



Windlesham Parish Council

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The Council Offices
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GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 22nd September 2026, at 7.15pm held at St Anne's Church Centre, 45 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
Mr Burlinson
Mr Storer
Mr Winfer
Ms Winfer
Mr Ingram
Mrs Ingram
Mr Thomas
Ms Headley

P – present A – apologies PA – part of the meeting - no information
*Apologies Accepted

Cllr R Jennings-Evans took the Chair

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		Action
C/26/74	Apologies for absence Apologies for absence were received from Cllrs Wheeler, Bakar and Wilson Members noted that reasons for apologies would be considered in the confidential part of the meeting.	
C/26/75	Declarations of interest Cllr Malcaus Cooper declared a non-pecuniary interest in item 9 on the agenda due to her position as chairman of the Briars Centre Community Association. She also declared a non-pecuniary interest in item 17, noting she has been in conversation with the Scouts.	

	Cllr Lewis declared a non-pecuniary interest in item 15 on the agenda, noting that she had submitted the grant application being discussed. Cllr Turner raised a concern that, in light of social media posts and the conduct of the previous meeting, Cllr Malcaus Cooper may have appeared predetermined on Item 17. The Clerk advised that the Council had not taken legal advice on the matter and that it remained each councillor's responsibility to declare any relevant interest and, where necessary, withdraw from the item. Cllr Harris declared a non-pecuniary interest in item 9 on the agenda, noting his position as Treasurer of the Briars Centre Community Association.	
C/26/76	Public question time Cllr Harris started the meeting in the public gallery and asked a question in his capacity as Treasurer of the Briars Centre Community Association. Cllr Harris raised concern relating to item 9 on the agenda, in particular that neither Surrey Heath Borough Council as the landlord nor Windlesham Parish Council had the courtesy to formally contact the Briars Association before the papers were published. He also informed Members that in the last 3 years the BCCA had spent circa £26k on repairs and maintenance and since 2010 over £160k on refurbishment and maintenance works. Additionally, BCCA held in excess of £35k in cash with a further £5k due from debtors. Cllr Harris also noted that the papers did not provide any insight into the value that the Briars Community Centre brings to the community. A facility that is open to a vast range of users, from baby sensory classes and youth sports to University of 3rd age lectures, from social gatherings and religious festivals to dog training and Police liaison events. 1. Why has WPC made no formal communication on this matter to BCCA? 2. How much has WPC spent on repairs and maintenance on its Council Office and Chamber since 2010? 3. Given that WPC's reputation for working with voluntary groups to benefit the community has recently not been excellent, will the Chairman commit to ensuring that WPC will act as a facilitator and enabler rather than an impediment to the successful running of the Briars by the Charity? The Chairman acknowledged the points raised, noting that she had no authority to commit Council to anything and that it would be a matter for the Council to consider. Cllr Harris was also informed that answers will be provided to him in his capacity as the Briars Centre Community Association Treasurer in writing. Mr Winfer asked the Council to confirm his understanding that, should the event not proceed, the Council would reimburse the Scouts for lost ticket sales. The Clerk clarified that this was not what had previously been	

	discussed. The Scouts had been advised that, if restrictions on event numbers arising from evacuation times resulted in a loss of ticket income, they could consider applying to the Council for a grant. Jordon Headley – Explained that she has just found out that the Council is considering the sale of the Hook Mill Lane Depot site and expressed concern. The Chair informed her that this will be considered under confidential part of the section and any resident representation received by the Council would be presented.	
C/26/77	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: C/26/94 To consider reasons for Councillor absences. C/26/95 To review response regarding code of conduct C/26/96 To review the outcome of the recent Data Protection Audit C/26/97 Hook Mill Lane Disposal – including correspondence received C/26/98 To approve as a correct record, the confidential reports of the previous meeting held on 1st September 2026 and the Civic Amenities meeting held on the 27th July 2026 Members agreed that the above items would be discussed in the confidential part of the meeting. Additionally, Cllr Malcaus Cooper requested that item 9 be considered in the confidential part of the meeting. A vote was taken and the request denied with 5 in favour, 8 against and 1 abstention.	
C/26/78	Full Council Minutes The minutes of the Full Council meetings held on the 28th July 2026 and the EGM held on the 1st of September were approved by Members as a correct record and signed by Cllr Jennings-Evans Cllr Malcaus Cooper wanted it recorded that she did not approve the minutes.	Cllr R Jennings-Evans
C/26/79	Committee and Sub-Committee Minutes - The minutes of the Planning Committee meetings held on the 12th August 2026 and 2nd September 2026 were approved and signed by Cllr Stevens. - The minutes of the Civic Amenities Committee meetings held on the 27th July 2026 were approved and signed by Cllr White.	Cllr Stevens Cllr White

C/26/80	Council to receive the external audit conclusion for 2025-2026 The Clerk informed Members that the Conclusion of Audit had been received from PKF Littlejohn and the annual return has been passed with no issues and a copy presented to Members. It was resolved unanimously to note the contents of the report, to accept the audit opinion and to approve the annual return and certificate. Cllr R Jennings-Evans thanked the Officers for their hard work in ensuring a clean audit.	
C/26/81	Council Insurance Renewal Members considered the report regarding the renewal of the Council's insurance policy due on 1 October 2026. It was noted that the policy formed the final year of the three-year long-term agreement approved by Council in September 2024 and that the renewal may include cyber insurance cover following recommendations arising from the Council's recent data protection audit. Members further noted that the renewal premium had not yet been confirmed and may increase due to index-linked adjustments and the addition of cyber insurance cover. Members resolved to: 1. Note the above information and delegated authority to the Clerk to include cyber cover in the policy. It was also resolved that should the budget be exceeded, the excess will be funded from the General Reserve. 2. Delegate authority to the Clerk to review the renewal and authorise acceptance of the renewal and payment of the annual premium for the 2026/27 insurance period.	Clerk/RFO Clerk/RFO
C/26/82	To consider asset transfers Members considered the report setting out the assets currently proposed by Surrey Heath Borough Council for transfer to the continuing authority, together with the financial, operational and legal implications arising from the proposals. Members noted that the proposed asset schedule remained subject to satisfactory legal, financial, condition and operational due diligence and that no commitment had been made to accept any asset transfers. Members further noted the estimated additional first year cost of adopting and maintaining the assets at approximately £140,000, the potential implications for the parish precept, the outcome of the previous public consultation, and the outstanding due diligence information requested from Surrey Heath Borough Council.	

C/26/83	CGR Update The Clerk informed Members that it was her understanding that West Surrey Unitary Council had approved the Community Governance Order (CGO) and she was awaiting a formal update from SHBC. Cllr Malcaus Cooper raised concern that the wording on the CGO may not reflect that Lightwater and Bagshot will be the continuing council. The Clerk will clarify this with Democratic Services at SHBC.	
C/26/84	Policy Reviews Members were reminded that at the May Full Council meeting it was agreed to form a working group to review all of the Council's policies. The following Councillors were nominated Members of the group: Cllr Turner Cllr Malcaus Cooper Cllr Jennings-Evans Shared files of all policies were circulated for review and amendment/ comment on the 12th August 2026. Members were asked to review and either adopt or amend the following policies: Biodiversity Policy –NO CHANGES – Members are to note that as yet the biodiversity assessment on the allotments has not been carried out due to lack of resources. Code of Conduct LGA – NO CHANGES Communications Strategy – REVIEW HIGHLIGHT Complaints Procedure – NO CHANGES Councillor Employee Relations – NO CHANGES Fire Safety Policy – REVIEW HIGHLIGHT Health & Safety Policy -NO CHANGES IT Policy – MINOR CHANGES Media & Communications – CHANGES Officers Code of Conduct – NO CHANGES Publication Scheme -NO CHANGES Reserve's Policy – REVIEW CHANGES Risk Appetite Statement – NO CHANGES Tree Management Policy – NO CHANGES Vexatious Complaints Policy – NO CHANGES Cllr Malcaus Cooper confirmed she had not submitted any comments as part of the review process. However, she considered that several changes and cross-referencing were necessary. It was resolved to defer consideration of the policies so that the Clerk could reshare the relevant documents with Cllr Malcaus Cooper to enable her comments to be incorporated.	Clerk & Cllr Malcaus Cooper

C/26/85	Matters arising from Committee meetings Members were presented with the resolution of the Civic Amenities & Recreation Committee made on 27 July 2026 regarding documentation requirements for events held on Council-owned or managed land. The Committee had reviewed the documentation required from event organisers and was advised that the current requirements are based on health and safety legislation, national guidance and previous advice from the Surrey Safety Advisory Group. The Committee resolved to continue with the existing requirements to assist the Council in discharging its duty of care as a landowner and Managing Trustee of Lightwater Recreation Ground. Members were asked to review and note the decision made at the Civic Amenities Committee held on the 27th July 2026. There was some discussion on where liability lies, and Cllr Harris acknowledged that the paper seemed reasonable but raised concern that Officers had no experience running events. Cllr R Jennings-Evans reminded Members that in October 2025, Council had resolved that permission to use the recreation ground would only be granted if all documentation was in line with the Purple Guide, HSE and the Safety Advisory Group guidance Cllr Turner noted that the Officer's role was administrative and raised concern that this was disingenuous and undermining the Officers for enacting Council resolutions. Cllr Harris clarified that was not his intention, and he was simply highlighting that there was a fine distinction between reviewing event organisers' documentation and assuming liability. Cllr Malcaus Cooper felt that the Council should find a way of working with event organisers and prioritising community benefit. It was resolved to note the resolution	
C/26/86	Workstream Update Members were presented with updates on the agreed workstream. Cllr Richardson raised concern about loose stonework at the Windlesham war memorial. She also asked for an update on the Windlesham Cemetery Greenspace procurement process. The Clerk informed her that it was progressing and that there would be an update soon.	

	Cllr Harris asked for clarification on whether the Council's review of the 2027 Lightwater Fete paperwork is currently on hold. The Clerk confirmed that it was on hold as documented. Cllr Marr requested a copy of the Windlesham Cemetery Memorial testing Noted	
C/26/87	Accounts for Payment a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £35,145.41 and explained the individual items. It was resolved that the payments (Appendix A) in the total sum of £35,145.41 be authorised, and the Chairman signed the Expenditure Transactions Approval List.	Cllr R Jennings-Evans
C/26/88	Windlesham Grant application to SHBC. Members considered a report regarding a community grant application submitted to Surrey Heath Borough Council for traffic calming and infrastructure improvements within Windlesham Village. Members noted that the application had been submitted prior to obtaining a formal resolution of the Council and in the name of "Windlesham Village Parish Council", which is not yet constituted. Cllr Lewis clarified that this had been a misunderstanding by SHBC and that the application had been submitted in the name of Windlesham Parish Council for use within Windlesham Village. Members further noted that Surrey Heath Borough Council had requested clarification regarding highway authority support, parish council support and funding arrangements, and that any grant awarded would transfer to the successor Windlesham Village Council from April 2027 Members resolved to: 1. Note the submission of a CIL grant application to Surrey Heath Borough Council for traffic and infrastructure improvements within Windlesham Village. 2. Note that the application was submitted prior to obtaining a formal resolution of Windlesham Parish Council. 3. Note the misunderstanding and that it should be considered that the application was submitted in the name of Windlesham Parish Council, for the benefit of Windlesham Village. 4. Note that any grant funding received and unspent at the time of disaggregation of the Council will be transferred to the new Windlesham Village Council.	

	5. Endorse the application 6. Authorise the Clerk to communicate the Council's decision to Surrey Heath Borough Council.	The Clerk
C/26/89	Frimley Park Hospital Engagement Members were advised that Frimley Health NHS Foundation Trust had extended the public consultation on proposals for a new Frimley Park Hospital until 12 October 2026. Members noted the publication of additional information, including the Site Selection Report and information relating to transport and access considerations, and considered whether the Council would respond to the consultation. It was resolved that Cllrs Malcaus Cooper and Turner draft a response to the consultation, with Cllr Wheeler to be invited to participate and Cllr R Jennings-Evans to act as substitute if required. Authority was delegated to the Clerk to submit the final response on behalf of the Council.	Nominated Councillors
C/26/90	To consider event permissions at Lightwater Recreation Ground if required Members considered the officer report providing an update on the proposed 1st Lightwater Scouts Bonfire and Fireworks Event at Lightwater Recreation Ground on 7 November 2026, following receipt of revised documentation on 7 and 21 September. The report assessed the latest information against the conditions agreed by Full Council on 1 September 2026. Members noted that Curley Park Rangers Football Club supported the proposed use of part of the football pitch, subject to temporary turf removal and subsequent reinstatement. The Scouts had provided a substantially more detailed risk assessment and event-safety documentation; however, the report concluded that the conditions had only been partially complied with and important matters on the risk assessment documentation remained unresolved. This included, but was not limited to, the proposed bonfire remaining approximately 15 metres from the nearest property boundary, against the Council's requirement for a minimum 20-metre separation from property not owned by the Council, and was proposed at approximately 5 x 5 metres, exceeding the maximum 4 x 4 metres agreed by Council. The report also identified outstanding or partially addressed matters relating to assessment of ground dryness, wind controls, the insurance policy exclusions, confirmation of referral to and approval by Unity where required, and assurance concerning the training or competence of the fire marshals. Members noted that the Scouts had provided new information concerning the siting of the bonfire in relation to the boundary. It was understood that, if the bonfire were moved to a 20-metre separation from the boundary, the fireworks element would not be able to proceed. However, no new information had been provided to justify a larger bonfire than that previously agreed. In accordance with Standing Orders, 'A resolution shall not be reversed within six months except either by a special motion, which requires	

	written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 10, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee. 'Therefore, the Council should only consider overturning a decision properly made by the Council where there is new material information or a clear procedural reason to revisit the matter. Members were also in receipt of correspondence from the Scouts challenging aspects of the Council's approach and requesting that permission be granted on the same terms as the previous year. In light of the issues raised, independent legal advice had been sought by the Council and was awaited at the time the report was prepared. It was resolved to: • Note that the Scouts submitted additional documentation on 7 and 21 September 2026. • Note that Curley Park Rangers Football Club supports the proposed use of part of the football pitch, subject to temporary turf removal and reinstatement after the event. • Note that the Scouts have only partially complied with the conditions agreed by Full Council on 1 September 2026. • Note that the proposed bonfire remains approximately 15 metres from the nearest property boundary and is proposed at approximately 5 x 5 metres. These arrangements do not meet the Council conditions of a minimum 20-metre separation from property not owned by the Council and a maximum bonfire footprint of 4 x 4 metres. Members debated the item in depth and expressed differing views. The Scouts informed Members that if the Council did not reconsider its previous resolution to site the bonfire 20m from the boundary, the fireworks would be unable to proceed due to insufficient distance between the fireworks and the bonfire. Cllr Hardless and Cllr Turner acknowledged that the Scouts had emailed all councillors on Sunday evening, including a letter pertaining to this event, with Cllr Turner noting he considered the tone extremely disrespectful to both Council and Officers enacting Council decisions. During the discussions, with a view to supporting the event organiser, Cllr Harris volunteered to act as a Fire Marshal, providing assurance that a person with appropriate training would be present. On occasions during the debate, Members interjected while another Member was speaking, requiring the Chairman to actively manage the discussion. The Chairman endeavoured to ensure that Members had an opportunity to express their views and also invited the Scout leaders present to contribute, so that the information before Members was balanced and fair.	
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	At one point, Cllr Harris raised his voice, expressing dissatisfaction with the conduct of the meeting, and publicly criticised the Chair. The Chair noted his comments and that his behaviour was inappropriate and was making Councillors feel uncomfortable. Therefore, the meeting was suspended. <i>21:44 Meeting suspended due to Councillor behaviour.</i> <i>21:50 Meeting reconvened</i> <i>21:51 Members agreed to suspend Standing Orders to conclude the meeting.</i> Cllr Harris continued to make his point; however, the Chairman advised that he had already spoken and that other Members should be allowed to contribute. The Chairman indicated that Standing Orders could be invoked to allow Members to speak only once. Cllr Harris voiced his dissatisfaction and left the meeting. <i>21:52 Cllr Harris left the meeting.</i> All Councillors present agreed that they remained committed to finding a solution and did not wish to see the event cancelled. Members considered whether authority should be delegated to the Clerk. The Clerk noted that during the meeting, a couple of Councillors had expressed criticism of the officer's interpretation of the HSE and Purple Guide guidance, stating that they had no experience of running events and considered the approach to have been overly robust and, in their view, to have created unnecessary obstacles for the event organiser. In light of those comments, the Clerk advised that the risks had been clearly brought to the Council's attention, including the Fire Service's email and its reference to a neighbouring resident that it would therefore not be appropriate for the decision to be delegated to her. The Clerk further advised that the decision should instead be made by the Council itself. Cllr Hardless proposed, Cllr Du Cann seconded, and it was resolved, with 11 Members in favour, 3 against, and no abstentions, that permission be granted for the fireworks to go ahead, subject to confirmation from the Scouts' insurer that there are no policy exclusions that would affect this event. Additionally, permission for the bonfire was considered separately, and it was resolved that it would be granted subject to the Scouts informing their insurer of all relevant information and providing confirmation from their insurer that they are content with the bonfire's distance from the boundary. It should be noted that no amendments to the previous EGM resolution relating to the size of the bonfire were agreed. Additionally, Members discussed both Council and Event Organiser liabilities, and it was acknowledged that the current document titled 'Use of Lightwater Recreation Ground Risk Assessment' will be reformatted as a Land Owners/Manager Risk Assessment.	
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	Furthermore, event organisers will be notified that they should ensure appropriate considerations and mitigation measures relevant to their event are detailed within their submitted documentation. <i>22:31 Cllrs Gordon left the meeting</i>	
C/26/91	Clerks Update All updates were covered under the agenda item relating to the workstream.	
C/26/92	Correspondence It was noted that the only correspondence received pertained to item 24 to be discussed in the confidential part of the meeting.	
C/26/93	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: C/26/94 To consider reasons for Councillor absences. C/26/95 To review response regarding code of conduct C/26/96 To review the outcome of the recent Data Protection Audit C/26/97 Hook Mill Lane Disposal – including correspondence received. C/26/98 To approve as a correct record, the confidential reports of the previous meeting held on 1st September 2026 and the Civic Amenities meeting held on the 27th July 2026	
C/26/94	To consider reasons for Councillor absences It was resolved to accept the reasons given by Cllr Wheeler and Cllr Bakar. Cllr Wilson had not given any reasons for his absence; therefore, his apology was noted but not accepted.	
C/26/95	To review response regarding code of conduct Members reviewed the response received, and it was resolved with 9 in favour and 4 against, and 0 abstentions, to defer this item.	
C/26/96	To review the outcome of the recent Data Protection Audit Members received and considered the findings of the independent data protection audit undertaken by GDPR-Info Ltd. It was unanimously resolved to defer this item.	
C/26/97	Hook Mill Lane Disposal – deferred from July Full Council Meeting The Clerk informed Members that the Council had received several emails relating to the sale of Hook Mill Lane Depot.	

	It was resolved to defer this item pending further advice requested in the confidential report.	
C/26/98	To approve as a correct record the confidential resolution report from the Civic Amenities Committee meeting held on the 27th July 2026 and the Full Council EGM held on the 1st September 2026, noting/approving any recommendations therein. It was resolved to approve the above reports.	
	There being no further business, the meeting closed at 22:41	

28/07/2026

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PURCHASE DAYBOOK

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Top Level for Month No 4

Order by Invoices Entered

Invoices entered by J.CHALLISS
Posted by J.CHALLISS

							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
22/07/2026	INV 0233	992	GOV ASSIST	GOVASST	200.00	40.00	240.00	4430	225	200.00	Annual subscription
17/07/2026	INV 7042	993	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	400	200.00	Ashes Internment
14/07/2026	INV 3337	994	TAW GARDEN LANDSCAPE	TAWLAND	1,008.00	201.60	1,209.60	4165	210	1,008.00	LW Mem Gardens Ground Maint
30/06/2026	INV S125779	995	GOODWATER LTD	GOODWATER	35.00	7.00	42.00	4435	225	35.00	Legionella Sample Test
28/07/2026	DEPOSIT JUN26	996	LIGHTWATER SOCIETY	LIGHTSOC	1,000.00	0.00	1,000.00	566	0	1,000.00	Deposit Return LW Soc
30/06/2026	INV PO052248	997	KEDEL	KEDEL	493.95	98.79	592.74	4160	210	493.95	Bench - Windmill Field
								355		-493.95	Bench - Windmill Field
								6000	210	493.95	Bench - Windmill Field
TOTAL INVOICES					2,936.95	347.39	3,284.34			2,936.95	
VAT ANALYSIS CODE S @ 20.00%					1,736.95	347.39	2,084.34				
VAT ANALYSIS CODE Z @ 0.00%					1,200.00	0.00	1,200.00				
TOTALS					2,936.95	347.39	3,284.34				

Top Level for Month No 5			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
01/08/2026	INV 2043177	998	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	210	7,359.78	Ground Maint Aug 26
								4905	455	1,419.63	Ground Aug 26
								4905	455	72.90	Gym Inspection LW Rec Aug26
								4220	210	72.90	Gym Inspection Bagshot Aug26
28/07/2026	INV 103	999	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Meeting - 15 July 2026
24/07/2026	INV 7073	1000	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Internment 23Jul26
31/07/2026	INV SB20260311	1001	PKF LITTLEJOHN	PKFL	1,365.00	273.00	1,638.00	4445	225	1,365.00	Annual External Audit 2025/26
29/07/2026	INV 3137	1002	GREENLANDS	GREE	620.00	124.00	744.00	4160	210	620.00	Bench base & Instal Wind Field
								355		-620.00	Bench base & Instal Wind Field
								6000	210	620.00	Bench base & Instal Wind Field
01/08/2026	INV 2288	1003	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Wind Cem Ground Maint July
01/08/2026	GRANT AUG1	1004	WINDLESHAM DARBY J	WINDL	500.00	0.00	500.00	4650	540	500.00	Wind Darby & Joan Grant
								356		-500.00	Wind Darby & Joan Grant
								6000	540	500.00	Wind Darby & Joan Grant
01/08/2026	GRANT AUG2	1005	WINDLESHAM FIELD	WINDLESH	1,000.00	0.00	1,000.00	4650	540	1,000.00	Wind FofR Grant - Waste Bins
								356		-1,000.00	Wind FofR Grant - Waste Bins
								6000	540	1,000.00	Wind FofR Grant - Waste Bins
27/07/2026	INV 1393	1006	CLARKE GAMMON WELLER CLARKE		650.00	130.00	780.00	4556	435	650.00	HML Sale Legal advice
31/07/2026	INV 2899	1007	ZENTECH IT	FRE01	813.48	162.69	976.17	4440	225	441.89	Monthly IT Support
								4435	225	371.59	Printer Ink Cartridges
05/08/2026	INV 202626	1008	ST ANNES PCC	ANNE	66.00	0.00	66.00	4950	225	66.00	Hall hire FC meeting July
TOTAL INVOICES					16,284.69	2,900.73	19,185.42				16,284.69
VAT ANALYSIS CODE S @ 20.00%					14,503.69	2,900.73	17,404.42				
VAT ANALYSIS CODE Z @ 0.00%					1,781.00	0.00	1,781.00				
TOTALS					16,284.69	2,900.73	19,185.42				

25/08/2026

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PURCHASE DAYBOOK

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Top Level for Month No 5

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
17/08/2026	GDPR-60304	1009	GDPR INFO LTD	GDPR	500.00	0.00	500.00	4445	225	500.00	Data Audit ref C/25/241
12/08/2026	INV 1607	1010	LIGHT ANGELS	LIGHTA	3,540.00	708.00	4,248.00	4940	250	3,540.00	Flags - Installation & remove
31/07/2026	GC092-279	1011	GLENDALE	GLEND	86.00	17.20	103.20	4060	400	43.00	Plaque - 228B
								4060	500	43.00	Plaque - 77BL
TOTAL INVOICES					4,126.00	725.20	4,851.20				
VAT ANALYSIS CODE OTS @ 0.00%					500.00	0.00	500.00				
VAT ANALYSIS CODE S @ 20.00%					3,626.00	725.20	4,351.20				
TOTALS					4,126.00	725.20	4,851.20				

Top Level for Month No 6

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/08/2026	INV 110	1012	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Planning Meeting 12Aug26
01/09/2026	2043297	1013	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	210	7,359.78	Ground Maint Sep26
								4905	455	1,419.63	Ground Maint Sep26
								4905	455	72.90	Gym Inspection - LW Rec
								4220	210	72.90	Gym Inspection - Bagshot
02/09/2026	INV 2294	1014	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Wind Cem Ground Maint Aug26
01/09/2026	GC092-285	1015	GLENDALE	GLEND	43.00	8.60	51.60	4005	300	43.00	Plaque - Lightwater Cem
01/09/2026	APR-AUG	1016	LUCY SHANNON EXPENSE	SHANNON	109.92	0.00	109.92	4435	225	109.92	Office Expenses & Travel
01/09/2026	DEC-APR	1017	LUCY SHANNON EXPENSE	SHANNON	81.93	0.00	81.93	4435	225	81.93	Office Expenses
01/09/2026	INV 2974	1018	ZENTECH IT	FRE01	447.06	89.41	536.47	4440	225	447.06	Monthly IT Support
01/09/2026	MAR-SEP	1019	SUZIE KIERNAN	SK - EXP	45.65	0.00	45.65	4435	225	45.65	Office Expenses
TOTAL INVOICES					11,797.77	2,309.05	14,106.82			11,797.77	
VAT ANALYSIS CODE S @ 20.00%					11,545.27	2,309.05	13,854.32				
VAT ANALYSIS CODE Z @ 0.00%					252.50	0.00	252.50				
TOTALS					11,797.77	2,309.05	14,106.82				



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MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL **Held on Tuesday 5th October 2026, at 5:45pm held at Lightwater Library, 83A Guildford Road, Lightwater**

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

In attendance: Jo Whitfield –Clerk to the Council
Karrie Ingram
Alan Ingram
1 x Member of the public

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

Cllr R Jennings Evans was in the Chair

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		Action
C/26/99	Apologies for absence Apologies for absence were received from Cllrs Wheeler, Richardson, Hardless, Bakar and Wilson. Members noted that reasons for apologies would be considered in the confidential part of the meeting.	
C/26/99	Declarations of interest None	
C/26/100	Public Questions No public questions	
C/26/101	Exclusion of the press and public.	

	Members agreed that there were no items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960. C/26/73 Lightwater Recreation Ground - final review of Bonfire documentation if required C/26/74 To consider reasons for absence Members agreed that the above items would be discussed in the confidential part of the meeting.	
C/26/102	Lightwater Recreation Ground - final review of Bonfire documentation The Council was reminded that it had previously considered the proposed 1st Lightwater Scouts Bonfire and Fireworks Event at Lightwater Recreation Ground, scheduled for 7 November 2026. At the Extraordinary Full Council meeting held on 1 & 22 September 2026, Members considered advice received following a Surrey Fire and Rescue Service site visit, the Council's responsibilities as landowner and concerns relating to the proposed bonfire location. Council resolved to grant permission subject to conditions. Members were informed that the conditions had been partially met and that Council now needed to consider the information presented and determine whether, having considered the revised Risk Assessment, the insurer's clarification, previous advice and representations, the known site history and the Council's responsibilities in relation to the land, Members are satisfied that the proposed mitigation and operational controls provide sufficient assurance for the bonfire to proceed. Members reviewed and considered the documentation provided, and it was unanimously resolved: 1. To note the clarification subsequently provided by the Scouts' insurer. 2. To note the further information and controls contained within the revised Risk Assessment, Version 3.2. 3. To note that the proposed bonfire has been reduced to approximately 4m x 4m, thereby complying with the Council's existing resolution concerning maximum bonfire size. 4. To note that the proposed location remains approximately 15 metres from the nearest property boundary and approximately 20 metres from the nearest residential premises. 5. That having considered the revised Risk Assessment, the insurer's clarification, previous advice and representations, the known site history and the Council's responsibilities in relation to the land, Members are satisfied that the proposed mitigation and	

	operational controls provide sufficient assurance for the bonfire to proceed. 6. To note that responsibility for the operational management of the event and implementation of the submitted risk controls remains with the event organiser.	
C/26/103	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.	
C/26/104	Lightwater Recreation Ground - final review of Bonfire documentation No discussion required	
C/26/105	To consider reasons for absence It was resolved to accept the above reasons given by Cllr Wheeler and Cllr Bakar. Cllr Wilson had not given any reasons for his absence; therefore, his apology was noted but not accepted.	
	There being no further business, the meeting closed at 17:53	



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

Held on 22nd September 2026 at 6.30pm St Anne's Church Centre, 43 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Marr	P
Du-Cann	P	Harris	-	Wheeler	A
		Stevens	P		

In attendance: Joanna Whitfield – Clerk to the Council

Cllr Stevens took the Chair

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

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PLAN/26/48	Apologies for absence Apologies were received from Cllr Wheeler No apologies were received from Cllr Harris.
PLAN/26/49	Declarations of interest All Councillors declared a non-pecuniary interest in item 26/0776/CES
PLAN/26/49	Public participation time No public were present.
PLAN/26/50	Exclusion of the press and public To agree any items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: PLAN/26/54 To consider reasons for Councillor absences Members agreed that the above item would be discussed in the confidential part of the meeting.
PLAN/26/51	To consider a Runnymede Local Plan Scoping Consultation It was resolved not to respond to this consultation.

PLAN/26/52	To consider a Surrey Heath Borough Council Planning Policy Consultation regarding the Local Plan Review Scoping and Engagement Members resolved to defer this item until the next planning meeting.
PLAN/26/53	To consider planning applications and planning appeals received prior to this meeting:

	Bagshot Applications	
26/0801/DTC	47 Guildford Road, Bagshot, Surrey, GU19 5JW Submission of details to comply with condition 4 (landscaping), condition 6 (LEMP), condition 8 (surface water drainage), condition 9 (contamination) pursuant to application 23/0256/FFU for the demolition of existing public house (Sui Generis) and construction two detached and one pair of semi-detached 4 bed houses with associated vehicle parking, landscaping, bin and cycle stores. Members resolved to note the submissions and rely on SHBC to confirm that all requirements of the conditions are met.	Details to comply
	Lightwater Applications	
26/0776/CES	Lightwater War Memorial, Guildford Road, Lightwater, Surrey Certificate of lawfulness for the proposed repairs to existing war memorial. Members noted that this was an application submitted by Windlesham Parish Council, which they support.	Certificate Proposed Development
26/0821/DTC	Holly Lodge, Catena Rise, Lightwater, Surrey, GU18 5RD Submission of details to comply with condition 4 (landscaping) and condition 7 (tree protection) attached to planning permission 25/1008/FFU (appeal reference 6002682) for the erection of part single, part two storey side extension and subdivision of residential unit to form two residential dwellings following demolition of existing extension and garage. Members resolved to note the submissions and rely on SHBC to confirm that all requirements of the conditions are met.	Details to comply
	Windlesham Applications	
26/0771/NMA	Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Non-material amendment to planning permission 23/0080/FFU for minor amendments to the consented site layout and alterations to the external envelope of buildings. Members noted that this application was granted permission on the 21st September 2026; however, the committee wished to record NO OBJECTION with the following COMMENT:	Non Material Amendment

	This application has been submitted following the refusal of application 26/0541/NMA, which also proposed alterations to the exterior of the buildings. In that case it was held that the removal of chimneys, entrance canopies, feature gable cladding and decorative brick detailing would cumulatively result in a significant reduction to the visual quality and overall character of the approved development. Whilst it is regrettable that the chimneys have not been included in this application, they have been replaced with crested ridge detailing, which is visually appealing. The porches have been reinstated as originally designed with sloping canopies, rather than flat surrounds, which is a significant reversal as they are a central feature of the front elevations. The retention of brick header detailing around the windows and brick banding is also welcome as it adds to the architectural and design quality of the dwellings.	
26/0809/CEU	Windlesham Garden Centre, London Road, Windlesham, Surrey, GU20 6LL Certificate of lawfulness for the existing use of land for agriculture, garden centre, car wash, commercial/retail and ancillary car park (Sui Generis). Members resolved to OBJECT for the following reasons: This application is linked to application 26/0810/CEU in that the site is subject to an Enforcement Notice which is referenced in both applications (19/1053/ENF). This application concerns Notice B of the Enforcement Notice. We understand that the site is subject to an ongoing appeal against the Enforcement Notice (B) for building works and hardstanding issued by SHBC on 11 September 2024. The Enforcement Notice and appeal are referred to in the Report titled "Decision Assessment" dated September 2026, submitted as part of this application. WPC considered the appeal at a planning meeting on 5 March 2025 and resolved that it was essential that the enforcement action should be upheld, citing breaches of planning regulations, overdevelopment of Green Belt land, noise and environmental disturbances, concerns about the wastewater systems and traffic and parking issues. These concerns remain. It appears that the current application circumvents the appeal process by requesting a lawful development certificate for the works. In our view, the appeal should be allowed to run its course. The applicant seems to be arguing that the works became immune from enforcement at some point after the issue of the Enforcement Notice (cl 4.8 Decision Assessment), during the period of the appeal process itself. This seems illogical, as we assume that the Enforcement Notice would effectively "stop the clock", but we rely on the expertise of SHBC to determine this legal point.	Certificate of Existing Use

26/0810/CEU	Windlesham Garden Centre, London Road, Windlesham, Surrey, GU20 6LL Certificate of lawfulness for the existing use of land for agriculture, garden centre, car wash, commercial/retail and ancillary car park (Sui Generis). Members resolved to OBJECT for the following reasons: This application is linked to application 26/0809/CEU in that the site is subject to an Enforcement Notice which is referenced in both applications (19/1053/ENF), issued by SHBC on 11 September 2024. This application concerns Notice A of the Enforcement Notice. The Report entitled “Decision Assessment” dated September 2026, submitted as part of this application, refers to the Enforcement Notice (A) and confirms that it was not appealed, stating that the previous owner did not receive it. This application seeks a certificate of lawful existing use for the entire site. We have no knowledge of the current enforcement position but assume that the Enforcement Notice is still in place and effective and that the compliance requirements set out in it should be followed.	Certificate of Existing Use
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PLAN/26/54	To consider reasons for Councillor absences Members resolved to accept the apologies.
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There being no further business, the meeting closed at 18:50



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

Held on 16th October 2026 at 11:00am Lightwater Library, Guildford Road, Lightwater

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	A*	Turner	P	Marr	P
Du-Cann	P	Harris	-	Wheeler	-
		Stevens	P		

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Stevens took the Chair

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

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PLAN/26/55	Apologies for absence Apologies were received from Cllr White. No apologies were received from Cllr Harris or Cllr Wheeler. Members noted that reasons for apologies would be considered in the confidential part of the meeting.
PLAN/26/56	Declarations of interest No Declarations of interest.
PLAN/26/57	Public participation time No public were present.
PLAN/26/58	Exclusion of the press and public To agree any items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: PLAN/26/62 To consider reasons for Councillor absences Members agreed that the above item would be discussed in the confidential part of the meeting.

PLAN/26/59	To consider a Surrey Heath Borough Council Planning Policy Consultation regarding the Local Plan Review Scoping and Engagement Members resolved to respond to the consultation individually rather than submitting a response on behalf of the Parish Council.
PLAN/26/60	To consider planning applications and planning appeals received prior to this meeting:

	Bagshot Applications	
26/0861/PCM	Surrey Heath District Transportation Office, 2 London Road, Bagshot, Surrey, GU19 5HN Consultation application from Surrey County Council for change of use of an existing building from temporary use as a mortuary and office uses to permanent use as a mortuary and office uses, together with the installation of a post-mortem suite, digital autopsy unit, covered walkway and bin store, and associated building and infrastructure works without compliance with Condition 1 (Approved Plans) to enable updated design and addition of external Air Handling Unit. (this application is determined by Surrey County Council under their ref SCCRef-2026-0154 - this record. NO OBJECTION	Consultation (County Matters)
26/0879/FFU	15 Wellesley Close, Bagshot, Surrey, GU19 5HB Erection of front porch, hipped roof to existing front and side extension, and addition of storm porch to side elevation. NO OBJECTION	FPA
26/0898/PMR	Deep Acre, Dukes Covert, Bagshot, Surrey, GU19 5HU Application under Section 73 of the Town and Country Planning Act to vary condition 5 (garage) of planning permission 88/0324 for the change of use of garage into habitable space. NO OBJECTION	Relaxation/Modification
26/0897/FFU	9 Horsebrass Drive, Bagshot, Surrey, GU19 5RB Retrospective application of erection of a raised timber decking. NO OBJECTION	FPA
26/0873/FFU	13 Elizabeth Avenue, Bagshot, Surrey, GU19 5NX Erection of a two storey side extension and fenestration changes. NO OBJECTION with the following COMMENT:	FPA

	The proposed development could be considered visually out of keeping with the character of the surrounding area and may represent an overdevelopment of the site.	
	Lightwater Applications	
26/0818/DTC	99-101, Guildford Road, Lightwater, Surrey, GU18 5SB Submission of details to comply with Condition 15 (Landscaping) attached to planning permission ref. 25/0297/PMR Development of site to provide 21no. Dwellings with associated access, hardstanding, landscaping and parking. NO OBJECTION with the following COMMENT: Members noted that additional vegetation and landscaping within the site would have been preferable to enhance its overall appearance.	Details to comply
26/0824/FFU	Holly Lodge, Catena Rise, Lightwater, Surrey, GU18 5RD Erection of part single, part two storey side extension, single storey front extension and subdivision of residential unit to form two residential dwellings following demolition of existing extension and garage. NO OBJECTION	FPA
26/0877/FFU	14 Mount Pleasant Close, Lightwater, Surrey, GU18 5TP Conversion of roof space into habitable accommodation (retrospective) and insertion of rooflights. NO OBJECTION	FPA
26/0890/SCR	Lightwater Sewage Treatment Works, Blackstroud, Lane East, Lightwater, Surrey, GU18 5XR Request for an EIA Screening Opinion (Regulation 6) for construction and operation of upgrade works under permitted development rights at Lightwater Sewage Treatment Works (STW), Blackstroud Lane East, Lightwater, Surrey, GU18 5XR. COMMENT as follows: Given the sensitive nature of the location, Members recommend that an Environmental Impact Assessment (EIA) be undertaken.	Screen
	Windlesham Applications	
26/0851/FFU	20 Mill Pond Road, Windlesham, Surrey, GU20 6JT Erection of a replacement porch following demolition of existing. NO OBJECTION	FPA
26/0865/FFU	71 Updown Hill, Windlesham, Surrey, GU20 6DS Erection of a single storey side/rear extension and fenestration alterations.	FPA

	NO OBJECTION	
26/0884/NMA	Building D, Windlesham Campus, London Road, Windlesham, Surrey, GU20 6PP Application under S96a (nonmaterial amendment) to application ref: 25/0287/FFU to allow alterations to the BOC Gas Tanks, relocation of the bedding extract and amendment to Building D Annex slabs. NO OBJECTION with the following COMMENT: Members understand the following to be the case. Some of the BOC gas tanks within the two enclosures have increased in size but the maximum height of the revised tanks does not exceed the maximum tank height previously approved. The change is required to meet operational requirements and due to one of the tanks being no longer available for purchase. The Bedding Extract Building has been relocated a small distance (approximately 3m) from the previously agreed location to avoid an existing gas pipe on site. There is no material change to the design, scale or function. The external slab area around the Building D Annex has been extended to accommodate coordinated mechanical, electrical and plumbing services and to provide additional stability to the retaining wall. Members request that SHBC ensure that the drainage arrangements proposed are adequate.	Non Material Amendment
26/0892/CES	28 Poplar Avenue, Windlesham, Surrey, GU20 6PN Certificate of lawfulness for the proposed erection of a single storey rear extension following demolition of existing conservatory. NO OBJECTION with the following COMMENT: In principle Members have no objection to this application but request that SHBC confirm that the height (both maximum and eaves height) meets the conditions for permitted development as it does not seem to be stated.	Certificate Proposed Development

PLAN/26/61	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.
PLAN/26/62	To consider reasons for Councillor absences It was resolved to accept the reason for absence given by Cllr White.

There being no further business, the meeting closed at 11:32



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MINUTES OF WINDLESHAM PARISH COUNCIL'S FINANCE & GENERAL PURPOSE COMMITTEE

Held on 29th September 2026 at 7:00pm at Lightwater Library, 83A Guildford Road, Lightwater

Councillors	
Turner	P
Malcaus Cooper	P
D Jennings-Evans	P
Willgoss	-
Bakar	P
Gordon	A*
Lewis	P
Marr	P
Wheeler	-

In attendance: Joanna Whitfield – Clerk to the Council
Jane Challiss – Responsible Financial Officer
Cllr Harris

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

*Apologies Accepted

Cllr Malcaus Cooper took the Chair

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		Action
FIN/26/15	Apologies for absence Apologies were received from Cllr Gordon Members noted that reasons for absence would be considered in the confidential part of the meeting.	
FIN/26/16	Declarations of Interest No declarations of interest.	
FIN/26/17	Public question time None	
FIN/26/18	Exclusion of the press and public. To agree any items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:	

	FIN/26/26 To consider reasons for Councillor absences FIN/26/27 To approve as a correct record the confidential resolution report from the previous meeting Cllr Malcaus Cooper queried whether the budget modelling should be considered in the public session, as the discussion might extend to staffing matters. The Clerk confirmed that the figures were not attributable to individuals and that Members were considering overall budget lines. Any provision for potential greenspace contract management costs was not salary-specific and included possible expenditure on machinery, vehicles, training and other associated requirements. Members agreed that the above items would be discussed in the confidential part of the meeting.	
FIN/26/19	Accounts for Payment a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £3,360.00, and Members were free to request an explanation of the individual items. It was resolved that the payments (Appendix A) in the total sum of £3,360.00 be authorised, and the Chairman signed the Expenditure Transactions Approval List.	
FIN/26/20	Bank Reconciliations Members were presented with the bank reconciliations for May 2026 through to September 2026 and were informed that the net assets held by the Council as at 14th September 2026 were £1,549,253. Of this, £830,802 is held in earmarked reserves, of which £298,730 is held in restricted reserves. Members are asked to note that the earmarked balance has decreased by £9,423 since 1 April 26. Members were informed that recently Cllr Malcaus Cooper has been unavailable to review the bank reconciliations and Officers were scheduling a time for Cllr Willgoss to attend the office to review all outstanding reconciliations. Cllr Malcaus Cooper confirmed that she is now available and will ensure that all outstanding bank reconciliations are reviewed. Members noted the reconciliations along with the update presented and resolved that Cllr Malcaus Cooper or Cllr Willgoss, in the absence of Cllr Malcaus Cooper, would sign off the reconciliations over the course of the year.	Cllr Malcaus Cooper Cllr Willgoss
FIN/26/19	To review the current banking and investment arrangements Members reviewed the report presented.	

	Members discussed the report and acknowledged that the Council's approved investment strategy prioritised security and liquidity over yield. However, they noted that the substantial balance held in the Unity deposit account could potentially earn a higher rate of interest elsewhere. Cllr Malcaus Cooper proposed, Cllr Turner seconded, and it was resolved that the RFO transfer £300,000 from the Unity Deposit Account, allocating £100,000 to each of the Hampshire Trust Bank, Cambridge & Counties Bank and Redwood Bank accounts. It was also resolved to note: • The Skipton account has now been closed and the balance transferred to the Hampshire Trust account. • The Santander account has been closed and the balance transferred to the Barclays Deposit account. • Santander has paid £150 in compensation for the inconvenience caused by their delaying of the closure process. • Surplus funds held on the Barclays current account have been transferred to the Barclays deposit account. • Redwood Bank account has now changed to a 35-day notice account following the expiry of the 95-day notice given in May 26.	
FIN/26/20	Budget Monitoring Members were presented with the budget monitoring report up to the 14th September 2026, detailing any overspends to date for the financial year 2026-27. Councillors were asked to note the levels of income and expenditure detailed within the income and expenditure, and earmarked reserve reports, together with the figures presented in the balance sheet outlining the Council's current financial position. Members noted the levels of income and expenditure detailed within the income and expenditure and earmarked reserve reports, together with the figures presented in the balance sheet outlining the Council's current financial position.	
FIN/26/21	To consider Budget and Precept for 2027-28 Members reviewed the papers presented, including the draft budget for 2027/28. It was noted that a meeting had been held via Teams on 8 September 2026 between the Clerk and the Chairs of each Committee to discuss the initial budget and resulting indicative precept. The Committee Chairs had been provided with an initial draft budget in advance of that meeting.	

Members were informed that they should not agree to a precept increase in isolation. Before setting a precept, it must first calculate its council tax requirement for the financial year by preparing and approving a budget, in accordance with the Local Government Finance Act 1992 or any succeeding legislation. The precept must reflect the budgeted expenditure and not be set independently of it. Additionally, when setting the budget, Council should consider what it costs to deliver services and whether this provides value for money.

Members were also advised that, due to the impending disaggregation of the Council arising from the Community Governance Review (CGR), the draft budget had been prepared based on Bagshot and Lightwater only, excluding income and expenditure previously attributable to Windlesham Village. The 2027/28 tax base was still awaited and, for modelling purposes, the 2026/27 tax base for Bagshot and Lightwater had therefore been used.

It was made explicit that the figures presented were for modelling purposes only and were not definitive. In particular, any assumptions relating to additional staffing requirements, potential asset transfers and the resulting indicative Band D precept remained subject to change as further information became available and the implications of the CGR became clearer.

Members noted that further consultation on potential asset transfers was required. In discussing the consultation messaging in relation to the precept increase, Members considered that any transfer of assets, and any associated increase in the parish precept, should be reflected in a corresponding reduction in the unitary authority's precept, although they acknowledged that this might not occur in practice.

Members noted the budget as presented.

- **Lightwater Cemetery:** It was resolved to approve the budget and calculation method for the Cemetery budget line.
- **War Memorials:** It was resolved to transfer any remaining underspend on the war memorial budget line at year-end to village-specific war memorial earmarked reserves.
- **Salaries:** It was resolved to maintain the salary budget at the 2026-27 level, to provide for additional staff hours if required.
- **Greenspace Contract:** It was resolved to note that the greenspace contract is due for renewal in the next financial year and that, until the procurement process is complete, the budget remains indicative.
- **Asset Transfers:** It was resolved to transfer and underspend on this budget line to a dedicated EMR at year-end.

	• Greenspace Management: It was resolved to include provision for potential greenspace management costs, including staffing, machinery, training and vehicle requirements. • Tree Maintenance: It was resolved to approve the indicative budget for Tree Maintenance • Playground Repairs and Renewals: It was resolved to approve the indicative budget for Playground repairs and renewals to be raised through the 2027-28 precept and transferred to an earmarked reserve. • Elections: It was resolved to note the proposed budget for the 2027 elections based on the preliminary assumption that poll cards are required. It was also resolved to transfer any 2026-27 budget underspend to the Elections EMR at year-end. • ICT: It was resolved to increase the ICT budget to £10k, allowing for the replacement of Cllr iPads with laptop computers. • Hook Mill Lane Depot: It was resolved to note the indicative budget for Hook Mill Lane Depot • Buildings & Maintenance: It was resolved to transfer £11,000 to the Buildings & Maintenance EMR at year-end, or the remaining balance if this is less than £11,000. • Grants: It was resolved to set the 2027–28 grants budget for Lightwater and Bagshot at £15,000 (£7,500 per village). • It was resolved to note that the final 2027–28 budget requirements would depend on the outcome of the asset transfer consultation. As the consultation was not expected to conclude until the end of the year, Members considered it unlikely that the budget could be finalised before January 2027 and noted that an Extraordinary Meeting might therefore be required to approve the final budget and set the precept.	
FIN/26/22	Community Infrastructure Levy Councillors received a report detailing the Community Infrastructure Levy (CIL) receipts and expenditure across the three villages to October 2026. The report outlined the amounts received, committed, and spent, along with expiry dates for each allocation. Members noted that there are no CIL payments due to	

	any village for the period between 1st April 26 and 30th September 2026. The next receipt, if appropriate, falls due in April 2027. The RFO also reported the following: Bagshot Village – Of the CIL monies, originally £22,000 had been earmarked for the pathway at School Lane Field. In May 2026, Minutes re C/26/22, it was noted that there were additional costs to be paid, making the total £23,062, and that the whole costs should be paid from Bagshot Village EMR 345 rather than the CIL EMR. The adjustment was shown in the report presented. Members resolved to note the CIL receipts, expenditure and balance for each village. It was also resolved that the Clerk would contact SHBC to request an update on anticipated CIL payments.	
FIN/26/23	Clerks Update Nothing to report	
FIN/26/24	Correspondence No correspondence.	
FIN/26/25	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. FIN/26/26 To consider reasons for Councillor absences FIN/26/27 To approve as a correct record the confidential resolution report from the previous meeting held on the 23rd June 2026.	
FIN/26/26	To consider reasons for Councillor absences Members resolved to approve Cllr Gordon's reason for absence.	
FIN/26/27	To approve as a correct record the confidential resolution report from the previous meeting held on the 23rd June 2026. It was resolved to approve as a correct record the confidential resolution report from the previous meeting held on the 23rd June 2026.	

There being no further business, the meeting closed at 20:36

Top Level for Month No 6			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
10/09/2026	INV 4447	1020	NP TREE MANAGEMENT	NPTREE	3,360.00	672.00	4,032.00	4195	210	3,360.00	Tree work - SLF Pond
TOTAL INVOICES					3,360.00	672.00	4,032.00			3,360.00	
VAT ANALYSIS CODE S @ 20.00%					3,360.00	672.00	4,032.00				
TOTALS					3,360.00	672.00	4,032.00				

PAYMENTS

Top Level for Month No 7

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
18/09/2026	INV 3440	1044	TAW GARDEN LANDSCAPE	TAWLAND	502.00	100.40	602.40	4165	210	336.00	LW Gardens monthly maintenance
								4165	210	166.00	LW Mem Gardens Planting
								350		-166.00	LW Mem Gardens Planting
								6000	210	166.00	LW Mem Gardens Planting
07/10/2026	INV SI-81	1045	WEBB GROUNDWORKS	WEBBUK	22,857.00	4,571.40	27,428.40	4060	300	19,410.84	Path & Drainage Bag Cem
								337		-19,410.84	Path & Drainage Bag Cem
								6000	300	19,410.84	Path & Drainage Bag Cem
								4060	300	3,446.16	Path & Drainage Bag Cem
								345		-3,446.16	Path & Drainage Bag Cem
								6000	300	3,446.16	Path & Drainage Bag Cem
30/09/2026	INV 4476	1046	NP TREE MANAGEMENT	NPTREE	1,875.00	375.00	2,250.00	4195	210	1,125.00	Tree Watering - Bosman Drive
								395		-1,125.00	Tree Watering - Bosman Drive
								6000	210	1,125.00	Tree Watering - Bosman Drive
								4060	300	750.00	Tree Watering - Bagshot Cem
13/10/2026	INV I14883	1047	ZOO SIGNS	ZOOSI	258.52	51.70	310.22	4160	210	258.52	Signs for Pond
13/10/2026	PLOT 52	1048	N SMOLYAKOVA	SMOLY	10.00	0.00	10.00	4070	215	10.00	PLOT 52 Key Deposit return
03/09/2026	INV 22555	1049	VISION ICT	VISIO	376.05	75.21	451.26	4940	225	376.05	Website Hosting Dec26 - Nov27
19/10/2026	EXP OCT	1050	SARAH WAKEFIELD	SWAKE	83.60	0.00	83.60	4435	225	5.50	Travel expenses - general
								4435	225	78.10	Travel expenses - SLCC Conf
13/10/2026	INV SI-86	1051	WEBB GROUNDWORKS	WEBBUK	15,845.00	3,169.00	19,014.00	4060	500	15,845.00	Pathway - Windlesham Cem
								338		-15,845.00	Pathway - Windlesham Cem
								6000	500	15,845.00	Pathway - Windlesham Cem
TOTAL INVOICES					41,807.17	8,342.71	50,149.88			41,807.17	
VAT ANALYSIS CODE S @ 20.00%					41,713.57	8,342.71	50,056.28				

Top Level for Month No 7				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
			VAT ANALYSIS CODE	Z @ 0.00%	93.60	0.00	93.60				
				TOTALS	41,807.17	8,342.71	50,149.88				

Top Level for Month No 6

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/09/2026	INV-0192	1021	SURREY ALC	SALC	45.00	9.00	54.00	4350	230	45.00	Councillor Training - Stevens
03/09/2026	INV LCO02361	1022	CLEAR COUNCILS	CLEAR	5,559.89	0.00	5,559.89	4415	225	5,559.89	Insurance renewal
22/09/2026	INV 4462	1023	NP TREE MANAGEMENT	NPTREE	780.00	156.00	936.00	4195	210	780.00	Tree removal - Bosman Drive
								395		-780.00	Tree removal - Bosman Drive
								6000	210	780.00	Tree removal - Bosman Drive
11/09/2026	INV 4448	1024	NP TREE MANAGEMENT	NPTREE	1,700.00	340.00	2,040.00	4195	210	1,700.00	Tree Removal - LW Rec
								395		-1,700.00	Tree Removal - LW Rec
								6000	210	1,700.00	Tree Removal - LW Rec
22/09/2026	INV 4463	1025	NP TREE MANAGEMENT	NPTREE	720.00	144.00	864.00	4195	210	720.00	Removal -College Ride footpath
								395		-720.00	Removal -College Ride footpath
								6000	210	720.00	Removal -College Ride footpath
18/09/2026	INV 4458	1026	NP TREE MANAGEMENT	NPTREE	220.00	44.00	264.00	4195	210	220.00	Kings Lane Playground
18/09/2026	INV 3416	1027	TAW GARDEN LANDSCAPE	TAWLAND	672.00	134.40	806.40	4165	210	672.00	LW Mem Gardens Ground Maint
11/09/2026	INV 7265	1028	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	400	200.00	Ashes Interment Lightwater
TOTAL INVOICES					9,896.89	827.40	10,724.29			9,896.89	
VAT ANALYSIS CODE OTS @ 0.00%					5,559.89	0.00	5,559.89				
VAT ANALYSIS CODE S @ 20.00%					4,137.00	827.40	4,964.40				
VAT ANALYSIS CODE Z @ 0.00%					200.00	0.00	200.00				
TOTALS					9,896.89	827.40	10,724.29				

Top Level for Month No 7

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
30/09/2026	GC092=290	1029	GLENDALE	GLEND	86.00	17.20	103.20	4060	500	86.00	Plaques - Windlesham x 2
30/09/2026	INV 2307	1030	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Wind Cem Ground Maint - Sept
30/09/2026	34112149064	1031	M GROUP HIGHWAYS	MGROUP	294.96	58.99	353.95	4190	210	294.96	Street Lighting LW
								350		-294.96	Street Lighting LW
								6000	210	294.96	Street Lighting LW
30/09/2026	INV 202632	1032	ST ANNES PCC	ANNE	132.00	0.00	132.00	4950	225	132.00	Hall hire - FC & EGM Sept
01/09/2026	INV 11331	1033	ONE CALL	ONECA	84.25	16.85	101.10	4060	235	84.25	Wastepipe Office Sink replace
30/09/2026	INV 120	1034	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Hall Hire-All Saints-Planning
01/10/2026	INV NA197/26	1035	NAT SOC OF ALLOTMENT	NATALLOT	70.00	14.00	84.00	4430	225	70.00	Allot Soc Membership Renewal
04/09/2026	INV 7241	1036	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Ashes Interment - Windlesham
02/10/2026	INV 7297	1037	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Ashes Interment - Windlesham
01/09/2026	INV 4411029477	1038	VIKING	VIKIN	151.05	30.23	181.28	4435	225	151.05	Office Stationery
29/09/2026	INV 5073	1039	WELDERS INC	WELDE	95.00	19.00	114.00	4060	400	95.00	LW Cem Gate Hinges repair
18/09/2026	INV 76663	1040	CDS GROUP	CDS GP	2,627.00	525.40	3,152.40	4060	500	1,627.80	Wind Cem Memorial Testing
								338		-1,627.80	Wind Cem Memorial Testing
								6000	500	1,627.80	Wind Cem Memorial Testing
								4060	400	672.80	LW Cem Memorial Testing
								336		-672.80	LW Cem Memorial Testing
								6000	400	672.80	LW Cem Memorial Testing
								4060	300	326.40	Bagshot Cem Memorial Testing
								345		-326.40	Bagshot Cem Memorial Testing
								6000	300	326.40	Bagshot Cem Memorial Testing
30/09/2026	INV 3037	1041	ZENTECH IT	FRE01	352.18	70.43	422.61	4440	225	352.18	Monthly IT Support
31/08/2026	INV 13915	1042	SURREY HILLS	SURREYH	1,307.00	260.00	1,567.00	4400	225	150.00	Hedge dispute - LVC/24/71
								336		-150.00	Hedge dispute - LVC/24/71
								6000	225	150.00	Hedge dispute - LVC/24/71
								4400	225	550.00	CGR Legal Advice C/25/194
								399		-550.00	CGR Legal Advice C/25/194

Top Level for Month No 7				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
06/10/2026	INV 2043496	1043	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	6000	225	550.00	CGR Legal Advice C/25/194
								4440	225	600.00	HML Sale Legal advice C/26/44
								350		-600.00	HML Sale Legal advice C/26/44
								6000	225	600.00	HML Sale Legal advice C/26/44
								4440	225	7.00	Search fee disbursement
								4165	210	7,359.78	Ground Maint Oct26
								4905	455	1,419.63	Ground Maint Oct26
								4905	455	72.90	LW Rec Playground Inspect
								4220	210	72.90	Bagshot Play Inspect
								TOTAL INVOICES			
VAT ANALYSIS CODE S @ 20.00%					16,115.65	3,223.14	19,338.79				
VAT ANALYSIS CODE Z @ 0.00%					554.00	0.00	554.00				
TOTALS					16,669.65	3,223.14	19,892.79				

Item 8 – Full Council Meeting 27 October 26
Budget Monitoring (Update to 15 October 26) & Bank
Reconciliations sign off

Purpose of Report

To update the Council on income and expenditure against budget, and the EMR status for the financial year 2026/27 to 15 October 2026, and to note the completion of the Bank Reconciliations

Actions Required

1. Note the completion of the Bank Reconciliations
2. Note the adjustment in accounts for the Lightwater Rec tree maintenance
3. Note the levels of Income & Expenditure, and earmarked reserves together with the details of the Council's current financial position
4. Approve the payment of the GDPR Audit cost from the Communications budget

Bank Reconciliations

Councillors are asked to note that Cllr Willgoss visited the office on 12th October 2026 and has reconciled all the bank accounts for the months of June 2026, July 2026, August 2026 and September 2026. The signed reconciliations paperwork is held on file.

Tree Maintenance at Lightwater Rec

Tree work agreed under minute ref C/26/70 to be supported by the Trees EMR included work required for Lightwater Rec for £1700.00. Work has been completed and the invoice has been paid. In the interests of transparency for Lightwater Pavilion and Rec Trust, the payment should be allocated to the Trust's budget line so accounting adjustments will be made at the end of the month to reflect this. **Councillors are asked to note the action.**

Budget Monitoring

1. Summary of Key Findings

- Year-to-date (YTD) income totals £649,558 against an annual budget of £682,578 (95.2% of total).
 - YTD actual expenditure is £279,921 of a budgeted £720,511 (38.85% spent).
 - Transfers from Earmarked Reserves (EMRs) total £40,550.44 to support expenditure, with £23,388 transferred to EMRs (CIL Receipt accounted for in 2025/26 showed as a debtor at Year End) during this period.
 - Notable expenditure and variances have been recorded and are detailed below.
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2. Income & Expenditure summary

The following table shows the total income and expenditure to 15 October 2026 as derived from the financial records of the Council.

WPC Income & Expenditure 2026-27			
	Year to date	Annual Budget	Variance
	15-Oct-26		
Burial fees			
- Bagshot	695	550	-145
- Lightwater	12,467	19,267	6,800
- Windlesham	37,917	56,032	18,115
Allotment fees	2,165	2,020	-145
Precept	581,189	581,189	0
Other income	300	0	-300
Interest received	14,825	23,520	8,695
CIL income	0	0	0
Total Income	649,558	682,578	33,020
Total Expenditure	279,921	720,511	440,590
Net income/(expenditure)	369,637	-37,933	-407,570
Plus Transfer from EMR	40,550	0	-40,550
Less Transfer to EMR	0	0	0
Movement to/(from) General Reserve	410,187	-37,933	-448,120

The Net Income/Expenditure YTD of £369,637 matches the Current Year Fund in the Balance Sheet (attached). The main element of income received is from the both 50% tranches of the precept. Cemetery income is shown for each cemetery. No budget is set for CIL or other income due to the uncertain nature of this line of potential income. Interest income accrues over the year either on a monthly, quarterly or annual basis depending on the account type.

In terms of expenditure, the year-to-date details of the main elements are shown in the table below. Year-to-date expenditure is £279,921

	15 October 2026	Actual Year to Date	Current Annual Budget	Budget Variance	
	Overhead Expenditure				
4005	Ashes interment	3,380	9,100	5,720	Cemetery: Bag £200; LW £600; Wind £2580
4050	Rates	1,894	2,934	1,040	Cemetery: Bag £576; LW £404; Wind £914
4061	Cemetery maintenance - grounds	12,780	26,455	13,675	Windlesham Cemetery - 7 months @ £2130 pm
4160	Greenspace Contingency	24,176	4,000	-20,176	New path at School Lane Field supported by £23062 EMR Transfer; Bench
4165	Greenspace Contract	53,198	118,561	65,363	7 months @ £7359.78pm - excludes LW Rec - Virement ref C/25/252 for £17000 made to cost line 4905 to cover LW Rec Trust
4185	Planting	5,540	6,184	644	Summer planting displays (Awaiting invoice for watering contract)
4195	Tree Maintenance/Surgery	8,635	1,000	-7,635	Paid from Trees EMR. No Budget spend
4300+	Salaries	95,091	216,691	121,600	Covers salaries and related charges for April to Sept26
4350	Training	1,988	5,500	3,512	Clerk (£715) & Asst Clerk (£815) at SLCC Conference & hotel; adhoc training
4403	Consultant Costs	1,313	10,000	8,687	Procurement consultant
4420	Finance System	3,480	3,484	4	Rialtas Accounts software
4430	Licences & Subscription	5,053	8,565	3,512	Majority of subscription cost paid in early part of the year. This includes SALC/NALC with combined cost of £3290 (increase of £293), GDPR services - £350 and ICCM - £110
4415	Insurance	5,560	5,500	-60	Annual Insurance Premium
4440	ICT Costs	2,960	6,823	3,863	ICT software costs
4445	Audit	2,071	1,843	-228	Year End Audits and GDPR Audit
4500	Cllr Allowances, Training & Ex	13,125	32,603	19,478	Covers councillor allowances for April to Sept 26
4550	Office Building Costs	3,831	7,210	3,379	Rates and Utilities
4555	HMLD Building Costs	6706	7541	835	Rates for 7 months for main building, £270 alarm maintenance; Utilities. Rates of £319 per month (started June) for 2 other buildings being supported by EMR ref C/25/239
4650	Grants	3,642	15,000	11,358	B - £298.52; LW- £500; W - £2844
4905	Lightwater Pavilion & Rec	11,052	32,000	20,948	7 months @ £1419.63 Greenspace and £72.90 playground inspections; £854.42 electrical work for Pavilion; £250.00 deposit retention adjustment (Summer 25)
4940	Village enhancements -LW Flags	4,993	5,000	7	Flags - LW Village
		270,468	525,994	255,526	
	Other Items	9,453	194,517	0	
	Total Expenditure	279,921	720,511	255,526	
	Total Income	649,558	682,578	33,020	
	Total Expenditure	279,921	720,511	440,590	
	Net Income over Expenditure	369,637	-37,933	-407,570	
	plus Transfer from EMR	40,550	0	-40,550	
	less Transfer to EMR	0	0	0	
	Movement to/(from) Gen Reserve	-410,187	-37,933	448,120	

Invoices totaling £25,878 have been received and are due for payment during w/c 19Oct26, of which £24,148 will be supported by transfers from EMRs.

Income and Expenditure Report is attached below. Pattern of expenditure is consistent with expectation for this time of year. Councillors should note:

Greenspace Contingency: 604.4% of YTD spending explained by the new pathway fully supported by EMR and no budget spend

Tree Maintenance: 863.5% of spend YTD explained by requirement to remove dead trees fully supported by EMR and no budget spend. Tree work continues and further POs have been added to the committed funds from Tree EMR

Insurance: Renewal due at end of September and takes budget line to 101.1%. Quote for Cyber cover is also requested by Clerk so budget will be exceeded further if that cover is required and agreed.

Finance system: Rialtas accounts software has been paid for the year and is 99.9% of budget.

HMLD Building Costs: 88.9% of spend YTD includes business rates element covered by EMR

Audit: 112.3% - includes Internal and External Year End Audits (£1571) and GDPR Audit which was not in the original budget & was recommended by the YE Auditor to be carried out. Budget of £1843 is in place & needs to pay for the interim internal audit in November.

Councillors are asked to consider the following:

Audit: GDPR Audit cost of £500.00 was not in original budget and has caused the budget to be exceeded. *As it audited data and shows how the Council communicates, it is recommended that the cost is reallocated to the Communications budget line 4640 which has used less than 1% of its budget to date and has sufficient capacity to accommodate the expenditure.*

3. Earmarked Reserves and Commitments

As of 15 October 26, the Council held EMRs totaling £823,063 of which £298,730 is held in Restricted Reserves. Commitments identified and approved by the Full Council or individual Village Committees (historically) total £306,672.03 (£173,657 in Restricted Reserves; £133,015 in unrestricted Reserves).

There is no CIL income due in October.

NOTE: Bagshot CIL - £24,522.99 had an expiry date of 1st October 2026. SHBC have been contacted to request an extension of 24 months (to use by 01Oct28) which has been granted.

There is no budget for the sales costs for Hook Mill Lane Depot, and it should be noted that it has been resolved to use funds from the Lightwater Cemetery EMR to support these costs once the Lightwater Village EMR has been fully utilised.

Table below shows the EMR Status on 15th October 2026

WINDLESHAM PARISH COUNCIL - EMR STATUS AS AT 15OCT26						
	Account	Opening balance	Transfers	Committed	Adj balance	Reason for commitments
	RESTRICTED					
315	Capital Receipts	1,300.00			1,300.00	
320	EMR-R School Lane Play Equipment	35,742.54			35,742.54	
321	EMR Windmill Field playground	-			0.00	
325	EMR-R Windlesham CIL	13,656.79	15,234.00	(13,656.79)	15,234.00	13626.79 Traffic & Infrastructure project
326	EMR-R Bagshot CIL	-	206,016.92	(160,000.00)	46,016.92	Traffic & infrastructure - £140,000; Bagshot Chapel - £20,000; Cemetery Drainage - If required
327	EMR-R Lightwater CIL	-	26,780.00		26,780.00	
330	EMR Repairs and Maintenance	35,997.38			35,997.38	
331	EMR War Memorials	16,875.64			16,875.64	
332	EMR Allotments	2,000.00			2,000.00	
335	EMR Cemeteries	-			0.00	
336	EMR Lightwater Cemetery maintenance	63,704.92	(822.80)	(19,950.00)	42,932.12	Cemetery fencing - £18,300; Boundary Overlay £1650; LVC/24/71 - Legal Fees Hedge dispute £150
337	EMR Bagshot Cemetery maintenance	19,410.84		(19,410.84)	0.00	19410.84 Pathway (Invoice received - to be paid w/c 19Oct26)
338	EMR Windlesham Cemetery maintenance	51,331.00	(1,627.80)	(25,615.00)	24,088.20	£15845 Drainage work; CAR/26/25 - £4770 Archaeological Services; Historical Memorials £5000 (C/25/148);
339	EMR Lightwater Cem Consultant	5,000.00			5,000.00	
340	EMR Lightwater Pavilion & Rec	122,602.74		(25,249.00)	97,353.74	Legal advice re: Pavilion/FIT - £14,999; Removal of dedication - £4,000; Land transfer - £1,500; Additional legal questions arising - £2,000 feasibility study £2750
345	EMR Bagshot Village	45,026.89	(23,388.40)	(8,856.16)	12,782.33	Pathway SLField £22000+ extra: Paid Jun26; £3446.16 for balance of pathway and drainage cemetery work - Invoice being paid w/c 19Oct26; CAR/26/25 - £5410 Archaeological Services;
346	EMR Bagshot grants	6,451.00			6,451.00	
350	EMR Lightwater Village	8,656.73	(3,132.49)	(5,524.24)	0.00	Rates for HML Tractor & St John sheds to be paid monthly. £319.53 paid in June; £317pm until Feb27; £987 Wayleave AED Cabinet ref CAR26/11.; C/26/37 approx £300-£360 for lamp column lighting. C/26/37 cost of xmas motif approx £500-£600; HML Legal costs C/26/44 £600 remainder of £2469.24 earmark resolved to be used for this.
351	EMR Lightwater grants	-			0.00	
355	EMR Windlesham Village	15,989.15	(1,113.95)	(3,500.00)	11,375.20	£3,500 balance of £5,000 re: Planning consultant for Neighbourhood Plan,
356	EMR Windlesham grants	5,526.68	(1,500.00)		4,026.68	CAR/26/35 - £500 Darby & Joan; £1000 - Field of Rememb
357	EMR Windlesham Neighbour	5,000.00			5,000.00	
360	EMR Lightwater CIL MOVED TO 327	18,626.00	(18,626.00)		0.00	
365	EMR Elections	-			0.00	
370	EMR Council Office Repairs	1,500.00			1,500.00	
375	EMR Playarea Repairs & Renewals	44,250.00			44,250.00	C/26/71 - repairs - £6k from budget with excess from EMR (figure unknown currently)
377	EMR IT Equipment	517.01			517.01	
378	EMR Training	900.00			900.00	
380	EMR Bagshot CIL MOVED TO 326	206016.92	(206,016.92)		0.00	
390	EMR Civic Functions	1,018.87			1,018.87	
395	EMR Tree Works	38,508.49	(8,415.00)	(24,410.00)	5,683.49	£455 LW Cem; £100 PO 179; C/26/70 - Emergency tree work - up to £15000 (£11k for quotes - £1800 + £2730 + £1700 + £3990 + £780); PO202 £1100+£870+640+2300+2060 = total £6970 (using £4k from the (£15k-11k) and £2970 from Del Auth; Agreed work awaiting PO Auth - £1530 + 180+ 170; Wind Cem £400; £1125 to be paid 19/10/26
396	EMR Greenspace	16,285.00			16,285.00	
397	EMR Greenspace Procure Consultant	9,520.00			9,520.00	
399	EMR CGR costs	34,951.00	(550.00)		34,401.00	C/25/194 to cover initial legal advice on operational requirements of the disaggregation anticipated (£500) no limit agreed Inv is £550
400	EMR Asset Transfers	13,860.00		(500.00)	13,360.00	
	EMRs	840,225.59	(17,162.44)	(306,672.03)	516,391.12	
	Actual Bal	823,063.15		Inc Committed	516,391.12	
	Restricted Reserves Actual	298,730.25		Inc Committed	125,073.46	
	Unrestricted Reserves Ex Committed	524,332.90		Inc Committed	391,317.66	

4. Conclusion

At this stage of the financial year, it is considered that Windlesham Parish Council is in a stable position financially and expenditure aligns with expectations.

Earmarked Reserves

Account	Opening Balance	Income	Expenditure	Closing Balance
315 Capital Receipts	1,300.00	0.00	0.00	1,300.00
320 EMR-R School Lane Play Equip	35,742.54	0.00	0.00	35,742.54
325 EMR-R Windlesham CIL	13,656.79	15,234.00	0.00	28,890.79
326 EMR-R Bagshot CIL	0.00	206,016.92	0.00	206,016.92
327 EMR-R Lightwater CIL	0.00	26,780.00	0.00	26,780.00
330 EMR Buildings Repairs & Maint	35,997.38	0.00	0.00	35,997.38
331 EMR War Memorials	16,875.64	0.00	0.00	16,875.64
332 EMR Allotments	2,000.00	0.00	0.00	2,000.00
336 EMR Lightwater Cemetery Maint.	63,704.92	0.00	822.80	62,882.12
337 EMR Bagshot Cemetery Maint.	19,410.84	0.00	0.00	19,410.84
338 EMR Windlesham Cemetery Maint.	51,331.00	0.00	1,627.80	49,703.20
339 EMR Lightwater Cem Consult	5,000.00	0.00	0.00	5,000.00
340 EMR Lightwater Pavilion & Rec	122,602.74	0.00	0.00	122,602.74
345 EMR Bagshot Village	45,026.89	0.00	23,388.40	21,638.49
346 EMR Bagshot Grants	6,451.00	0.00	0.00	6,451.00
350 EMR Lightwater Village	8,656.73	636.53	3,769.02	5,524.24
355 EMR Windlesham Village	15,989.15	0.00	1,113.95	14,875.20
356 EMR Windlesham Grants	5,526.68	0.00	1,500.00	4,026.68
357 EMR Windlesham NeighPlan Consu	5,000.00	0.00	0.00	5,000.00
360 EMR DO NOT USE LW CIL to 327	18,626.00	8,154.00	26,780.00	0.00
370 EMR Council Office Repairs	1,500.00	0.00	0.00	1,500.00
375 EMR Playarea Repairs &Renewals	44,250.00	0.00	0.00	44,250.00
377 EMR IT Equipment	517.01	0.00	0.00	517.01
378 EMR Training	900.00	0.00	0.00	900.00
380 EMR DO NOT USE Bag CIL to 326	206,016.92	0.00	206,016.92	0.00
390 EMR Civic Functions	1,018.87	0.00	0.00	1,018.87
395 EMR Tree Works	38,508.49	0.00	8,415.00	30,093.49
396 EMR Greenspace	16,285.00	0.00	0.00	16,285.00
397 EMR Greenspace Procure Consult	9,520.00	0.00	0.00	9,520.00
399 EMR CGR costs	34,951.00	0.00	550.00	34,401.00
400 EMR Asset Transfer	13,860.00	0.00	0.00	13,860.00
	840,225.59	256,821.45	273,983.89	823,063.15

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 15Oct26

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	1,310
105	VAT Control A/c	3,235
200	Barclays Current Account	2,816
201	Barclays Deposit A/c	246,809
225	Cambridge and Counties Account	245,864
230	Hampshire Trust Bank	143,831
235	Redwood Bank	72,030
245	Unity Bank current a/c	51,857
250	Unity Bank deposit a/c	774,836
Total Current Assets		1,542,587
<u>Current Liabilities</u>		
566	Damage Deposits	1,000
Total Current Liabilities		1,000
Net Current Assets		1,541,587
Total Assets less Current Liabilities		1,541,587

Represented by :-

300	Current Year Fund	369,637
310	General Reserves	348,886
315	Capital Receipts	1,300
320	EMR-R School Lane Play Equip	35,743
325	EMR-R Windlesham CIL	28,891
326	EMR-R Bagshot CIL	206,017
327	EMR-R Lightwater CIL	26,780
330	EMR Buildings Repairs & Maint	35,997
331	EMR War Memorials	16,876
332	EMR Allotments	2,000
336	EMR Lightwater Cemetery Maint.	62,882
337	EMR Bagshot Cemetery Maint.	19,411
338	EMR Windlesham Cemetery Maint.	49,703
339	EMR Lightwater Cem Consult	5,000
340	EMR Lightwater Pavilion & Rec	122,603
345	EMR Bagshot Village	21,638
346	EMR Bagshot Grants	6,451
350	EMR Lightwater Village	5,524
355	EMR Windlesham Village	14,875
356	EMR Windlesham Grants	4,027
357	EMR Windlesham NeighPlan	5,000
370	EMR Council Office Repairs	1,500
375	EMR Playarea Repairs & Renewals	44,250
377	EMR IT Equipment	517
378	EMR Training	900
390	EMR Civic Functions	1,019
395	EMR Tree Works	30,093
396	EMR Greenspace	16,285
397	EMR Greenspace Procure Consult	9,520
399	EMR CGR costs	34,401
400	EMR Asset Transfer	13,860

Detailed Balance Sheet - Excluding Stock Movement**Month 7 Date 15Oct26**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>1,541,587</u>

Income & Expenditure by Budget 15/10/2026

Month No: 7

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>							
1000 Burial fees	623	51,079	75,849	24,770			67.3%
1030 Allotment Fees	93	2,165	2,020	(145)			107.2%
1076 Precept	0	581,189	581,189	0			100.0%
1800 Other Income	0	300	0	(300)			0.0%
1900 Interest Received	0	14,825	23,520	8,695			63.0%
Total Income	716	649,558	682,578	33,020			95.2%
<u>Overhead Expenditure</u>							
4005 Ashes interment	400	3,380	9,100	5,720		5,720	37.1%
4050 Rates	270	1,894	2,934	1,040		1,040	64.5%
4055 Lightwater Pavilion Utilities	22	150	276	126		126	54.4%
4060 Maintenance	2,954	3,664	21,384	17,720		17,720	17.1%
4061 Cemetery maintenance - grounds	2,130	12,780	26,455	13,675		13,675	48.3%
4062 Cemetery maintenance - general	0	0	15,000	15,000		15,000	0.0%
4070 Allotment Refunds	0	0	100	100		100	0.0%
4100 War Memorial	0	0	15,000	15,000	150	14,850	1.0%
4105 Bagshot Clock	0	0	2,000	2,000		2,000	0.0%
4160 Greenspace Contingency	0	24,176	4,000	(20,176)		(20,176)	604.4%
4165 Greenspace Contracts	7,360	53,198	118,561	65,363	2,352	63,011	46.9%
4170 SLF Pond Environmental costs	0	0	10,000	10,000		10,000	0.0%
4185 Planting	0	5,540	6,184	644		644	89.6%
4190 Christmas Trees & Lights	295	295	20,468	20,173		20,173	1.4%
4195 Tree Maintenance/Surgery	0	8,635	1,000	(7,635)		(7,635)	863.5%
4220 Playground Repairs & Renewal	73	510	8,607	8,097	6,250	1,847	78.5%
4300 Salaries	0	73,683	166,685	93,002		93,002	44.2%
4340 Local Government Pension	0	12,232	29,503	17,271		17,271	41.5%
4345 HMRC Payroll	0	9,176	20,503	11,327		11,327	44.8%
4350 Training	0	1,988	5,500	3,513		3,513	36.1%
4380 Elections	0	0	15,000	15,000		15,000	0.0%
4400 Legal/HR/Recruitment Costs	787	808	4,500	3,692	300	3,392	24.6%
4401 Legal fees - SHBC assets	0	0	55,340	55,340		55,340	0.0%
4403 Consultant costs	0	1,313	10,000	8,688	2,625	6,063	39.4%
4410 Cleaner	0	0	750	750		750	0.0%
4415 Insurance	0	5,560	5,500	(60)		(60)	101.1%
4420 Finance System	0	3,480	3,484	4		4	99.9%
4425 External Finance Support	0	0	600	600		600	0.0%
4430 Licences & Subscription	70	5,053	8,565	3,512		3,512	59.0%
4435 Office Expenses	221	1,667	3,500	1,833	150	1,683	51.9%
4440 ICT Costs	959	2,960	6,823	3,863		3,863	43.4%
4445 Audit	0	2,071	1,843	(228)		(228)	112.3%

Continued over page

Income & Expenditure by Budget 15/10/2026

Month No: 7

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4455 Telecoms & Security	8	900	2,712	1,812		1,812	33.2%
4500 Cllr Allowances, Training & Ex	0	13,125	32,603	19,478		19,478	40.3%
4525 Bagshot Chapel Building Costs	15	81	280	199		199	28.9%
4550 Office Building Costs	522	3,831	7,210	3,379		3,379	53.1%
4555 HMLD Building Costs	1,019	6,706	7,541	835		835	88.9%
4556 HML Depot Sales Costs	0	650	0	(650)		(650)	0.0%
4600 Annual Meeting & Civic Costs	0	72	900	828		828	8.0%
4640 Communications	0	106	15,000	14,894		14,894	0.7%
4650 Grants	0	3,642	15,000	11,358		11,358	24.3%
4905 Lightwater Pavilion & Rec	1,493	11,052	32,000	20,948	3,470	17,478	45.4%
4940 Village enhancements -LW Flags	0	4,993	5,000	7		7	99.9%
4950 Hall Hire	147	550	3,100	2,550		2,550	17.7%
Total Overhead	18,745	279,921	720,511	440,590	15,297	425,293	41.0%
Total Income	716	649,558	682,578	33,020			95.2%
Total Expenditure	18,745	279,921	720,511	440,590	15,297	425,293	41.0%
Net Income over Expenditure	(18,029)	369,637	(37,933)	(407,570)			
plus Transfer from EMR	4,539	40,550	0	(40,550)			
less Transfer to EMR	0	0	0	0			
Movement to/(from) Gen Reserve	(13,490)	410,188	(37,933)	(448,121)			

Item 9 – Full Council Meeting - 27 October 26 Budget & Precept 2027-28

Background

The structure of the budget differs slightly from previous year because the Village Committees were disbanded, and going forward, **the 2027-28 budget has been drafted without Income/Costs which had been associated with Windlesham Village, so it is based on considerations for Bagshot and Lightwater.**

A meeting was held via Teams with the Chairs of each Committee and Clerk on 8th September 2026 to discuss the budget for 2027-28 and the resulting precept. The Chairs had been provided with an initial draft budget prior to the meeting, and amendments for recommendations were made.

At its meeting on 29th September 2026, the Finance Committee reviewed the draft budget further and made some amendments.

It should be noted that the Band D Equivalent figure was 8477.7 for 2026-27, which included Windlesham Village. SHBC has been contacted for an indication of the Tax Base for 2027-28 for the continuing authority and we await a response so for the purposes of this report, a figure of 6273.46 has been used, being the 2026-27 assumed figure for Bagshot and Lightwater.

The revised draft version of the budget (v4 29Sep26 attached below) and reflects net revenue expenses of £771,881 and a precept of £123.04 (+79.46%) as shown in the table and budget below.

It should be noted that the average band D precept for England is £99.79 (SLCC) in 2026-27.

WINDLESHAM PARISH COUNCIL - DRAFT BUDGET CALCULATION FOR 2027-28									
Draft Budget - v4									
Current precept (Band D)		£68.56		Proposed Precept (Band D)		£123.04		Based on V4 Budget Proposal	
Council tax base 2027-28		£6,273.46				79.46%		Percentage Increase	
(Based on 2026-27 Bagshot & Lightwater figures)				Total Precept		£771,881		Based on Income & Costs entered to date	

Note that for reference, an increase of £10k on the cost budget will give rise to an increase in the precept of (+/- 2.3%).

IMPORTANT

Council should not agree to a precept increase in isolation. Before setting a precept, it must first calculate its council tax requirement for the financial year by preparing and approving a budget, in accordance with the Local Government Finance Act 1992 or any succeeding legislation. The precept must reflect the budgeted expenditure and not be set independently of it.

Additionally, when setting the budget, Council should consider what it costs to deliver services and whether this provides value for money.

For Consideration

This is an initial budget at this stage and budget lines have not been finalised.

Below is a summary of the impact of SHBC Asset TFR costs & Greenspace Manager on the draft Budget:

Impact of SHBC Asset Transfer Costs & Greenspace Manager Costs on the draft budget V4					
Band D Properties provisional figure:	6273.46				
Cost per Band D Household (2026-27)	£68.56				
			Cost per Band D	Increase £	Increase %
Precept figure v4	£771,881		£123.05	£54.49	79.48%
Precept excluding Greenspace Manager**	£678,881		£108.22	£39.66	57.85%
Precept excluding Asset TFR Ground Maint	£646,881		£103.12	£34.56	50.41%
Precept excluding Greenspace Manager and Asset TFR Ground Maint **	£553,881		£88.30	£19.74	28.79%
** NOTE: The Council has agreed to run a Greenspace Procurement process to replace the existing contract with SHBC. Currently, SHBC handle all contract management therefore, once an independent contract is in place, the Council will need to consider how this contract will be managed as it is anticipated that current resources are insufficient to absorb the workload.					

Additional Information

For the year 2026-27, it was agreed that the Council would run a deficit budget by using £37,933 from the General Reserve to support the Precept requirement.

The initial budget for 2027-28 does not consider use of the General reserve.

Also, at this stage, it does not consider the use or repurposing Earmarked Reserves.

WINDLESHAM PARISH COUNCIL - DRAFT BUDGET CALCULATION FOR 2027-28

2027-28 Budget v4 29Sept 2026

Current precept (Band D)	£68.56
Council tax base 2027-28	6273.46
Council Tax base 2026-27 (Included Windlesham)	8439.80
£10K Approx	2.3%

FULL COUNCIL BUDGET & BREAKDOWN

COMMENTS

BUDGET
(Includes
Windlesham)

2026-27

Top Level

BAGSHOT

LIGHTWATER

WINDLESHAM

TOTAL

RPI at July 2026 is 3.2%. Calculations based on a prudent 3.5%

3.50%

CEMETERY

1000	Burial Fees	75,849				569	19,941		20,511	B & L achieved 122% 10Sep26 - YTD B= 126%; L= 50.4% so on track. Based on historical activity, budget increased by a token 3.5% based on current fee levels & activity.
	Income sub-total	75,849			0	569	19,941	0	20511	
4005	Ashes Internment	9,100				621	1,863		2,484	Provision for increase Internment numbers (one for Bagshot; 2 for Lightwater) and inflationary increase
4050	Rates	2,934				854	595		1,449	Cem Rates only. 26/27 Actual cost is B= £825; LW=575. Revaluation every 3 years took place Mch26 so only inflationary increases expected. Add inflation
4060	Maintenance - Cemetery (excluding Greenpace contract)	4,134				1,404	1,414		2,818	26/27 budget was set £1,000 misc expenditure per village; plus utilities plus Plaques(2x B; 6xLW) 2027/28 - Assume £1000 contingency for each Cem. Utilities - B Water @ £20pm = £240; LW Utilities combined with Office. Plaques - B - assume 3 @ £50 = £150; LW 8 @ £50 = £400 plus inflation
4061	Cem maintenance - grounds	26,455						0	0	REMOVED. Budget line was for Windlesham Cem's separate grounds maintenance contract
4062	Cem maintenance - general	15,000						0	0	26/27 Budget line was for General Maintenance. Remove budget line (Use EMRs if needed) . Small contingency in budget line 4060
	Expenditure sub-total	57,623	0	0		2,879	3,872	0	6750.65	
	Net income/(expenditure)	18,226			0	(2,309)	16,069	0		

HERITAGE

305

405

505

4100	War Memorial	15,000			1,000	1,000		2,000	Work planned for 25/26 still outstanding. Quotes held for cost of works for three memorials £15710 (shortfall from War Mem EMR). Unused budget from 25/26 was placed to EMR pending work. If work not carried out 2026/27, underspend on this budget line to go to EMR to complete works in 27/28. Anticipated £1000 per annum thereafter for the two remaining villages.
4105	Bagshot Clock	2,000			1,000	0		1,000	Repair made Feb26 so in working order currently. 2027/28 - set budget amount as £1000 considering cost of repair in 25/26.
Expenditure sub-total		17,000	0	0	2,000	1,000	0	3,000	

GROUNDS MAINTENANCE

210

310

410

510

4160	Greenspace Contingency	4,000		2,000				2,000	Retain at £1,000 per village
4165	Greenspace Contract (excluding any SHBC Asset transfers)	118,561		99,981				99,981	2025/26 - Includes Windlesham & a provisional uplift pending for renewal of contract. Overall contract was split by agreed percentages for the three villages. 2027/28 - Actual costs for Just B & LW (excluding LWRec) used in calculation is £5340 pm so £64080 + SHBC uplift for Feb/Mar£530 = £64610. Now need to consider Mem Garden £4032pa. (Added 3.5% inflation) This is bare minimum and no contingency. NOTE Greenspace Contract is going to tender and following the Procurement process. New contractor may mean higher fees to maintain the current level of service. Consider loss of Economies of Scale (won't be part of SHBC contract). Costs won't be known until later in year but Clerk advises, and generally thought, that costs will increase by at least 40% so this now added to budget. Still does not include contingency. NOTE - this budget line is just for the existing Greenspace managed by WPC, NOT any Asset transfer maintenance. Possible underspend in 26/27 for this line - consider using towards additional Greenspace costs for SHBC assets Greenspace, as partly factored in on this line initially in 2026/27
4166	SHBC asset costs	0		125,000				125,000	Provisional figure based on initial figures for taking on the assets & maintenance (includes Greenspace & Playgrounds). Procurement process being undertaken so costs won't be established until completion
4170	Environmental costs	10,000		2,000				2,000	SLF Pond, Bagshot. Preparation work ongoing before completion of full works. Likely to complete in Spring so in 2027/28. Prudent to move underspent budget in 2026/27 for this project to a Bagshot EMR pending work in early 27/28 (new EMR or Bagshot Village). Budget for 2027/28 for ongoing ad hoc maintenance of £2000
4185	Planting	6,184		4,360				4,360	2026/27 - budget included Windlesham. (36% of invoice) paid. 2027/28 - Bagshot & Lightwater only - add inflation/Econ of scale say 10% £4360
4190	Christmas Trees & Lights	20,468		14,342				14,342	Actual costs 2025/26 B £6227; L £7091; W £6335 = £19653. 2026/27 Bag & LW only & add 3.5% inflationary increase = £14342.

4195	Tree Maintenance/Surgery	1,000		25,000				25,000	26/27 - £1k budget with use of Trees EMR for agreed work. 2027/28 - Clerk advises Survey due. Bagshot & LW only, but Windlesham only has a minimal percentage of trees (approx 4%) in the combined Council so low impact on cost. EMR now significantly reduced so need to establish a higher budget - dry weather during summer 26 may have impact going forward. Provisional £20k for general maint plus £5k for survey.
4220	Playground Repairs & Renewals	8,607		19,924				19,924	Inspections Monthly & Annual plus ad hoc maintenance and repairs. 2026/27 - Chairs meeting agreed not to raise funds for future replacement playgrounds in 15 years through Precept (£5k per village). 2027/28 - Bagshot & LW only and add 3.5% Inflation. Clerk advises School Lane Field needs work & add £5k to budget (EMR for SLF Playground held). This budget line is just for the three existing playgrounds & NOT new SHBC Asset transfers. Budget includes Inspection & ad hoc minr maintenance; Cllrs agreed to add £4,500 per playground to be allocated to Playground Reserve to build for future replacements. Asset TFR playgrounds
4221	Playground r&r - SHBC assets	0		0				0	Inheriting playgrounds from SHBC Asset transfer so need to consider budget for this - Clerk advises that this falls in the "SHBC Assets" budget line 4166. Clerk
	POSSIBLE Greenspace Manager costs			93,000				93,000	To consider additional costs of having a Greenspace Manager : Salary (+associated costs) Van Lease/Insurance/training. PROVISIONAL ESTIMATE ONLY Needs consideration by Personnel & Council and full assessment of duties/training/equipment. Impact may also save costs in other lines if work done "in house" but this benefit should be established.
Expenditure sub-total		168,820		385,607	0	0	0	385,607	

ALLOTMENTS

215

315

415

1030	Allotment Fees	2,020		2,020				2,020	Current tenant shedule shows 41 full plots at £40 and 10 half plots at £25 - Assume no fee increase and full capacity. Assume the same provisionally.
Income sub-total		2,020		2,020	0	0	0	2020	

4060	Maintenance	3,000		3,000				3,000	Note: EMR currently stands at £2k. 2026-27 Budget at £3k was to pay towards drainage works giving £5k available over the current year. 2027/28 - Drainage issues still present so will need attention. Consider moving unused budget to EMR for this project. Provisionally keep budget the same
4070	Allotment Refunds	100						0	Remove historic budget line not used/ no longer required
Expenditure sub-total		3,100		3,000	0	0	0	3,000	

STAFFING

220

320

420

520

4300	Salaries	166,685		166,685				166,685	2025/26 - Included increase to cover workload agreed by Personnel Committee. 2027/28 - Figures provided by Clerk - included both NJC & performance related pay increases. £6k added to salary line to cover possible additional staff ad hoc hours / poss temp staff to facilitate Council restructure time implications. Budget lower than previous year as provision for additional staff member removed. Update 29Sep - Cllrs agreed to retain the salaries at 2026/27 level to allow for any potential additional hours required due to CGR/Windlesham Village .
4340	LGPS	29,503		28,003				28,003	Employer pension contribution & directly related to Salaries - lower than 2026-27 as ER Pension Contribution is a lower rate than last year. Allow 0.2% tolerance for any rate change

4345	HMRC Payroll	20,503		21,253				21,253	Employer NI & directly related to Salaries. (Five members of staff) . Assumes HMRC Secondary Threshold for ER contribution remains unchanged
4350	Training	4,000		4,000				4,000	Includes training of £500 per staff member plus cost of two attendees @ SLCC conference £1500
Expenditure sub-total		220,691		219,941	0	0	0	219,941	

ADMINISTRATION

225

325

425

525

1076	Precept	581,189		0	0	0	0	0	
1077	LCTS Grants	0		0	0	0			No grants anticipated
1800	Other income	0		0	0	0		0	No budget entered for other income (all is adhoc income)
1900	Interest Received	23,520		18,000	0	0		18,000	Reduction in interest earned due to removal Reserves held. Possible interest rate reductions. Provisional figure also allows for consideration of interest rates being lowered during the year.
1950	CIL Income	0		0	0	0		0	No budget entered for CIL income (all rec'd tfr to CIL EMR for use on restricted purposes)
Income sub-total		604,709		18,000	0	0	0	18,000	

4380	Elections	15,000		11,000				11,000	2026/27 budget of £15k set for three villages (to go to EMR for Election due 2027.) Based on previous election costs, 2027 costs will be approx £22500 for 2 villages so use B & L portion of EMR and will need a further £11k for B & L.
4400	Legal/HR/Recruitment Costs	4,500		4,658				4,658	Essentially a provision for unforeseen costs and any potential new staff recruitment fees. Does not include a budget if any redundancy costs are due. Includes a token Inflationary increase of 3.5%
4401	Legal Fees - SHBC Assets	55,340		5,000				5,000	Budget for 26/27 included provision for Legal Costs for TFR of Assets & Greenspace, believed to increase land by 60%. Ref to Clerk - In theory, there should be no legal costs for asset transfers in 2027/28 as the process should have completed by then. However, there could be some late fees outstanding so prudent to have a £5k budget for this. Fees are unknown at this stage, pending Procurement process completion. Underspend in 2026/27 will be needed for Greenspace contract in 27/27 as provision was made for it. At this stage, this is an estimate only.
4403	Consultant costs	10,000		5,000				5,000	Retain £5000 if Cllrs wish to seek specialist advice going forward.
4410	Cleaner	750		750				750	Cleaner not yet in place. Budget for ad hoc cleaning issues/equipment
4415	Insurance	5,500		6,500				6,500	In 3-year contract. Estimate £6500. Renewal is Sept to add Cyber Ins cover approx £420 so will exceed 26/27 budget- members should note that Insurance will need to be reviewed in March/April with new Council structure - W assets removed/SHBC asset tfr added if asset transfers take place. Possible change in premium level after re-structure. Provisional estimate £6500

4420	Finance System	3,484		3,606			3,606	Rialtas system £3,480 for 26-27 for combined councils. Assume no change for B & L . Known costs have been used + provisional 3.5% inflation increase.
4425	External Finance Support	600		600			600	As per prior year budget - may require addition support with Council re-structure
4430	Licences & Subscriptions	8,565		8,384			8,384	SALC: known increase is £318.26. Already reach capped level which is now £2440. Removing Windlesham will not bring below cap. NALC - Just B & L will reduce the cost to around £900 (Based on 25/26 rate); SLCC £502 actual in 26/27, GDPR, ICCM, Info Commission Office, Payroll Manager, National Allotment Society; Council Hive; Purple Guide; Govt Assist was previously budgeted as £1100 but invoice for 26/27 actual is £200. Add inflation adjustment and a tolerance for unforeseen additional subscriptions/cost increases). Camva & Survey Monkey moved to Comms 4640
4435	Office Expenses	3,500		3,500			3,500	Provisional budget to remain at current level for 27/28 (Stationery/Postage/travel to sites/Bank account fees etc)
4440	ICT Costs	6,823		16,508			16,508	Current : Microsoft licences/Co-Pilot/Antivirus; Website hosting ; FastHost ; Vision ICT; Govt domain name ; Support costs; Backup costs. 2027/28 - Adjust Microsoft 365 licences for down to 14 (Windlesham Cllrs); Move Vision ICT cost to Comms Line 4640. May need more support to facilitate changes for new Council structure so some back up costs included. Use 26/27 Budget - adding Adobe and reducing Vision ICT are same values. Chairs Budget Meeting want to include provision for 14 Laptops @£600 each as Cllr iPads deemed inadequate. Meeting 29Sep - agreed to increas laptop provision to £10k from £8.4K. May need more support costs to set up new equipment
4445	Audit	1,843		2,200			2,200	Internal Audit 1year contract (@£80ph plus travel) - assume (6 hrs x £80 for for internal audits plus expenses, say £150 for two visits to office (rate charged previous year). External audit fees for smaller authorities are based on bands of annual income or expenditure, whichever is the higher. Income or Exp over £500k - £750k is £1365 so assume stay in this bracket for the audit for 26/27 YE
4455	Telecoms & Security	2,712		2,900			2,900	DRC line rental telephone and internet - £144pcm; 1p mobile - 6 x £10; Annual alarm service (Guardwell) - £240.00; Intruder alarm service (GD Fire) - £205; Alarm repairs - £100. DRC cost £172pm factored into last budget but cost is £144pm. 2027/28 need to include additional cost of phone for Clerk. Allows for general inflationary increase in costs & ad hoc costs.
4600	Annual Meeting & Civic Costs	900		1,500			1,500	Awards evening on same event as APM. Depends on which financial year they fall - had two in same financial year previously. Stationery, hall hire, printing, refreshments. Civic Event to host. Previous year supported by funds from EMR where needed.
4640	Communications	15,000		10,000			10,000	Budget has been underused in previous years but need to consider the level of Comms needed as Council restructures and to inform/publicise new set up when it has happened (2027/28). Election publications. Includes software subscriptions (Canva, Survey Monkey, Vision ICT Website hosting). (Provisional budget £10k
4950	Hall Hire	3,100		1,750			1,750	Based on 12 meetings per year and 24 planning meetings. Previous budget was based on Village committees but now Civic/Finance mettings instead so fewer meetings. Discussed with Clerk
Expenditure sub-total		137,617		83,855	0	0	0	83,855

4500	Cllr Allowances, Training & Ex	32,603	
4350	Training	1,500	
Expenditure sub-total		34,103	

27,600	0	0		27,600	Bagshot & Lightwater - 14 Councillors @ £1900= £26600. Chair Allowance available est £1000
1,000	0	0		1,000	To cover training needs as required. (Same budget as 26/27 but fewer Councillors)
28,600	0	0		28,600	

COUNCIL BUILDINGS

		235	335	435		
4525	Bagshot Chapel Building	280		340		340
4550	Office Building Costs	7,210	8,159			8,159
4555	HMLD Building Costs	7,541		10,799		10,799
4556	HMLD Building Sales Costs	0				0
4060	Building Maintenance	14,250	5,000			5,000
Expenditure sub-total		29,281	13,159	340	10,799	0
						24,298

GRANTS

		340	440	540		
4650	Grants	15,000	7,500	7,500		15,000
Expenditure sub-total		15,000	0	0	7,500	7,500
						0
						15,000

PROJECTS

		250	350	450	550	
4915	Festive lights	0				0
4930	CIL expenditure	0	0	0		0

4940	Village enhancements	5,000		0	5,000		5,000	Lightwater flags for Summer 2027 - will assess condition of 2026 flags & reuse if possible. Installation & removal costs would still be required
Expenditure sub-total		5,000	0	0	5,000		5,000	

PAVILION

455

4055	Pavilion Utilities	276			360		360	Water - average £9pcm ; Electricity - average £20pcm. Add inflationary increase 3.5%
4905	LW Rec & Pavilion	32,000			37,000		37,000	2026/27 included £17k for Ground Maint line to separate LW Pav/Rec costs &£15k for general maint costs. 2027/28 - Ground Maint is undergoing Procurement process & likely to increase so increase by £5k to cover anticipated increase to retain current level of service). Retain £15k Gen Maint which includes the gym inspections.
Expenditure sub-total		32,276	0	0	37,360	0	37,360	

	FULL COUNCIL	TOP LEVEL	BAGSHOT	LIGHTWATER	WINDLESHAM	TOTAL
	Current year	Budget 27-28	Budget 27-28	Budget 27-28		
Total income	682,578	20,020	569	19,941		40,531
Total expenditure	720,511	734,162	12,719	65,531		812,412
Net income (expenditure)	(37,933)	(714,142)	(12,149)	(45,590)	0	(771,881)

Item 10 - Lightwater Recreation Ground Trust
Funding of Legal Advice and Matters Arising under the Memorandum of Agreement
Full Council 27th October 2026

Purpose of Report

To:

- inform Council of the decision made by the Lightwater Recreation Ground Trust at its meeting immediately preceding this Full Council meeting regarding specialist legal advice in connection with the proposed replacement Pavilion;
 - enable Council to consider whether it wishes to fund that advice if requested by the Trust; and
 - inform Council of a separate request under the Memorandum of Agreement, to consider obtaining legal advice on matters falling within or relating to the operation of the Memorandum of Agreement.
-

Action

Council is asked to:

1. Request from the Trust concerning the Pavilion

- **NOTE** the decision of the Lightwater Recreation Ground Trust, made at its meeting immediately preceding this Full Council meeting, in relation to obtaining specialist legal advice concerning the proposed Pavilion
- **CONSIDER** whether Windlesham Parish Council should meet the cost of the specialist legal advice if requested by the Trust and, if agreed, **APPROVE** a maximum total expenditure, to be met from the Lightwater Recreation budget line or relevant EMR

2. Additional legal advice relating to the implementation of the Memorandum of Agreement

- **NOTE** that, separately, the Chair of the Lightwater Recreation Ground Trust Committee has requested an Extraordinary Meeting to consider matters including the Trust's charitable purpose and community use, the respective roles of the Trust and Council under the Memorandum of Agreement, potential conflicts between the Council's separate capacities, arrangements for organised users and independent legal advice
- **NOTE** that, in accordance with the Council's Scheme of Delegation, the Clerk intends to commission independent legal advice concerning the Council's responsibilities under the Memorandum of Agreement and the

arrangements for organised users of Lightwater Recreation Ground, with the advice to be obtained in advance of the requested Extraordinary Meeting.

Background

Windlesham Parish Council acts in two distinct capacities in relation to Lightwater Recreation Ground: as Managing Trustee of the charitable Trust and as the local authority.

The Memorandum of Agreement reflects this distinction. The Trustee remains responsible for discharging its duties as a charity trustee, while the Council undertakes specified management and operational services on behalf of the Trustee.

It is therefore important that decisions are considered by the appropriate body depending upon whether they concern the Trust's charitable responsibilities or the Council's responsibilities and interests under the Memorandum of Agreement.

1. Request from the Trust concerning the Pavilion

Immediately prior to this Full Council meeting, the Lightwater Recreation Ground Trust will consider if:

- Members would like to obtain specialist legal advice relating to the scope and interpretation of the Trust's current charitable objects and governing arrangements, and the extent to which these permit the proposed recreational and wider community uses
- The advice should identify any approvals or consents required from Fields in Trust and/or the Charity Commission before any proposed changes are implemented; and
- The Trust would like to request that Windlesham Parish Council, in its local-authority capacity, considers meeting the reasonable cost of obtaining the specialist legal advice.

What is required of the Council?

If the Trust resolves to obtain legal advice, the Council is asked to consider the Trust's request and determine whether it is prepared to fund the specialist legal advice the Trust has requested.

The purpose of this part of the Council agenda item is **not to reconsider the Trust's decision**, but to enable Council to determine whether it is prepared to meet the cost of the advice requested by the Trust.

2. Additional legal advice relating to the implementation of the Memorandum of Agreement

These matters are separate from the specific issue considered by the Trust immediately before this Council meeting.

Cllr Malcaus Cooper, as Chair of the Lightwater Recreation Ground Trust Committee, has requested an Extraordinary Meeting of the Committee. The matters proposed for consideration include the respective responsibilities of the Council and Trust and the arrangements applying to organised users of the Recreation Ground.

These matters raise questions concerning the interpretation and practical implementation of the Memorandum of Agreement. It is therefore important that the Committee's subsequent consideration is informed by a clear understanding of the functions which the Memorandum assigns to the Council and the associated financial and liability provisions.

Of particular relevance, Schedule 1, paragraph 1, places responsibility on the Council to “Manage events on the Land”, including:

- “Arrange bookings
- Issue appropriate licences
- Collect fees
- Check insurances
- Ensure that organisers have undertaken appropriate risk assessments and carry into effect appropriate safeguards, have arrangements in place to comply with health and safety, food hygiene and safety and electrical safety.”

The Council must also “Ensure that no organisers acquire any rights in the land or any tenancy.”

In addition, Schedule 1, paragraph 4, requires the Council to “Grant and manage concessions and licences”, including:

- “Arrange bookings
- Issue appropriate licences
- Collect fees
- Check Insurances
- Ensure that concessionaires and licensees have undertaken appropriate risk assessments and carry into effect appropriate safeguards, have arrangements in place to comply with health and safety, food hygiene and safety and electrical safety.”

The Council must also “Ensure that no concessionaire or licensee acquires any rights in the land or any tenancy.”

The Memorandum therefore assigns significant operational responsibilities to the Council in relation to events, bookings, concessions and licences. These responsibilities sit alongside specific financial and liability provisions.

In particular, **Clause 5.2 provides that “All costs and expenses incurred in the performance of the Services shall be paid by the Council”, while Clause 10.1 provides that “The Council shall be liable for and shall indemnify the Trustee against any expense, liability, loss, claim or proceedings arising under any statute or at common law in respect of personal injury to or death of any person arising out of or in the course of or caused by the performance of the Services, except to the extent that the same is due to any act or neglect of the Trustee or of any person for whom the Trustee is responsible.”**

Taken together, these provisions provide important context for the Council's consideration of arrangements for organised users of the Recreation Ground and the need to ensure that it has a clear understanding of its responsibilities and potential liabilities when exercising the functions

assigned to it under the Memorandum. They also support the need for an appropriate and consistently applied licence/hire framework.

To ensure that the subsequent discussion is informed by independent professional advice, the Clerk considers that additional legal advice should be obtained in advance of that meeting to clarify:

1. the appropriate division of decision-making between the Council and Trust under the Memorandum of Agreement;
2. the management of any potential conflict between the Council's corporate interests and its separate responsibilities as Managing Trustee;
3. the respective responsibilities and potential liabilities of the Council and Trust in relation to organised users of the Recreation Ground, including the implications of the Council's responsibilities and indemnity obligations under the Memorandum;
4. the Council's responsibilities when managing events, bookings, licences, insurance and risk assessments under Schedule 1; and
5. the drafting of an appropriate and consistent standard licence/hire framework for organised users of the Recreation Ground.

The Council's current Scheme of Delegation expressly delegates authority to the Clerk to **“Authorise expenditure on necessary legal advice up to the approved budget of £5,000 in line with Financial Regulations.”** A separate Council resolution is therefore not required to commission the proposed advice, provided the expenditure is within the approved budget and undertaken in accordance with the Council's Financial Regulations.

However, given the previous level of discussion concerning event hire at the Recreation Ground and the significance of the matters proposed for consideration at the Extraordinary Meeting, the Clerk considers it appropriate that Council is made aware of the proposed exercise of this delegated authority.

The intention is therefore to commission the independent legal advice under the Clerk's existing delegated authority so that it is available to inform the subsequent consideration of these matters.

Financial Implications

Quotes have been sought for the specialist legal advice; however, these had not been received at the time of preparing this report.

Any expenditure would be met from the Lightwater Recreation Ground budget line or the relevant earmarked reserve (EMR).

Legal advice is expected to cost approximately **£300 per hour**. On the assumption that each separate instruction could require up to five hours of professional time, the cost could be **in the region of £1,500 per instruction**, depending on the scope and complexity of the advice required.

At the time of preparing this report, the Lightwater Recreation Ground budget line has an uncommitted balance of £7,366, with a further £97,353 of uncommitted funds held in the relevant earmarked reserve.

**Item 11 - Tree Works: Additional
Expenditure Full Council 27th October 2026**

Purpose of Report

To update Council on the tree works identified following recent assessments and to seek approval for **£2,250 of additional expenditure** from the Tree Maintenance Earmarked Reserve.

Action

Members are asked to:

1. **Note the Clerk's exercise of delegated authority to authorise £3,000 of expenditure from the Tree Maintenance Earmarked Reserve to enable additional necessary tree works to proceed; and**
 2. **Approve additional expenditure of up to £2,250, excluding VAT, from the remaining budget and Tree Maintenance Earmarked Reserve to enable completion of the remaining tree works identified through the recent assessments.**
 3. **Note that if all identified works are approved, the Tree earmarked reserve will stand at c. £5.5k**
-

Background

Following the prolonged period of dry weather, assessments were undertaken of trees across Council-owned sites in response to concerns regarding tree condition, deadwood and associated risks.

The anticipated cost of the programme, including works at sites that had yet to be assessed, was estimated at between £10,000 and £15,000. Council subsequently resolved to:

“Approve expenditure of up to £15,000 to enable all identified works, together with any additional works arising from sites yet to be assessed, to be completed.”

Approximately £11,000 of works were approved at the meeting, leaving c. £4,000 available within the £15,000 authority.

Further Works Identified

The outstanding site assessments have now been completed, and further quotations totalling £9,250 excluding VAT have been received.

The quotations identify a range of works including dead and damaged trees, deadwood and other defects. Some works present a greater priority due to their condition and proximity to

footpaths, property and other areas of public use. For example, the Lightwater Cemetery quotation expressly identifies a snapped/twisted dead pine over a footpath as high priority.

The further works exceed the approximately £4,000 remaining within Council's original authority by £5,970.

Schedule of Additional Tree Works

Site	Works identified	Net cost
Bagshot Cemetery	Conifer: reduce to previous height to alleviate stress on wound. Cypress: reduce by one third due to wounds within crown.	£1,530
College Ride	Create monolith from one chestnut with Chicken of the Woods fungus at base.	£1,100
Freemantle Road	Deadwood sycamores; fell three dead conifer stems; fell sycamore with wound at base and low leaf coverage. Monitor conifer next to slide showing signs of dying.	£870
Kings Lane Playground	Deadwood twin-stemmed beech and remove one broken branch. Revisit in spring 2027 due to beech drought stress.	£640
Lightwater Cemetery	Deadwood and crown lifting to trees around roads, parking areas, graves and Scout entrance; fell identified dead trees; clear fallen trees from footpath. Quote identifies a snapped/twisted dead pine over a footpath as high priority.	£2,300
Lightwater War Memorial	Fell one dead apple tree and grind out stump.	£180
Mill Pond and	Fell poplar with Ganoderma fungal bracket at base due to proximity to footpath/house; deadwood another poplar and three oak trees.	£2,060
Riverside Avenue	Remove limb with canker approximately 2 metres over garage.	£170
Windlesham Cemetery	Shorten/trim longer yew branches overhanging memorial. Additional- crown clean and remove deadwood/broken damaged branches - requested by tree officer	£400
Total		£9,250

Exercise of Delegated Authority

Given the nature of the works identified and the need for the necessary tree works to proceed, the Clerk has exercised delegated authority to authorise £3,000 of expenditure from the Tree Maintenance Earmarked Reserve.

The Council's adopted scheme of delegation provides that the Clerk may “*authorise expenditure on revenue items from all unrestricted EMRs, up to a limit of £3,000, with or without a budget.*” The Tree Maintenance EMR is not included within the Scheme's specified list of restricted earmarked reserves.

This delegated expenditure enables necessary works to proceed without delay while remaining within the authority granted to the Clerk. The £3,000 delegated decision is separate from the £15,000 expenditure previously authorised by Council.

Financial Implications

The financial position is therefore:

Authority/expenditure	Net
Original Council authority	£15,000
Approximate expenditure already approved	£11,000
Remaining Council authority	£4,000
Further quotations received	£9,250
Amount above existing Council authority	£5,250
Clerk's delegated EMR authority being used	£3,000
Further Council authority required	£2,250

Members should be aware that the approved Tree Maintenance budget does not contain sufficient funds to meet the anticipated costs of the required works and, if all work is approved, the EMR will reduce to approximately £5.5k available spend.

Agenda Item 12 –Annual Parish Meeting & Community Awards

Full Council 27th October 2026

Purpose of Report

To ask Members to reconsider the date previously agreed for the 2027 Annual Parish Meeting (APM), taking account of:

- the statutory period within which the APM must be held;
 - the anticipated pre-election period associated with the May 2027 local elections;
 - the disaggregation of the existing parish arrangements taking effect from 1 April 2027;
 - the establishment of Windlesham Village Council from 1 April 2027; and
 - the continuation of the existing Council as the renamed Bagshot and Lightwater Parish Council.
-

Action

Members are asked to:

- 1. note the implications of disaggregation on 1 April 2027 and the May 2027 local elections for the previously agreed APM date of 21 April 2027;**
 - 2. note that holding the APM during the anticipated pre-election period is not recommended;**
 - 3. agree that the previously agreed date of 21 April 2027 should be changed;**
 - 4. consider whether the 2027 APM should be held:**
 - in early March 2027, before the commencement of the pre-election period and disaggregation; or
 - following the May 2027 elections and no later than 1 June 2027
 - 5. consider whether the Council's Community Awards should be incorporated into the 2027 Annual Parish Meeting, as in 2026, rather than holding a separate Annual Community Reception.**
-

Background

At the May Full Council meeting, the date of 21 April 2027 was agreed for the next Annual Parish Meeting.

In accordance with Schedule 12, paragraph 15 of the Local Government Act 1972, a parish meeting may be convened by:

- a) the Chairman of the Parish Council;
- b) any two parish councillors for the parish;
- c) where there is no parish council, the Chairman of the parish meeting or any person representing the parish on the district council; or
- d) any six local government electors for the parish.

Change in Circumstances for 2027

The circumstances surrounding the 2027 APM are unusual because the statutory period for holding the meeting coincides with significant changes to the parish governance arrangements and the May local elections.

Disaggregation will take effect on 1 April 2027, resulting in the establishment of Windlesham Village Council and the continuation of the existing Council as the renamed Bagshot and Lightwater Parish Council.

In addition, the pre-election period for the May 2027 elections is anticipated to commence during March.

NALC guidance confirms that pre-election restrictions apply to local authorities, including parish and town councils, and that the period places particular restrictions on local authority communications activity.

Whilst an Annual Parish Meeting is not prohibited during the pre-election period, holding the APM during this period is not recommended. Particular care would be required in relation to publicity, speakers, use of Council resources and matters that could potentially have an electoral or political dimension.

The currently agreed date of 21 April 2027 would therefore fall:

- after disaggregation has taken effect;
- during the anticipated pre-election period; and
- shortly before the May local elections.

Members are therefore asked to reconsider whether 21 April remains an appropriate date.

Options for the 2027 Annual Parish Meeting

Option 1: Hold the APM in early March 2027

The meeting could be brought forward to a date in early March, provided that it falls before the commencement of the pre-election period.

An early March meeting could provide an appropriate opportunity for the existing Council to report to electors on its activities during the preceding year and provide a natural conclusion to the current arrangements.

There is, however, an important consequence for Members to consider. Once Windlesham Village Council is constituted from 1 April, a further Annual Parish Meeting may need to be held for the newly constituted Windlesham parish. Holding an APM for the existing parish in March could therefore risk causing confusion for Windlesham residents, as any matters

raised at that meeting would be passed on, but may in practice be superseded by issues properly considered at Windlesham's own APM once it is established.

This option offers the clearest way to conclude the existing arrangements before disaggregation, but may not be the most efficient approach to managing the transition.

Option 2: Retain the agreed date of 21 April 2027

The currently agreed date remains within the statutory period for holding the Annual Parish Meeting.

However, by 21 April, disaggregation will have taken effect, and the meeting would fall during the anticipated pre-election period immediately before the May elections.

Although there is no prohibition on holding an APM during the pre-election period, doing so is not recommended for the reasons set out above.

Accordingly, retaining 21 April 2027 is not recommended.

Option 3: Hold the APM following the May elections

The Council could instead move the APM to a date following the May 2027 elections, provided that the meeting is held no later than 1 June 2027.

This would mean that the APM took place after:

- disaggregation;
- the pre-election period; and
- the election of Members under the new arrangements.

This option would provide a different purpose for the meeting. Rather than principally marking the end of the existing arrangements, the APM could provide an early opportunity to launch and engage residents with the renamed Bagshot and Lightwater Parish Council.

Newly elected councillors could be introduced to residents, and the meeting could provide an opportunity to hear directly from electors about the issues and priorities they consider important for Bagshot and Lightwater.

The APM could therefore be structured to include both appropriate reporting on the preceding year and a forward-looking element, inviting residents to contribute views on priorities for the new Council. The feedback received could subsequently assist Members when considering the Council's objectives and priorities.

The disadvantage of this option is the relatively short period between the May elections and the statutory deadline of 1 June. This will also coincide with a busy period for the new Council, including its annual meeting, appointments and establishment of its new working arrangements.

Officer Comment

Given the particular circumstances of 2027, there is no single straightforward date for the Annual Parish Meeting.

Holding the meeting on the previously agreed date of **21 April 2027 is not recommended**, as this falls after disaggregation and during the anticipated pre-election period.

Members therefore have a strategic choice between holding the meeting in early March, before the pre-election period and disaggregation, or following the May elections.

Members may wish to determine whether the principal purpose of the 2027 APM should be to mark the conclusion of the existing arrangements or to support the commencement of the new Bagshot and Lightwater Parish Council and inform its future priorities.

Community Awards

Members may also wish to consider incorporating the Council's Community Awards into the 2027 Annual Parish Meeting, following the approach taken in 2026, rather than holding a separate Annual Community Reception. This would provide an opportunity to recognise and thank individuals and organisations for their contribution to the local community whilst avoiding the need to organise two separate events within a relatively short period.

This is particularly relevant in 2027, as April is expected to be an exceptionally busy period for officers, with disaggregation taking effect from 1 April, the transition to the new council arrangements and preparations associated with the forthcoming May elections.

A combined event would therefore retain the community recognition element of the Annual Community Reception whilst reducing duplication of the significant administrative work associated with organising a separate event, including invitations, responses, attendance arrangements and awards administration.

JW

**Clerk to the Council
October 2026**

Item 13 - Clerk's Update

Full Council 27th October 2026

Windlesham Cemetery Pathway

Works to remove the existing pathway and replace it with a grassed surface have now been completed.

Bagshot Cemetery Drainage and Pathway

The drainage improvements and replacement pathway works have now been completed. The works delivered the drainage system and replacement/extension of the cemetery pathways previously approved by Members.

War Memorials

The Council has previously approved expenditure to undertake conservation and repair works to the Bagshot, Lightwater and Windlesham War Memorials, with expenditure to be met from the relevant war memorial budget lines and, where necessary, the War Memorial EMR.

A Certificate of Lawfulness has now been approved for the Lightwater War Memorial. Members are advised that the conservator requires suitable safety fencing to be erected around the working area for the duration of the works. Officers are currently liaising with Surrey Heath Borough Council and Surrey Highways to establish whether any additional licences or permissions are required before the works commence.

In parallel, officers continue to progress the necessary approvals for the Bagshot and Windlesham War Memorials with the relevant churches. The latest information received indicates that the applications are expected to be considered by the Diocese in December. Once the necessary approvals and supporting documentation are in place, officers will be able to progress the agreed conservation works.

Frimley Park Hospital Consultation

The Council's consultation response was submitted on 8 October 2026. Receipt has been acknowledged.

Policy Reviews

The annual review of Council policies is ongoing. Following consideration at the September Council meeting, the link to policy documents was provided to Cllr Malcauscooper for review and comment. Some difficulties have been experienced accessing the documents through the Council's Microsoft account, and assistance has been offered to resolve these. The review will progress once comments have been received, with any necessary cross-referencing to Standing Orders and Financial Regulations to be completed following Council approval.

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