaving the Organisation, all ring-fenced funds and grants, less any outstanding costs or disbursements, will be transferred to a bank account specified by the departing Group.

## 9. Dissolution

The Managing Committee will take whatever action is required, at that time, to wind up the Organisation, to continue it in a different format or amalgamate it with another Organisation; every option to be considered and decided by a two-thirds majority vote of the Managing Committee, including any proxies.

## 10. Adoption of Constitution

Following the adoption and signing of this revised Constitution, and until the Organisation is dissolved, as set out in Clause 9 above, the persons listed below, or any successor representatives of each member organisation, or any independently approved and appointed members, will act with due diligence as an ongoing Managing Committee:

Windsor Rackham, 36 Lightwater Meadow  
Lightwater, Surrey, GU18 5XJ

Sig

Date... 4th March 2025

John Towlson, 40 Lightwater Meadow,  
Lightwater, Surrey, GU18 5XJ

Signe

Date... 4th March 2025

John Herren, 1 MacDonald Road,  
Lightwater, Surrey, GU18 5TN

Signe

Date.....

Peter Hurford, 26 Curley Hill Road,  
Lightwater, Surrey, GU18 5YQ

Signed...

Date... 4/3/25