Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk
Telephone: 01276 471675

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

19th November 2026

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at the St Annes Church Centre, 43 Church Road, Bagshot on **Tuesday 24th November 2026 at 7.15pm** to act upon the undermentioned business.

If you are unable to attend the meeting, please send your written apologies to the Clerk and Chair of Council.

Joanna Whitfield
Clerk to the Council

MEETING INFORMATION

Members of the public are invited to attend this meeting. Alternatively, if you wish to submit questions or comments on any agenda item without attending, please email clerk@windleshampc.gov.uk by midday on 24th November 2026. Please note that the name of the person submitting the representation will be read aloud at the meeting unless anonymity is requested in writing at the time of submission. All public representations, whether written or verbal, are limited to 450 words or a maximum of three minutes.

AGENDA

1. **Apologies for absence.**

2. **Declarations of Interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e).

3. **Public Participation Time:** In accordance with Standing Orders, a period not exceeding 20 minutes will be allowed for public participation.

4. **Exclusion of the Press and Public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.

5. **Council Minutes:** To approve as a correct record the open minutes of the previous meeting held on 27th October 2026

6. **Committee and Sub-Committee Minutes**: To approve as a correct record the open minutes of the following meetings and to consider any recommendations therein:

    a. Planning Committee 11th November 2026
    b. Personnel Committee 9th November 2026 (Recommendations under item 11)
    c. Civic Amenities & Recreation Committee 9th November 2026
    d. Communications Committee 9th November 2026

Governance

7. **CGR Update**

8. **To review Standing Orders**

9. **To review Financial Regulations**

10. **Policy Reviews**

11. **Committee Recommendations & Considerations**

Finance

12. **Account Payments**

13. **Budget and Precept for 2027-2028**

14. **To receive the Internal Audit Report**

Civic Amenities

15. **To consider and approve the payment of the Memory Garden Grant to Bagshot Society, subject to confirmation of the relevant Bagshot Society minutes.**

Consultations, Updates & Correspondence

16. **Outside Organisations -** To receive any reports from representatives on outside organisations.

17. **Clerks update**

18. **Correspondence**

CONFIDENTIAL

19. **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.**

20. **To consider reasons for apologies.**

21. **To approve previous confidential resolutions**

22. **Personnel Committee Confidential** – Update from the Chair of Personnel

23. **Bagshot Cemetery Wall –** Unauthorised attachment of fencing.

24. **Encroachment on Council Land**

25. **Hook Mill Lane Disposal.**

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL
Held on Tuesday 27th October 2026, at 7.15pm held at St Anne's Church Centre, 45 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
Cllr Simon Browne – West Surrey Unitary Councillor
Cllr Julie Hoad – Surrey Heath Borough & West Surrey Unitary Councillor

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/26/99	**Apologies for absence** Apologies for absence were received from Cllrs Hartshorn and Malcaus Cooper Members noted that reasons for apologies would be considered in the confidential part of the meeting.	
C/26/100	**Declarations of interest** Cllr Wilson declared an interest in Item 23. No reason for the declaration was provided. Cllr Wilson advised that he would have left the meeting before consideration of that item.	
C/26/101	**Public question time** None	
C/26/102	**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/26/114 To consider reasons for Councillor absences. C/26/115 To approve as a correct record the confidential reports of the previous meeting held on 22nd September and 5th October 2026 C/26/116 To consider cyber security measures C/26/117 Windlesham Cemetery Greenspace Procurement C/26/118 To review the outcome of the recent Data Protection Audit C/26/119 To review response regarding code of conduct C/26/120 Hook Mill Lane Disposal C/26/121 Encroachment on Council Lane **Members agreed that the above items would be discussed in the confidential part of the meeting.**	
C/26/103	**Full Council Minutes** • The minutes of the Full Council meetings held on the 22nd September 2026 and the EGM held on the 5th October **were approved by Members as a correct record and signed by Cllr Jennings-Evans**	**Cllr R Jennings-Evans**
C/26/104	**Committee and Sub-Committee Minutes** • The minutes of the Planning Committee meetings held on the 22nd September 2026 and 16th October **were approved and signed by Cllr Stevens.** • The minutes of the Finance Committee meetings held on the 29th September 2026 **were approved and signed by Cllr Turner.**	**Cllr Stevens** **Cllr Turner**
C/26/105	**Accounts for Payment** a) **Accounts for payment** - The Clerk presented a list of expenditure transactions for approval, in the sum of £68,373.71 and explained the individual items. **It was resolved that the payments (Appendix A) in the total sum of £68,373.71 be authorised, and the Chairman signed the Expenditure Transactions Approval List.**	**Cllr R Jennings-Evans**
C/26/106	**Budget Monitoring & Bank Reconciliation Sign-off** Members were presented with the income and expenditure against budget, and the EMR status for the financial year 2026/27 to 15 October 2026, as well as an update on the completion of the Bank Reconciliations Cllr Wilson queried the £55,000 legal fee budget provision for asset transfers. It was clarified that, should the asset transfers not proceed, the associated	

	expenditure would not be incurred, resulting in an underspend against this budget provision. **It was resolved to:** • **NOTE that the bank reconciliations for June to September 2026 had been completed and signed off by Cllr Willgoss, with the signed records held on file.** • **NOTE the budget monitoring position as at 15 October 2026, with year-to-date income of £649,558 against an annual budget of £682,578 and expenditure of £279,921 against an annual budget of £720,511. The Council further noted that expenditure was considered to be in line with expectations at this stage of the financial year.** • **NOTE that £1,700 of tree works undertaken at Lightwater Recreation Ground, originally supported from the Trees EMR, would be reallocated to the Lightwater Pavilion and Recreation Trust budget line to ensure the expenditure was appropriately reflected in the Trust's accounts.** • **NOTE the levels of income and expenditure and the position regarding earmarked reserves, which totalled £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).** • **APPROVE the reallocation of the £500 GDPR Audit cost from the Audit budget to the Communications budget.**	
C/26/107	**Budget & Precept 2027-28** Council was presented with the initial draft budget for 2027/28, noting that, due to the forthcoming disaggregation of the Council, the 2027-28 draft budget had been prepared based on income and expenditure relating only to Bagshot and Lightwater. The draft had previously been considered by the Chairs of the Committees and subsequently reviewed and amended by the Finance Committee on 29 September 2026. **Council were reminded 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 succeedin 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. Council noted that the tax base for the continuing authority for 2027/28 had not yet been confirmed by SHBC and that, for modelling purposes, the 2026/27 assumed tax base for Bagshot and Lightwater of 6,273.46 had been used. It was noted that the budget remained at an initial stage, that individual budget lines had not been finalised, and that the current draft did not provide for the use of the General Reserve or the use or repurposing of Earmarked Reserves. Members discussed the indicative precept increase set out in the papers. The Clerk clarified that this did not represent the final budget or precept position. The Committee Chairs and Finance Committee had initially considered the level of expenditure they believed would be required, and these proposals would be subject to further review, as part of the final budget-setting process. It was further noted that the final budget requirement would also be influenced by the outcome of the current asset transfer consultation. Should residents not support the proposed transfers and they consequently do not proceed, the associated budget provision would not be required, which could significantly reduce the overall budget requirement. **It was resolved to note the initial 2027/28 draft budget and the indicative precept implications and use it as the basis for further budget consideration, recognising that the final budget and precept requirement would be subject to further review and confirmation of the tax base.** **Members also noted that, due to the timing of the current asset transfer consultation, an Extraordinary General Meeting would be convened to consider and approve the final budget, which would determine the Council's precept requirement.**	
C/26/108	**Lightwater Recreation Ground Trust: Funding of Specialist Legal Advice** Council considered the report concerning the funding of legal advice requested by the Lightwater Recreation Ground Trust in relation to the Trust's objectives, together with separate legal advice concerning the interpretation and practical operation of the Memorandum of Agreement. It was also noted that the Memorandum of Agreement places operational responsibilities upon the Council in relation to events, bookings, licences, insurance and risk assessments, and contains provisions relating to the costs of providing those services and the Council's indemnity of the Trustee. **It was RESOLVED with 13 in Favour, 1 Against and 0 Abstentions to:**	

	1. **NOTE the decision of the Lightwater Recreation Ground Trust concerning specialist legal advice in relation to the proposed Pavilion.** 2. **APPROVE a maximum expenditure of £1500 towards the cost of the specialist legal advice requested by the Trust, to be met from the Lightwater Recreation Ground budget line or relevant EMR.** 3. **NOTE that the Clerk intends to exercise delegated authority to obtain separate independent legal advice concerning the Council's responsibilities under the Memorandum of Agreement and arrangements for organised users of Lightwater Recreation Ground, to inform the requested Extraordinary Meeting.**	
C/26/109	**To consider and approve additional tree maintenance work** Council received an update on additional tree works identified following completion of assessments across Council-owned sites. Further quotations totalling £9,250 excluding VAT had been received for works relating to dead or damaged trees, deadwood and other defects, including works identified as higher priority due to their proximity to footpaths, property and areas of public use. Council noted that approximately £4,000 remained within its previous authority of £15,000 and that the Clerk had exercised delegated authority to authorise a further £3,000 from the Tree Maintenance Earmarked Reserve to enable necessary works to proceed. The Clerk advised Members that, since the papers had been prepared, a further £280 of emergency tree works had been identified at School Lane Field, increasing the additional expenditure required to £2,530. Members were further advised that by year end the overall cost of tree works was likely to exceed the £5,500 currently available, and that any additional funding required would therefore need to be met from another earmarked reserve or, if appropriate, the General Reserve. **It was resolved to:** 1. **NOTE the Clerk's exercise of delegated authority to authorise £3,000 of expenditure from the Tree Maintenance Earmarked Reserve;** 2. **APPROVE additional expenditure of up to £2,530 excluding VAT, from the remaining budget and Tree Maintenance Earmarked Reserve, to enable completion of the remaining identified tree works; and** 3. **NOTE that the Tree Maintenance Earmarked Reserve will likely be exceeded by year end and that any additional funding required would therefore need to be met from another earmarked reserve or if appropriate, the General Reserve.**	

C/26/110	**Annual Parish Meeting & Community Awards** Council considered arrangements for the 2027 Annual Parish Meeting (APM), taking account of the disaggregation of the parish arrangements from 1 April 2027, the establishment of Windlesham Village Council, the continuation of the existing Council as Bagshot and Lightwater Parish Council, and the May 2027 local elections. Members noted that the previously agreed date of 21 April 2027 would fall after disaggregation and during the anticipated pre-election period. Council considered the options of holding the APM in early March, before disaggregation and the pre-election period, or following the May elections and no later than 1 June 2027. Council also considered combining the Community Awards with the APM, as had been done in 2026, noting that this would retain the community recognition element whilst avoiding the administrative duplication associated with organising two separate events during a particularly busy period. **It was RESOLVED with 12 in Favour, 2 Against and 0 Abstentions to:** **1. NOTE the implications of disaggregation and the May 2027 local elections for the previously agreed APM date of 21 April 2027;** **1. NOTE that holding the APM during the anticipated pre-election period was not recommended** **2. AGREE that the APM would instead be held in March 2027 before the pre-election period; and** **3. AGREE that the Council's Community Awards be incorporated into the 2027 Annual Parish Meeting, rather than holding a separate Annual Community Reception.** **4. NOTE that residents will be asked to nominate award recipients.**	
C/26/111	**Clerks Update** The Clerk reported the following: • works to replace the Windlesham Cemetery pathway with a grassed surface had been completed • the Bagshot Cemetery drainage improvements and replacement/extension pathway works had been completed; • a Certificate of Lawfulness for the Lightwater War Memorial had been approved. Officers were liaising with Surrey Heath Borough Council and Surrey Highways regarding any further licences or permissions required before conservation works commenced. Approvals for the Bagshot and Windlesham War Memorials have just been granted, and	

	the Operations Coordinator is liaising with the conservator regarding a date to start the work. • the Council's Frimley Park Hospital consultation response had been submitted on 8 October 2026; and • the annual policy review remained ongoing. The link to the policy documents had been resent to Cllr Malcaus Cooper for review and comment, with assistance offered following difficulties accessing the documents through the Council's Microsoft account. • Members considered the proxy voting arrangements for the SALC Conference to be held on 5 November 2026. Members agreed to support the nominated candidate for President. In respect of the other proposed appointments, Members considered that insufficient information had been provided about the candidates to enable an informed decision and therefore agreed to abstain. Members also agreed that Cllr Malcaus Cooper should use her discretion in relation to the approval of the conference minutes. **Update:** Following the meeting, the Clerk received clarification that a proxy vote is no longer required, as Cllr Malcaus Cooper will be attending the conference in person on behalf of the Council. • The Clerk informed Members of the following consultations and invited Members to consider whether the Council wished to submit a response o West Surrey consultation on Council Tax Reduction, closing 3 December 2026; and o Corporate Strategy consultation, closing 15 November 2026. **It was proposed by Cllr White, seconded by Cllr Hardless, and RESOLVED unanimously that Members would submit individual responses to these consultations rather than a corporate response on behalf of the Council.** o Surrey Heath Borough Council Polling District Review, closing 20 November 2026 Members considered the consultation on the Polling District Review. **It was proposed by Cllr Wheeler, seconded by Cllr White, and RESOLVED, with 9 in favour, 3 against and 2 abstentions, to submit a response to the consultation requesting that consideration be given to an additional polling place for the northern and eastern parts of Windlesham, including Woodlands Lane, Heathpark Woods St Margaret's and The Ferns.**	**Councillors** **The Clerk**
C/26/112	**Correspondence** Members were informed that correspondence had been received relating to confidential item 23 on the agenda.	

	20:23 Cllr Wilson left the meeting *Comfort break* *20:26 the meeting resumed*	
C/26/113	**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/26/114 To consider reasons for Councillor absences. C/26/115 To approve as a correct record the confidential reports of the previous meeting held on 22nd September and 5th October 2026 C/26/116 To consider cyber security measures C/26/117 Windlesham Cemetery Greenspace Procurement C/26/118 To review the outcome of the recent Data Protection Audit C/26/119 To review response regarding code of conduct C/26/120 Hook Mill Lane Disposal C/26/121 Encroachment on Council Lane	
C/26/114	**To consider reasons for Councillor absences** **It was resolved to accept the reasons given by Cllr Malcaus Cooper and Cllr Hartshorn.** **Members noted that no apologies were received from Cllr Harris or Gordon.**	
C/26/115	**To approve as a correct record the confidential resolution report from the Full Council meetings held on the 22nd September & 5th October 2026, noting/approving recommendations therein.** **It was resolved to approve the above reports.**	
C/26/116	**To consider cyber security measures** **1. To APPROVE the implementation of additional Microsoft 365 backup at a cost of £720 plus VAT per annum, with any budget overspend to be met from the General Reserve;** **2. To NOTE that quotations were being sought for a managed IT support service and would be brought back to Council separately; and** **3. To AUTHORISE the Clerk, subject to receipt of acceptable revised terms and confirmation that the Statement of Fact accurately reflected the Council's arrangements, to**	**The Clerk** **The Clerk** **The Clerk**

	exercise the authority previously delegated under Resolution C/26/81 to place the cyber insurance cover.	
C/26/117	**Windlesham Cemetery – Greenspace Procurement Award** Members had been provided with a draft report detailing the procurement process and outcome in advance of the meeting. At the meeting, the Clerk made available the full post-procurement report, including copies of the tenders received. Council considered the report relating to the procurement of maintenance services for Windlesham Cemetery. Members noted that three tenders had been received and evaluated against the agreed criteria of 60% quality and 40% price. Council noted that the proposed appointment would result in the Cemetery Greenspace budget for the current financial year being exceeded by approximately £5,000. **It was resolved:** **1. To NOTE the Post-Procurement Report and tender evaluation outcome** **2. To APPROVE Contractor C as the preferred contractor for Windlesham Cemetery Maintenance Services for 2026 to 2028/9, subject to satisfactory completion of the required due diligence and procurement award process (price detailed in confidential report);** **3. To NOTE that the appointment will result in the cemetery maintenance budget for the current financial year being exceeded;** **4. To AUTHORISE the Clerk to oversee the necessary due diligence, bidder notification, the contract award and mobilisation process in conjunction with the Procurement consultant. Additionally, to authorise the Clerk and Chair of Council to sign the contract.** **5. To APPROVE that any expenditure exceeding the approved cemetery maintenance budget be met in the first instance from the Windlesham Cemetery Maintenance Earmarked Reserve, with any remaining shortfall to be met from the General Reserve.**	**The Clerk**
C/26/118	**To review the outcome of the recent Data Audit** Council considered the independent Data Audit presented. Council considered the recommendations relating to councillor use of WhatsApp, the Record of Processing Activities (RoPA), data breach recording, councillor training, processor agreements and secure disposal of obsolete IT equipment. Members also noted the actions required to support compliance with AGAR Assertion 10 (Digital and Data Compliance). **It was RESOLVED:**	

	1. **To RECEIVE and NOTE the findings of the Data Protection Audit;** 2. **To ADOPT the Employee and Councillor Privacy Notice, Data Protection Policy, Data Retention Policy, Data Retention Schedule, Data Breach Register and Record of Processing Activities (RoPA), noting that the Public Privacy Notice and Appropriate Policy Document would be considered at a future meeting;** 3. **To NOTE that the Clerk would progress the administrative actions identified by the audit, including obtaining relevant processor agreements and arranging for obsolete desktop and laptop computers to be securely wiped and disposed of; and** 4. **To NOTE that GDPR training would be provided to Councillors as part of the actions required to support compliance with AGAR Assertion 10.** **Cllr Turner proposed and Cllr D Jennings-Evans seconded, and it was RESOLVED, with 8 votes in favour, 0 against and 5 abstentions, that Councillors should not use WhatsApp groups or similar messaging platforms to discuss Council business, and that Council communications should instead be conducted through the Council's Microsoft environment.**	**The Clerk** **The Clerk**
C/26/119	**To review response regarding code of conduct** Cllr Wheeler and Cllr White advised that, due to their positions as Borough Councillors, they would not participate in consideration of this item and stepped out of the meeting. Council considered the further response received from Surrey Heath Borough Council following the Council's previous request for clarification regarding the assessment of a formal Code of Conduct complaint. Members noted the additional explanation of the assessment undertaken by the Monitoring Officer, including that the complaint and supporting evidence had been considered as a whole and that the threshold for progressing the matter to a formal investigation had not been considered to have been met. **Cllr Willgoss proposed, and Cllr R Jennings-Evans seconded, that the matter be referred to the Local Government and Social Care Ombudsman. On being put to the vote, there were 4 votes in favour, 8 against and 1 abstention. The motion was therefore NOT CARRIED.** *Cllr White and Cllr Wheeler rejoined the meeting*	
C/26/120	**Hook Mill Lane Disposal –** deferred from July Full Council Meeting Council were presented with the confidential update regarding the disposal of the Hook Mill Lane Depot.	

	Members noted that the additional legal advice had not been received in advance of the meeting. Council therefore considered that it was not in a position to reach a final decision or authorise any further action in relation to the disposal. **It was RESOLVED to defer this item until the legal advice had been received.**	
C/26/121	**Encroachment on Council land** Council considered the confidential report concerning an apparent alteration to the boundary of a property adjoining Council-owned land. **Cllr Wheeler proposed, Cllr D Jennings-Evans seconded, and it was unanimously RESOLVED to carry out the actions as detailed in the confidential report.**	**The Clerk**
	There being no further business, the meeting closed at 21:12	

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**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis 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**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								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
06/10/2026	INV 2043496	1043	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	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	16,669.65	3,223.14	19,892.79			16,669.65	
			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				

Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

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

Held on 11th November 2026 at 11:00am at All Saints' Church Hall, Broadway Road, Lightwater

Bagshot Cllrs		**Lightwater Cllrs**		**Windlesham Cllrs**	
White	P	Turner	A	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/26/63	**Apologies for absence** Apologies were received from Cllr Turner. 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/26/64	**Declarations of interest** No Declarations of interest. **Cllr White declared a non-pecuniary interest in planning application 26/0971/ADV as she has spoken to residents regarding the application.**
PLAN/26/65	**Public participation time** No public were present.
PLAN/26/66	**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/26/70 To consider reasons for Councillor absences **Members agreed that the above item would be discussed in the confidential part of the meeting.**
PLAN/26/67	**Rural Roar National Coalition – Consideration of Council Support** Members considered an invitation for the Council to join the Rural Roar National Coalition, a campaign seeking changes to national planning policy in relation to grey belt development, housing targets, protection of the Green Belt and greater local involvement in planning decisions. It was noted that membership would involve no fees or financial obligations and that the Council was being invited to formally support the coalition and its five stated demands to Government. **Members unanimously RESOLVED to join the Rural Roar National Coalition and to nominate the Chair of the Planning Committee as the Council's contact for future campaign updates.**
PLAN/26/68	**To consider planning applications and planning appeals received prior to this meeting:**

	Bagshot Applications		
26/0931/CES	**15 Wellesley Close, Bagshot, Surrey, GU19 5HB** Certificate of lawfulness for the proposed dropped kerb. **NO OBJECTION**	Certificate Proposed Development	2nd December 2026
26/0971/ADV	**1 High Street, Bagshot, Surrey, GU19 5AG** Application for advertisement consent to replace non illuminated and illuminated signage and external lighting. **NO OBJECTION with following comments:** **The Committee echoes neighbours' concerns regarding the impact of flashing, fading and strobe lighting on nearby properties and requests a condition requiring all such lighting to be switched off at night when the pub is closed.**	Advert	23rd November 2026
26/0953/PCM	**Highway Depot, Surrey Heath District Transportation Office, 2 London Road, Bagshot, Surrey, GU19 5HN** Consultation application from Surrey County Council for the details of surface water drainage scheme and Construction Environmental Management Plan (CEMP) submitted pursuant to Conditions 4 and 6 of planning permission ref: SU/26/0363/DCM dated 24 June 2026 (this application is determined by Surrey County Council under their ref SCCRef-2026-0169 - this record is for consultation only)	Consultation (County Matters)	

	NOTED		
26/0966/FFU	**St Annes Church Hall, 11 Church Road, Bagshot, Surrey, GU19 5EQ** Erection of a replacement storage unit following demolition of existing 4no storage units. **NO OBJECTION**	FPA	24th November 2026
	Lightwater Applications		
26/0909/DTC	**Atv Go Karts Ltd, Blackstroud Lane East, Lightwater, Surrey, GU18 5XR** Submission of details to comply with condition 9 (CEMP) and condition 10 (lighting) of planning permission 24/1026/FFU Appeal Ref: APP/D3640/W/25/3370563 for the demolition of the 3 existing buildings (Sui Generis), with the erection of two replacement buildings to be used as a flexible Class B8/E use. **NO OBJECTION**	Details to comply	
26/0962/CES	**23 Clearsprings, Lightwater, Surrey, GU18 5YL** Certificate of lawfulness for a proposed dropped kerb and associated works. **NO OBJECTION**	Certificate of Lawfulness	
	Windlesham Applications		
26/0896/DTC	**Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey** Submission of details to comply with condition 3 (external materials) of planning permission 23/0080/FFU for the development of 20 affordable dwellings with new access from Woodlands Lane. **Members resolved NO OBJECTION** **It is noted that this application was approved on 29th October 2026.**	Details to comply	24th November 2026
26/0922/DTC	**St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS** Submission of details to comply with condition 8 (landscaping) of appeal ref.APP/D3640/W/24/3343307 (application ref.23/0581/FFU) allowed on the 25 November 2024. **Members resolved to COMMENT as follows:** **An application was refused for the partial discharge of this condition as details were submitted for hard landscaping only, with no details provided for soft landscaping (26/0434/DTC). An additional reason for refusal was that it was proposed that the access road**	Details to comply	1st December 2026

	would be constructed from permeable tarmac, rather than pavers/blocks as set out in SCC's Healthy Streets for Surrey Guidance. All the other elements of hard landscaping (which have been resubmitted in this new application) were considered to be appropriate and acceptable. **Members considered the soft landscaping proposals to be acceptable.** **Regarding the access road, Members felt the main issue was that it should be permeable, which would be achieved by either the proposed tarmac or by pavers/blocks. Members have found SCC's guidance difficult to interpret as there seems to be a contradiction between table 4.3 (which permits asphalt for a shared carriageway) and section 5.10 (which refers to pavers, bricks and blocks but not asphalt). The applicant has referred to this apparent discrepancy in their covering letter. The Committee rely on SHBC to interpret this guidance, if necessary, in conjunction with SCC.**		
26/0928/CES	**1 Edward Road, Windlesham, Surrey, GU20 6EX** Certificate of lawfulness for the proposed conversion of garage to habitable accommodation. **Members resolved NO OBJECTION with the following COMMENT:** **The windows which will replace the garage doors should be of a similar visual appearance to those of the existing dwelling. Whilst the Committee have no objection to the rendered aprons beneath the windows, they should be sympathetic to the existing colour palette.**	Certificate Proposed Development	7th December 2026
26/0867/FFU	**Windlesham Garden Centre, London Road, Windlesham, Surrey, GU20 6LL** Erection of a new single-storey building following demolition of existing car-wash buildings and demolition of existing eastern commercial building. **Members resolved to OBJECT for the following reasons:** **The proposal is to demolish an existing commercial building and to construct a building of similar size (including an element to reflect the extension approved under application 26/0496/CES) on the site of the car wash. This is Green Belt land.** **The car wash site, together with other buildings and areas of hardstanding, are subject to an Enforcement Notice (19/1053/ENF), issued by SHBC on 11 September 2024. The Committee has no knowledge of the current enforcement position but assume that the Enforcement Notice is still in place. Furthermore, applications have recently been submitted for certificates of lawfulness for**	FPA	10th November 2026

	the wider site (including the car wash), which are still awaiting a decision (26/0809/CEU and 26/0810/CEU). In the Committee's view, clarity is required on these applications and the enforcement position before it is appropriate to determine whether this new building should be constructed to replace the car wash. **A retrospective application was submitted for the car wash, which was refused (22/1233/FFU). In the Officer's Report, the car wash canopies were considered to have a negative impact on the openness of the Green Belt, when compared with the previous lack of built form in this area (para 6.3.9). The proposed building is substantial in size and would have a greater impact on the openness of the Green Belt than the car wash canopies.** **Members request that SHBC make enquiries as to the nature of business of likely tenants.** **If this application is approved, it should be ensured that there is a legal requirement to demolish the existing commercial building and to landscape the area appropriately.**		
26/0965/FFU	**Land Adjacent To The Orchard, Church Road, Windlesham, Surrey** Construction of a dwellinghouse and detached garage (Use Class C3) together with new access, parking, landscaping, refuse storage and private amenity space. **Members resolved to OBJECT for the following reasons:** **<u>Green Belt</u>: This would be inappropriate development in the Green Belt with no very special circumstances.** **A number of factors are listed (page 44, Design & Access Statement) but the majority of these would apply to the construction of any dwelling anywhere and so are not considered special (quality of design, employment of construction workers, occupants will support local businesses, tidying vegetation etc).** **It is not appropriate to describe the dwelling as single storey in height (and claim this as a very special circumstance) when there are three bedrooms and three bathrooms at first floor level. Height was a major factor in relation to the various applications for the neighbouring dwelling recently built on the Cedars Garden nursery site (which used to include this site), where an application was refused for a two storey 4-bedroom house (20/1213/FFU) and withdrawn for a two storey 3-bedroom house (22/0336/FFU), permission ultimately being granted for a single storey dwelling. This is a two-storey house with a ridge height of approximately 7m, which should be viewed as detrimental to the openness of the Green Belt.** **<u>Previously developed land</u>: One of the Green Belt exemptions is the redevelopment of previously**	FPA	24th November 2026

	developed land (NPPF GB7 1(e)). It is understood that SHBC has stated in pre-application advice that it considers it unlikely that the site would meet the definition of previously developed land and that the resulting harm would be substantial (page 15, Design & Access Statement). Members agree with this opinion. The site has no structures or hardstanding on it and consists of a grassed area with a few trees and shrubs. The glasshouses and other structures which were part of the former Cedars Garden Nursery were located on the neighbouring plot of land. They have been demolished and recently replaced with a single dwelling. **Application 19/0759/CES (referenced by the applicant) does not appear to have concluded that this site (formerly part of the wider Cedars Garden Nursery site) constitutes previously developed land. It is stated in the Officer's Report for that application:** **"Section 192(2) of the Town and Country Planning Act ("the Act") relates to certificates of lawfulness of proposed use or development and it is considered that the question about PDL relates to neither of these, as it is a land designation. As such, a certificate of lawfulness is not the process to determine the land designation and therefore this matter is not considered under this application."** **<u>Grey Belt land</u>: The site is a sensitive location within the Church Road Conservation Area, close to the church and several listed buildings. In Members' view, it contributes strongly to Green Belt purposes, including its openness, and should not be treated as grey belt land.** **<u>Conservation area</u>: The Committee understand from the Design & Access Statement that pre-application advice was sought from SHBC in relation to a proposal for two dwellings on this site. Whilst the proposal is now for one dwelling, the concerns raised by the Heritage Officer (page 16) remain. It is stated that the Heritage Officer objected to the principle of development on heritage grounds "considering that the site makes a positive contribution to the significance and setting of the Church Road Conservation Area as an undeveloped and verdant buffer between the historic core of the settlement and later suburban development."**		
26/0976/PMR	**Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY** Application under Section 73 of the Town and Country Planning Act to vary or remove condition 2 (approved plans) of planning permission 26/0551/FFU (Erection of a single storey rear extension, including upper and lower terrace and	Relaxation /Modification	24th November 2026

	associated works) to increase the height of the proposed extension. **Members resolved NO OBJECTION with the following COMMENT:** **It is understood that the main amendment relates to an increase in the height of the extension by around 25cm. In view of the scale and size of the original building, together with other approved and proposed works, this would not result in a material increase in volume such as to represent a disproportionate addition under the Green Belt rules.** **The other proposed alterations relate to balustrades, handrails, wall finishes and the configuration of the external staircases. The design and materials appear to integrate with the host dwelling, but the Committee rely on SHBC to review the detail of the proposed materials, in particular the wall finishes and the reconstituted stone.**		
26/0968/PMR	**Windlesham South Service Station, London Road, Windlesham, Surrey, GU20 6PJ** Application under Section 73 of the Town and Country Planning Act to vary or remove condition 9 (opening hours) of planning permission 26/0512/FFU (Change of use from Car Sales (Sui Generis) to Class E (a)/(b)/(c)/(g)(i) including external alterations to the building, provision of plant, alterations to the car parking layout, AC units and associated works.) **Members resolved to OBJECT for the following reasons:** **Condition 9 provides that the operating hours of the food outlet shall be between 7am – 10pm Monday to Saturday and between 8am and 9pm on Sundays and Bank Holidays. It is stated that this is in the interests of the amenities enjoyed by neighbouring residents. It is proposed to change the conditioned opening hours to 6am – 10pm on all days.** **This would create additional noise from 6am in the morning, from customers themselves but also potentially from additional customer and service vehicles, creating a negative impact on the residential amenity of neighbours. Two immediate neighbours have objected.** **There is a concern that the premises will only be closed for 8 hours (10pm – 6am), which provides inadequate quiet time for neighbouring residents to sleep.** **The Noise Report submitted appears to be the same as the one submitted for the main application (26/0512/FFU). No additional evidence or explanation has been submitted to support this application.**	Relaxation /Modification	25th November 2026

	Condition 5 of the original application requires submission of a Noise Management Plan, to include measures to minimise noise from deliveries, waste collections, customer activities and the operation of plant and equipment. This has not yet been submitted. Even with the approved opening hours, this condition acknowledges that noise would need to be managed. **It is unclear to us how the approved hours were agreed. The Noise Report (cl 6.02) states that it was proposed that the outlet would close at 6pm from Monday to Saturday and at 4pm on Sundays and Bank Holidays. The application form for the original application did not give any opening hours and stated that hours of opening were not relevant to the proposal. Evening opening does not seem to have been anticipated in the original application but was granted. The proposed extension into the early morning is a further erosion of quiet time for neighbouring residents.**		
26/0947/MPO	**Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey** Application to discharge clause Schedule 4, Part 1, clause 1,2 and 3 (Habitat Management and Monitoring Plan) s106 obligation relating to planning permission ref. 23/0080/FFU for Development of 20 affordable dwellings with new access from Woodlands Lane **Members resolved to COMMENT as follows:** **The submitted Biodiversity Gain Plan and Habitat Management and Monitoring Plan appear comprehensive, but the Committee rely on SHBC to review the detailed calculation. This is particularly important in this case as the development has resulted in initial extensive biodiversity loss through the felling of a mature wood.** **Within the approved development site, lines of trees totalling 175m will be planted along the northern and western boundaries, together with 22 small trees within the development. However, a significant amount of the required enhancement will be off site, comprising broadleaved woodland, mixed native scrub and grassland. The proposed site is Westly Green Farm, stated to be in Windlesham (cl 3.3 HMMP). However, this farm appears to be located at Valley End in Chobham. It is regrettable that a suitable site could not be found in Windlesham, bearing in mind the extent of the loss of trees in the village.**	Modification & Discharge of Obligation	

26/0973/DTC	**Manor House, UCB Windlesham Campus, Sunninghill Road, Windlesham, Surrey, GU20 6PP** Submission of details to comply with Conditions 5 (Tree Protection Plan), 7 (Construction Traffic Management Plan), 12 (Bat Mitigation Strategy), 13 (Badger Mitigation Strategy), 15 (Construction Environment Management Plan), 16 (Biodiversity Gain Plan) of planning permission 26/0354/FFU Part demolition of the Manor House and erection of a three-storey extension, landscaping, plant and machinery, associated infrastructure and other works. **Members resolved to COMMENT as follows:** **Regarding the Construction Traffic Management Plan (Condition 7), it is noted that the Principal Contractor, who will be responsible for developing many of the detailed construction logistics arrangements, has not yet been appointed (Appendix A). In particular, no route has been submitted for construction and demolition vehicles off site. It should be ensured that any route agreed for HGVs involved in the project uses major roads and not unsuitable roads in local villages.** **No Badger Mitigation Strategy (Condition 13) has been uploaded for review, although it appears that one has been prepared as Appendix E of the Construction Environmental Management Plan refers to one.**	Details to Comply	
26/0984/DTC	**Timbers, Church Road, Windlesham, Surrey, GU20 6BH** Submission of details to comply with condition 4 (External Joinery) attached to planning permission 26/0052/FFU for erection of a part first floor, part two storey side extension and single storey rear extension with associated works following demolition of existing conservatory **Members resolved NO OBJECTION with the following COMMENT:** **Details of the proposed windows have been submitted, which appear appropriate in terms of style and materials (timber painted white). However, the Committee rely on SHBC to confirm that the condition is fully satisfied.**	Details to Comply	

PLAN/26/69	**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/26/70	**To consider reasons for Councillor absences** **It was resolved to accept the reason for absence given by Cllr Turner.**

There being no further business, the meeting closed at 11:30

Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PERSONNEL COMMITTEE Held on 9th November 2026 at 6:00pm at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Hardless	P
Du Cann	P	Jennings-Evans	P	Wheeler	-
Willgoss	P	Malcaus-Cooper	P		

In attendance: Joanna Whitfield –Clerk to the Council
Sarah Wakefield – Assistant Clerk
Cllr Harris

Cllr Turner took the Chair

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

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		Action
PER/26/01	**To elect a Chairman and Vice Chairman of the Committee for the ensuing year** Cllr Turner welcomed everyone to the meeting and asked for nominations for Chair of the Committee **There were two nominations as follows:** **Cllr Turner nominated himself as Chair of the Committee, Cllr Du Cann seconded, and it was RESOLVED unanimously to appoint Cllr Turner as Chairman of the Committee.** Cllr White asked Cllr Hardless if he would be willing to be Vice Chair of the Committee, which he declined. **Cllr White nominated herself as Vice Chair of the Committee, Cllr Du Cann seconded, and it was RESOLVED unanimously to appoint Cllr White as Vice Chairman of the Committee.**	
PER/26/02	**Apologies for absence** No apologies for absence were received.	

	Members noted that any reasons for apologies would be considered in the confidential part of the meeting.	
PER/26/03	**Declarations of interest** **None**	
PER/26/04	**Public question time** No questions	
PER/26/05	**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: PER/26/10 To consider reasons for apologies PER/26/11 Staffing Matters PER/26/12 Local Government Pay Award PER/26/13 Toil review officer hours & toil PER/26/14 To approve as a correct record the confidential resolution reports for the Personnel Committee held on the 20th April 2026. **It was RESOLVED that the above items would be discussed in the confidential part of the meeting.**	
PER/26/06	**To note the Committee's Terms of Reference** **It was RESOLVED to note and approve the committee terms of re**	
PER/26/07	**Staffing Capacity Review** Members were presented with a report highlighting the staffing implications arising from the proposed transition of greenspace management responsibilities to Windlesham Parish Council and to assist Members in considering whether the current staffing structure will remain sufficient once Surrey Heath Borough Council (SHBC) support arrangements cease. Members were asked to consider whether they wished to explore the creation of a Greenspace Contract Manager post to support the future management of the Council's greenspaces and associated assets. Cllr Malcaus Cooper raised concerns regarding current staffing capacity and suggested that an additional part-time role was required. The Clerk agreed that the Council was currently under-resourced and that there was a need for additional administrative support. However, in light of the forthcoming disaggregation of the Council, the future staffing requirements of the new Bagshot and Lightwater Parish Council remained unclear. It was noted that the previous Personnel Committee	

	resolution was to maintain existing staffing levels until the Council was operating under its new structure. **It was RESOLVED to note that there was currently a gap between the resources available within the office and the Council's workload, and that staffing requirements would be reviewed following the May elections.** **It was also RESOLVED to delegate authority to the Clerk, in consultation with Councillors Turner, White and Malcaus Cooper, to undertake further research and produce a detailed costed proposal to include consideration of:** • **Salary and employer on-costs.** • **Vehicle provision and associated running costs.** • **Equipment, tools and storage requirements.** • **Training, qualifications and health and safety requirements.** • **Potential savings arising from a reduction in the use of external contractors.** • **A draft job description and indicative role profile.** • **The operational benefits and risks associated with the establishment of the post.** **A report outlining the findings and financial implications would then be brought back to Council for consideration before any decision is made on creating the post.**	
PER/26/08	**Clerks Update** Nothing to report	
PER/26/09	**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:	
PER/26/10	**To consider reasons for apologies.** **Members NOTED that no apologies were received from Cllr Wheeler.**	
PER/26/11	**Staffing Matters** Members were presented with an informal Grievance from several Members of Staff and **RESOLVED to carry out actions as detailed in the confidential report.**	
PER/26/12	**Local Government Pay Award – Update** Members were informed that the 2026/27 Local Government pay offer has now been agreed at a 3.3% increase across all pay points and will be backdated to 1 April 2025. **Members NOTED the increase and acknowledged that it was anticipated, and provision had been made in the 2026-2027 budget.**	

PER/26/13	**To review officer hours & TOIL** Members noted the current level of accrued Time Off in Lieu (TOIL) across the staff team and were reminded that they will need to prioritise where they wish to direct their resources. **It was unanimously RESOLVED to:** **1. pay all outstanding TOIL; and** 2. **recommend to Full Council that authority be delegated to the Clerk to secure additional staffing resources, on an ad hoc or short-term basis as required, up to a maximum total value of £15,000, to be funded from the General Reserve.**	
PER/26/14	**To approve as a correct record the confidential resolution reports for the Personnel Committee held on the 20th April 2026.** **It was RESOLVED to approve as a correct record the confidential resolution reports for the Personnel Committee held on the 20th April 2026.**	

There being no further business, the meeting closed at 19:09.

Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

MINUTES OF WINDLESHAM PARISH COUNCIL'S CIVIC AMENITIES & RECREATION COMMITTEE
Held on Monday 9th November 2026 at 7:45pm at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB

Councillors	
Gordon	-
Hardless	P
Harris	P
Hartshorn	P
R Jenning-Evans	P
Lewis	P
Marr	P
White	P
Willgoss	P

In attendance:
Sarah Wakefield – Assistant Clerk
Cllr Malcaus Cooper – WPC Lightwater Councillor
Cllr Turner – WPC Lightwater Councillor
Cllr Stevens – WPC Lightwater Councillor
Windsor Rackham – Resident
Bagshot Resident

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

Cllr White took the Chair

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		Action
CAR/26/43	**Apologies for absence** No apologies for absence. No apologies were received from Cllr Gordon.	
CAR/26/44	**Declarations of Interest**	

	Cllrs Hardless, Lewis and Marr declared a non-pecuniary interest in item 9, Windlesham Society grant, as they are all members of the Windlesham Society. Cllrs White and Willgoss declared a non-pecuniary interest in item 9, Earlswood Park grant, as they have spoken to the applicant regarding the grant. Additionally, Cllrs Willgoss and White declared a non-pecuniary interest in item 9, Memory Garden grant, as they have spoken to the applicant regarding the grant. Cllr Willgoss declared a non-pecuniary interest in item 10 as he is a resident in the area affected.	
CAR/26/45	**Public participation time** No public questions.	
CAR/26/46	**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: CAR/26/56 To consider reasons for Councillor absences CAR/26/57 To approve previous Confidential Resolutions **Members agreed that the above items would be discussed in the confidential part of the meeting.**	
CAR/26/47	**Lightwater Cemetery Fencing - to consider fencing options for Lightwater Cemetery** Members considered the proposed replacement of the boundary fencing at Lightwater Cemetery. Due to continuing uncertainty over sections of the wider cemetery boundary, Members considered progressing the project in phases, with Phase 1 comprising approximately 198 metres of boundary adjacent to the Scout compound, where there is greater confidence over the boundary line. Three quotations were considered for chestnut pale and cleft and rail fencing, with options both with and without two kissing gates. Costs ranged from £6,072 to £20,460 excluding VAT, depending on the contractor and specification selected. **Cllr R Jenning-Evans proposed, Cllr Hartshorn seconded and it was unanimously RESOLVED that:** **1. the Lightwater Cemetery boundary fencing project be progressed on a phased basis, with Phase 1 comprising**	

	the approximately 198-metre boundary adjacent to the Scout compound; **2. the quotation from Contractor 3 for chestnut pale fencing with two kissing gates, be accepted, on the condition that they can increase their public liability insurance to £10 million;** **3. if Contractor 3 can not increase their public liability insurance to £10 million, the quotation from Contractor 1 for chestnut pale fencing with two kissing gates be accepted;** **4. the cost of the works be met from the Lightwater Cemetery EMR.**	
CAR/26/48	**Priority 2 memorial testing – to consider next steps following memorial testing** Members received an update following completion of the Priority 2 memorial safety testing programme at Bagshot, Lightwater and Windlesham Cemeteries. Members noted that officers had contacted all identifiable grave owners where memorials had failed the inspection. Members considered the appropriate next steps for memorials assessed as low, moderate and high risk. For moderate and high-risk memorials, options included obtaining quotations for repairs, laying memorials flat or obtaining costs for both options. For low-risk memorials, Members considered whether remedial quotations should be sought or whether the memorials should be monitored and retested in approximately 12 months. **Members unanimously RESOLVED that:** **1. completion of the Priority 2 memorial safety testing programme at Bagshot, Lightwater and Windlesham Cemeteries be noted;** **2. the action taken by Officers to contact all traceable grave owners whose memorials failed the inspection be noted;** **3. Officers obtain comparative quotations for both the repair and, where appropriate, careful laying flat of moderate and high-risk memorials where no owner can be traced or where appropriate remedial works have not been undertaken within the required timeframe;** **4. the quotations, together with proposed funding arrangements, be brought back to the Committee for consideration before works are commissioned; and**	

	5. **low-risk memorials be placed on a monitoring register and re-inspected in approximately 12 months**.	

CAR/26/49	**Replacement of AED (defibrillator) Cabinet in Lightwater Village- Wayleave agreement update** Members received an update on the Wayleave Agreement required for the installation of the new heated AED cabinet at the DEBRA Charity Store in Lightwater. Members noted that, as the agreement had progressed, additional legal due diligence had been required to ensure the appropriate parties were included and the Council's position regarding the installation, maintenance and future operation of the AED was adequately protected. A sum of £300 excluding VAT had previously been approved for legal costs. Members were advised that further legal work was necessary and considered an additional allocation of up to £700 excluding VAT to enable the solicitor to progress and finalise the Wayleave Agreement without requiring further Committee approval within that limit. The additional expenditure was proposed to be met from the Buildings Maintenance budget line. **Members unanimously RESOLVED that:** 1. **the additional legal due diligence and work required to progress the Wayleave Agreement for the Lightwater AED cabinet be noted;** 2. **additional legal expenditure of up to £700 excluding VAT be approved, in addition to the £300 excluding VAT previously approved, to enable the solicitor to progress and finalise the Wayleave Agreement; and** 3. **the additional expenditure be funded from the Council's Buildings Maintenance budget line**.	
CAR/26/50	**School Lane Field Pond Boardwalk – to consider next steps** Members received an update on the condition of the boardwalk at School Lane Field Pond following the Committee's previous consideration of the matter in July 2026.	

	Members noted the specialist contractor's advice that the existing supporting structure remained sound but that, rather than replacing individual deteriorated boards, consideration should be given to replacing the decking in its entirety. The contractor had also recommended improvements to the handrails, including an additional lower rail and a matching handrail to the opposite side of the boardwalk. A quotation had been requested from the specialist contractor but had not been received in time for the meeting. Members were therefore unable to consider the anticipated cost of the works or determine the appropriate procurement and funding arrangements at this stage. **Members unanimously RESOLVED that:** **1. the specialist advice regarding the condition of the boardwalk and existing support structure be noted;** **2. as the requested quotation had not been received in time for the meeting, Officers bring the quotation and proposed procurement and funding arrangements back to a future Committee meeting for consideration.**	
CAR/26/51	**Grants- to consider grant applications from:** **Air Ambulance Charity Kent, Sussex, Surrey** Members considered an application for £500 towards the operating costs of the charity's Helicopter Emergency Medical Service, including helicopters, rapid-response vehicles, medical equipment, fuel and crews. **Members unanimously RESOLVED that a grant of £500 be awarded to Air Ambulance Charity Kent, Sussex, Surrey, funded from equally from the Bagshot, Lightwater and Windlesham grant budget lines.** **Windlesham Over 60's Lunch Club** Members considered an application for £1,000 towards the running costs of the Windlesham Over 60's Lunch Club. Members noted that the club currently supports residents from all three villages. **Cllr R Jenning-Evans proposed, Cllr Lewis seconded, and it was unanimously RESOLVED that a grant of £500 be awarded to the Windlesham Over 60's Lunch Club, funded equally from the Bagshot, Lightwater and Windlesham grant budget lines.**	

	Windlesham Society Members considered an application from the Windlesham Society for £250 towards replacement and additional litter-picking equipment. **It was unanimously RESOLVED that a grant of £250 be awarded to the Windlesham Society towards litter-picking equipment, funded from the Windlesham grant budget line.** **Bagshot Playing Fields Association** Members considered an application from Bagshot Playing Fields Association for £5,040 towards tree and hedge maintenance. **It was unanimously RESOLVED that a grant of £2,000 be awarded to the Bagshot Playing Field Association, funded from the Bagshot grant budget line.** **Earlswood Park Management Company** Members considered an application for £1,432 towards the supply of nine trees to replace non-native Leylandii on the southern boundary of Gomer Road Play Park. **Members unanimously RESOLVED that a grant of £1,000 be awarded to Earlswood Park Management Company towards the supply of nine replacement trees, funded from the Bagshot grant budget line.** **Memory Garden Working Party** Members considered an application for £500 towards the maintenance and improvement of the Memory Garden near the Windle Day Centre. *The Chair suspended Standing Orders to allow the grant applicant to clarify details relating to the application.* **Members unanimously RESOLVED that a grant of £500 be awarded to the Memory Garden Working Party towards the maintenance and improvement of the Memory Garden, funded from the Bagshot grant budget line.** **Bagshot Events** Members considered an application from Bagshot Events for £1,270 towards the mini-Christmas trees along Bagshot High Street.	

	Members unanimously RESOLVED that a grant of £1,270 be awarded to Bagshot Events towards the Bagshot High Street mini-Christmas trees, funded from the Bagshot grant EMR. **St Anne's Church** Members considered an application from St Anne's Church for **£500** towards its Christmas Tree Festival. **Members unanimously RESOLVED that a grant of £500 be awarded to St Anne's Church towards the Christmas Tree Festival, funded from the Bagshot grant budget line.** **The Crossley Club** Members considered an application from The Crossley Club for £62,670 towards refurbishment of the clubhouse, including flooring, roof repairs, energy-efficient air conditioning, toilet improvements and a public-access defibrillator. **Cllr Hardless proposed, Cllr Lewis seconded, and it was unanimously RESOLVED that the Council is not in a position to provide funding towards the application but fully supports the project and considers it worthwhile. Members agreed that the application should be referred back by the applicant to Surrey Heath Borough Council for consideration.** **Lightwater Connected** Members considered an application from Lightwater Connected for £750 towards bought-in activities for the Lightwater Fete. *The Chair suspended Standing Orders to allow Windsor Rackham, Chair of Lightwater Connected, to clarify details relating to the application.* **Members unanimously RESOLVED that a grant of £750 be awarded to Lightwater Connected towards bought-in activities for the Lightwater Fete, funded from the Lightwater grant budget line.**	
CAR/26/52	**Motion from Cllr Willgoss regarding the grass verges at Brook Road, Bagshot** Members considered a motion from Cllr Willgoss regarding the grass verges and grassed areas at Brook Road, Bagshot, following	

	concerns from residents about their condition and lack of regular maintenance. Members noted that enquiries had been made with Surrey Heath Borough Council, Surrey County Council and Accent Housing regarding responsibility for the land. Land Registry information provided indicated that the land fell within title SY632715, with Accent Housing identified as the proprietor. Members considered whether the Council should approach Accent Housing to explore the potential transfer of the land to the Parish Council. Members also noted the Council's existing asset transfer programme and current officer workload, and that progressing a separate land transfer would require additional officer capacity. **Members unanimously RESOLVED that:** **If the Council decides to proceed with the proposed asset transfers following the current consultation:** **1. Authorise the Clerk to approach Accent Housing to establish whether they would be willing to enter into preliminary discussions regarding the potential transfer of the grass verges and grassed areas at Brook Road, Bagshot.** **2. If Accent Housing is amenable to a potential transfer, bring the matter back to the Committee for further consideration and discussion.**	
CAR/26/53	**Clerks Update** The Assistant Clerk provided an update on projects that had been completed and those currently in progress: **Bagshot Cemetery Drainage and footpath works** The cemetery drainage and pathway works were completed in October. The completed works include drainage improvements around the Chapel, comprising a French drain, connections to the existing gullies and the construction of two new soakaways. The pathway element includes excavation, installation of a new sub-base and Breedon gravel surfacing.	

	Windlesham Cemetery pathway removal The approved works at Windlesham Cemetery comprising of the removal of an existing pathway, aeration of the ground and replacement with turf has been completed. **Windlesham Cemetery – Historical Memorials** The Council has been progressing the proposed restoration of the remaining historic memorials at Windlesham Cemetery: Officers were asked to approach the stonemason who will be undertaking the restoration of the war memorial, however unfortunately he does not undertake this type of work. Therefore, quotations from alterative masons will need to be sought. **Windlesham Cemetery – Memorial Tree Application** Members previously considered an application for a memorial tree at Windlesham Cemetery. Members declined the application due to concerns regarding the proposed location and species of trees. It was agreed that a Windlesham Councillor and an officer would undertake a site to identify a suitable location. To date this action is still outstanding. **Bosman Drive – Replacement Tree** The Surrey Heath Borough Council Tree Officer recommended that a Walnut tree be planted to replace one of the failed trees at Bosman Drive**.** As the associated maintenance and watering requirements would commence from May 2027, Members agreed to seek the Tree Officer's approval to defer planting until Autumn 2027. The Tree Officer has subsequently confirmed that this approach is acceptable**.** The planting and ongoing maintenance of the replacement tree will therefore fall to the new Windlesham Village Council. **Bagshot Mini-Christmas Trees** It has been confirmed that Bagshot Events will progress the mini-Christmas tree displays along Bagshot High Street. **School Lane Field – Tree Works and General Tidy** The pollarding and dead-wooding works to the trees surrounding the pond have now been completed. Following completion of the tree works, Glendale also carried out a general tidy-up of the pond area.	

	School Lane Field Pond – Barley Straw As part of the ongoing consideration of the management of the pond at School Lane Field, the use of barley straw within the pond was mentioned. Advice was sought from the Surrey Wildlife Trust. They have advised that the growth appears to be blanket weed**,** which is a natural occurrence and commonly develops in ponds where nutrient levels are high. Their view is that barley straw can be effective as a preventative measure**,** but it is most beneficial when introduced in the spring. As a result, they have recommended leaving the pond as it is for the time being and reassessing the situation next year. **Additional Planting at the Lightwater Memorial Gardens** The agreed additional planting at the Lightwater Memorial Gardens has been completed. The contractor noted that while the new planting may appear sparse initially, they are expected to establish over the winter and provide significant colour, texture and interest from spring 2027 onwards. **Lightwater Cemetery – Stone Markers** Members previously approved the purchase of stone markers to identify reserved plots within Lightwater Cemetery. These have now been received. **Working Parties:** **Lightwater Traffic and Infrastructure Working Party** Cllr Turner has proposed a working party meeting in November. Any actions arising from the meeting will be discussed with the Clerk and added to a future agenda for consideration. **Windlesham Traffic and Infrastructure Working Party** As the Working Party has not met, there are no updates to report at this time. **Windlesham Neighbourhood Plan Working Party** As the Working Party has not met, there are no updates to report at this time.	
CAR/26/54	**Correspondence** - The Headteacher of a school in Bagshot reported an incident in which a dog had jumped over the boundary fence between the school grounds and School Lane Field. Members noted the report and agreed to monitor the situation to establish whether any similar incidents occur in the future. - An email was received from a Lightwater resident enquiring whether zig-zag road markings could be installed opposite	

	the dropped kerb at the Lightwater Recreation Ground to prevent parking and ensure it remains accessible for pushchair and wheelchair users. Members noted the correspondence and confirmed it would be discussed at a further committee meeting. - Correspondence was received from a resident raising concerns regarding the position and shape of the safety post next to the outdoor gym at Lightwater Recreation Ground. The Assistant Clerk confirmed that the installation company had advised that the notice needed to be positioned within a specified distance of the gym. Members discussed the possibility of fitting protective rubber tubing around the post, and it was agreed that this would be investigated further.	
CAR/26/55	**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.** CAR/26/56 To consider reasons for Councillor absences CAR/26/57 To approve previous Confidential Resolutions	
CAR/26/56	**To consider reasons for Councillor absences** **There were no apologies to consider.**	
CAR/26/57	**To approve previous Confidential Resolutions** **Members approved the previous Confidential Resolutions.**	

There being no further business, the meeting closed at 20:55

Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

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

Held on Monday 9th November at 7:10pm at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Malcaus-Cooper	P	Lewis	P
Gordon	-	Stevens	P	Hardless	P
		Harris	P	Wheeler	P

In attendance: Sarah Wakefield –Assistant Clerk to the Council
S Kiernan – Communications and Engagement Officer
Cllr White – Windlesham Parish Council
Cllr R Jennings Evans
Cllr A Turner

Cllr Stevens took the Chair

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

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		Action
COMM/25/38	**To elect a Chairman and Vice Chairman of the Committee for the ensuing year** Councillor Malcaus Cooper opened the meeting and invited nominations for the position of Chairman. Councillors Stevens and Willgoss were nominated. Both nominees were given the opportunity to explain their reasons for wishing to serve as Chairman. A brief discussion followed on working together to make best use of their respective skills. Councillor Malcaus Cooper proposed Councillor Stevens for the position of Chairman, seconded by Councillor Hardless. Following a vote, the proposal received 4 votes in favour, 2 against and 1 abstention. Councillor Willgoss proposed himself for the position of Chairman, seconded by Councillor Wheeler. Following a vote, the proposal received 2 votes in favour, 4 against and 1 abstention.	

	It was resolved: That Councillor Stevens be elected Chairman of the Committee for the ensuing year. **Councillor Stevens took the chair** Councillor Malcaus Cooper proposed Councillor Willgoss for the position of Vice Chairman, seconded by Councillor Hardless. Following a vote, the proposal received 6 votes in favour and 1 abstention. **It was resolved: That Councillor Willgoss be elected Vice Chairman of the Committee for the ensuing year.**	
COMM/25/39	**Apologies for absence** **There were no apologies for absence.**	
COMM/25/40	**Declarations of interest** **None**	
COMM/25/41	**Public question time** **None**	
COMM/25/42	**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: **There were no items to be discussed in the confidential part of the meeting.**	
COMM/25/43	**To review recent communications activities** The Communications Officer provided members with an update on recent communications activities, including social media statistics, and printed communications as detailed in the meeting papers. **Members noted the update.** Members discussed ideas for future social media content, including Facebook and Instagram Reels featuring councillors speaking on video, noting the popularity of this format. Suggestions also included "day in the life" content showing councillors carrying out their duties. The Communications Officer welcomed contributions from councillors for future content. It was requested that the previous year's Facebook statistics for the reporting period be circulated by email for comparison with the current	**Comms Officer**

	year's reporting period. The Communications Officer agreed to provide the figures.	
COMM/25/44	**Transfer of Assets Consultation update** The Communications Officer outlined the activity undertaken to promote the consultation on the potential transfer of assets. **Members noted the update and the planned communications activity**. Members discussed ways to promote the consultation, including contacting additional churches and having a Parish Council stand at the Lightwater Christmas lights switch-on event. The budget implications, including potential staffing costs, were considered, along with the option of councillors volunteering to staff the stand themselves. **It was resolved:** **1. To note the report and the communications activity undertaken and planned to promote the consultation.** **2. To contact additional churches to encourage wider promotion of the consultation.** **3. To provide a Parish Council stand with a consultation information board at the light switch-on event, to be staffed by councillors.**	**Comms Officer**
COMM/25/46	**Communication Officer Update** **The Communications Officer provided members with the following update –** • Social media continues to be an important tool for engaging with residents and sharing Parish Council news, consultations and community information. Activity across the Council's platforms remains steady, with regular content being published. • The Communications Officer continues to visit Parish Council noticeboards to ensure information remains up to date and accessible for residents. The noticeboard at Windlesham Cemetery is currently being investigated, as access to the board has proved particularly difficult. • Surrey Police have advised that a new Neighbourhood Officer is being appointed for the area. Once details of the new officer have been received, opportunities to arrange future "Meet the Beat" sessions with residents will be explored. • Planning is underway for the Parish Council's Christmas newsletter, which is expected to be prepared towards the end of November and distributed in early December.	

	• Facebook has introduced restrictions on posts containing external website links. This affects content directing residents to information hosted on the Parish Council website, such as agendas, meeting papers and consultation information. At present, Facebook is limiting Pages to a small number of external link posts each month. To minimise the impact, links are being incorporated into images or shared within post comments where appropriate. The situation is being monitored and a further update will be provided should any additional action be required. **Members noted the update.** Discussion took place regarding the sharing of parish news on the Bagshot Matters Facebook page. The Communications Officer agreed to look into the possibility of sharing updates through the page. It was also suggested that Facebook events could be created for meetings, including a link to the relevant information, as a way of overcoming the page's restrictions on the number of links that can be shared.	

There being no further business, the meeting closed at 19:42

Agenda Item 8 – Standing Orders
Full Council 24th November 2026

It is a requirement that Standing Orders are reviewed regularly.

Councillors last reviewed and approved the Standing Orders in May 2026, and there have been a few minor updates since then. All amendments are highlighted by coloured text in the attached Standing Orders.

As part of this year's review, the Council may wish to consider whether any changes or additions are needed to ensure our procedures remain clear, robust, and in line with best practice.

If members have any points they would like included for consideration, such as clarifications, new provisions, or improvements to existing processes, please share these so they can be incorporated into the discussion.

This review is an opportunity to strengthen governance and ensure our Standing Orders continue to support effective and transparent decision-making.

Action required:

Members are asked to review the attached document, and either:

Adopt the document as presented

or

Amend and adopt.

JW
Clerk to the Council
November 2026

Windlesham
Parish Council
Windlesham Lightwater Bagshot

Standing Orders 2026 version

This document should be read in conjunction with the Members and Officers Codes of Conduct as well as the Financial Regulations.

ADOPTED FULL COUNCIL 19TH MAY 2026
To be Reviewed January 2027

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1. **RULES OF DEBATE AT MEETINGS**

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

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f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.

h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

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i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.

k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since they last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

q A point of order shall be decided by the Chair of the meeting and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

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s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

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t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

● a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice for a meeting does not**

include the day on which the notice was issued, the day of the meeting, Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning.

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d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, ask questions, and provide evidence at any meeting they are entitled to attend, specifically in relation to items on the agenda. For the purposes of Public Question Time, the term "public" includes residents of Windlesham Parish and representatives of businesses operating within the parish. Elected representatives whose electoral ward encompasses any part of the Windlesham Parish boundary are also entitled to participate. All public participation must not exceed 450 words or 3 minutes, and any written representation must be received by the Clerk by the specified deadline stated on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the Chair of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

i A person shall raise his hand when requesting to speak.

j A person who speaks at a meeting shall direct their comments to the Chair of the meeting.

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k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.

l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio**

recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

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p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q If a Member is unable to attend a meeting, apologies must be reported in writing to the Clerk, giving specific reasons in line with the adopted guidelines. It is considered that recording the reason for a Councillor's absence in public documents is not compatible with General Data Protection Regulations (GDPR). Accordingly, the Minutes will not record reasons submitted for apologies. In accordance with Council resolution, apologies will be reported at each meeting, and the acceptance of such apologies will be considered under the confidential section.

r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

NB: To exercise their voting rights, a Member must be in attendance during the entire debate.

s **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

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See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

t **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

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u The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent; the name and time of any member who either enters or leaves the meeting once the meeting is in progress and prior to its conclusion.

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter**

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w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

x **If a meeting is or becomes inquorate, no business shall be transacted,** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

y A meeting shall not exceed a period of 2.5 hours or 10pm.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm they are unable to attend. To ensure that each village remains adequately represented in the event of a member's absence, any nominated substitute must be a member of the same village as the original appointed representative.

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vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**

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g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local

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authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 12, 21 and 22*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

k Any member appointed as Chair or Vice Chair of Council shall not be appointed as Chair of a Committee or Sub-Committee

l Any member wishing to stand as Chair or Vice Chair of Council or Chair or Vice Chair of a Committee or Sub-Committee must commit to attending any relevant training within 6 months of appointment or provide evidence of relevant training attended within the previous 24 months.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The Chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the Chair of a committee [or a sub-committee] does not call an extraordinary meeting within a day of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. **ANNUAL PARISH MEETINGS**

a The Parish Meeting must assemble on a day between 1 March and 1 June (inclusive) in every year.

b The Parish Meeting shall be held on such days and at such times as may be fixed by the Parish Council.

c The proceedings of the Parish Meeting must not commence earlier than 6pm

d The Parish Meeting may be convened by

- **i. The Chair of the Parish Council**
- **ii. Any two Parish Councillors**
- **iii. Any six local government electors for the parish**

e **An agenda specifying the time and place, and business to be conducted at the meeting must be signed by the conveners and affixed in some conspicuous place or places in the parish.**

f An agenda will be set by the Parish Council in conjunction with conveners of the meeting, if called by six local government electors of the Parish.

g Not less than 7 clear days public notice is to be given, the notice specifying the time, place and business to be transacted. If, however the business proposed relates to the establishment or dissolution of the Parish Council, 14

clear days notice is required.

h **A Parish Meeting shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

i **The Chair of the Parish Council has a right to attend the Parish Meeting whether they are a local government elector for the parish or not. If they are not such an elector, their only vote at the meeting will be the casting votes as Chair of the meeting.**

j **The Chair of the parish council, if present, shall preside at a parish meeting and if he is absent the vice-Chair (if any) shall, if present, preside. If the Chair and the vice-Chair of the parish council or the Chair of the parish meeting, as the case may be, is absent from an assembly of the parish meeting, the parish meeting may appoint a person to take the chair, and that person shall have, for the purposes of that meeting, the powers and authority of the Chair.**

k **The quorum of the Parish Meeting is two, unless a document has to be executed, in which case it is three (LGA 1972, s13(2))**

l The conveners may give such publicity to the meeting as seems desirable.

m **Voting at a Parish Meeting: each local government elector may, at a parish meeting or at a poll consequent thereon, give one vote and no more on any question.**

A question to be decided by a parish meeting shall, in the first instance, be decided by the majority of those present at the meeting and voting thereon, and the decision of the person presiding at the meeting as to the result of the voting shall be final unless a poll is demanded.

In the case of an equality of votes, the person presiding at the meeting shall have a casting vote, in addition to any other vote he may have.

n **A poll may be demanded before the conclusion of a parish meeting on any question arising at the meeting; but no poll shall be taken unless either the person presiding at the meeting consents or the poll is demanded by not less than ten, or one-third, of the local government electors present at the meeting, whichever is the less.**

o **Minutes are to be prepared and signed at the same or the next following Parish Meeting. Any minute's purporting to be so signed shall be received in evidence without further proof. Until the contrary is proved, a Parish Meeting, in respect of which a minute has been made and properly signed, is**

deemed to have been duly convened and held, and everyone present is deemed also to have been duly qualified to attend and vote.

p Standing Order 2 – Disorderly Conduct at Meetings applies

8. PREVIOUS RESOLUTIONS

a. 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.

b. When a motion moved pursuant to standing order 8(a) has been disposed of, no similar motion may be moved for a further six months.

9. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting. Where there is only one candidate, they will be elected.

10. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice

or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

c. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

12. MANAGEMENT OF INFORMATION

See also standing order 21.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

13. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●

Sub-committee meetings

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

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e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 13(e) and standing order 21(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer, and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 14(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

h A dispensation may be granted in accordance with standing order 14(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

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15. **CODE OF CONDUCT COMPLAINTS**

a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

16. **PROPER OFFICER**

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 10, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**

iv. **facilitate inspection of the minute book by local government electors;**

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v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);;

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 24);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a minute reference for such purpose;

xv. refer a planning application received by the Council to the Chair or in their absence, the Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 24).*

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17. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

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i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with

proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

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19. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below £100,000 due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the

Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

20. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel Committee is subject to standing order 12.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair or if they are not available, the Vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to the Council.

c Following consultation with the Personnel Committee and upon a resolution from the Committee, the Chair of Council and Chair of Personnel will conduct the annual appraisal of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair or, in their absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chair

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or vice-Chair of the Personnel Committee this shall be communicated to another member of the Personnel Committee which shall be reported back and progressed by resolution of the Personnel Committee.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 12(a), persons with line management responsibilities shall have access to staff records referred to in standing order 20(f).

21. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 22.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

22. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 12.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

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c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

23. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 16(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **Subject to standing order 24(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

25. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council or Unitary Council representing the area of the Council.

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b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

27. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 10.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

Agenda Item 9 – Review of Financial Regulations - Full Council 20th January 2026

Councillors last reviewed and approved Financial Regulations at the Full Council meeting held in May 2026.

Since then, the following changes have been made to the regulations:

2.6 Change from the Council to ' The Finance Committee' in line with the new Committee structure.

3.2 Correction of typo

4.5 Change from the Council to ' The Finance Committee' in line with new Committee structure.

Action required:

Members are asked to review the attached Financial Regulations and approve amendments, and adopt the document as presented.

Jo Whitfield
Clerk to the Council
November 2026

WINDLESHAM PARISH COUNCIL

FINANCIAL REGULATIONS ADOPTED 19TH MAY 2026

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1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £15,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.

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2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

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- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions, shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than October each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance Committee not later than the end of October each year.

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4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

4.7. Having considered the proposed budget and one-year forecast, the council shall determine its council tax (England)] requirement by setting a budget. The council shall set a precept for this amount no later than the middle of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee unless covered by the Scheme of Delegation.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation") must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £100,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;

5.9. where the value is between £1000 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Clerk shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £2,500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items between £2,500 and £5,000 excluding VAT.
- The Clerk can authorise expenditure on necessary legal advice up to the approved budget of £5,000 in line with Financial Regulations.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £15,000 excluding VAT
- the council for all items over £15,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members, may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure, other than by resolution of the council, except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding

VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that, where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused, and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity & Barclays. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent agreed expenditure, before being certified and paid by the RFO and retrospectively presented to the Council as per clause 6.8. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National

Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

i. If an expenditure item has been approved by either Full Council, the relevant Committee or under delegated authority, and the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments is submitted to the next appropriate committee or Full Council meeting.

ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.

iv. Fund transfers within the council's banking arrangements up to the sum of £15,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the council.

6.8. The Council shall delegate authority for payment of invoices to the RFO, who shall prepare a schedule of payments, forming part of the Agenda for the Meeting and, together with the relevant invoices, retrospectively present the schedule to the relevant committee or at a meeting of Full Council. The council/committee shall review the schedule for compliance. The approved schedule shall be signed by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which the payment was reviewed.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO or the Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 4 councillors who will be authorised to approve transactions on those accounts, and a minimum of two people will be involved in any online approval process.

7.2. The Clerk shall have delegated authority to add and remove the RFO post holder from any bank mandates in the event of personnel changes.

7.3. All authorised signatories shall have access to view the council’s bank accounts online.

7.4. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.5. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.

7.6. In the prolonged absence of the Service Administrator, an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.7. One councillor and one other authorised signatory shall check the payment details against the invoices before payments are approved using the online banking system.

7.8. Evidence shall be retained showing which members approved the payment online

7.9. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

7.10. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.11. Payment may be made by BACS or CHAPS by resolution of the council, provided that each payment is approved online by two authorised bank signatories, evidence is retained, and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.12. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two signatories, evidence of this is retained, and any payments are reported to the council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.13. Account details for suppliers may only be changed upon written notification by the supplier, verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.14. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.15. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, RFO and Assistant Clerk and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £100 including VAT.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly..

a) Vouchers for payments made in cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into a cash float but must be separately banked, as provided elsewhere in these regulations.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Personnel committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account, unless a Memorandum of Understanding is in place. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity, meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case, a written report shall be provided to the council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1000. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

18.1. Where the council is the sole trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Agenda Item 10 – Policies and Risk Assessment for

Review Full Council November 2026

Members will recall 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 reviewed the policies at the September Full Council meeting, at which Cllr Malcaus Cooper confirmed that she had not submitted any comments as part of the review process.

It was resolved to defer consideration of the policies to allow the Clerk to reshare the relevant document links with Cllr Malcaus Cooper and provide a further opportunity for her comments to be incorporated. The links were subsequently reshared and required access via the SharePoint site. The Clerk asked Cllr Malcaus Cooper to advise if she continued to experience any difficulties accessing the documents. No further correspondence or comments were received.

1. **Members are asked to review and either adopt or amend the following policies :**

Biodiversity Policy –NO CHANGES – Members are to note that as yet the bio-diversity 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
Reserves Policy – REVIEW CHANGES
Risk Appetite Statement – NO CHANGES
Tree Management Policy – NO CHANGES
Vexatious Complaints Policy – NO CHANGES

JW
Clerk to the Council
November 2026

Windlesham Parish Council

Windlesham Lightwater Bagshot

Open Spaces

Biodiversity Policy

2023-2027

Adopted October 2023

Reviewed 25/11/25

Introduction

Windlesham Parish Council (WPC) manage memorial gardens, playgrounds, open spaces, allotments, cemeteries and one Site of Special Scientific Interest (SSSI). This policy considers how to sustain and enhance biodiversity across WPC's open spaces in order to maximise gains for wildlife across the area.

General principles

1. Maintain and enhance existing wildlife-rich habitats.

It is important to protect and enhance areas within WPC that are already benefiting wildlife. These include the SSSI site at High Curley as well as other undesignated areas which have the potential of being relatively wildlife-rich or buffer wildlife-rich sites. For example, the woodland copse at College Ride, Bagshot, School Lane Field, Bagshot, Windmill Field, Windlesham, Mill Pond, Windlesham, as well as the cemeteries across the parish.

There are lengths of native hedgerows at a number of sites. These are high value for biodiversity and are a national Biodiversity Action Plan habitat. WPC's high value hedgerows will be sensitively managed with wildlife in mind. There will be no significant hedge works on hedges during the bird breeding season, and their cutting regimes will be managed to reduce impact where this does not impact on public access or amenity.

Trees are also an extremely valuable habitat for wildlife both as standards and copses. Trees across the WPC land are retained where possible. If trees are lost through natural causes or are felled for safety reasons, these will be replaced with appropriate species.

2. Create new habitats.

Increasing the amount and types of available habitat benefits wildlife. WPC will seek opportunities to create new habitats such as wildflower meadows, native hedges and log piles. Where appropriate, vegetation within existing habitats can be diversified by adding wildflowers, long grass areas, shrubs and trees. Even something as simple as incorporating areas of long grass creates new habitats such as long hollow stems and seed heads. Allowing natural processes to occur also creates new habitats. For example, winter die back of herbaceous plants provides overwintering habitat for invertebrates, whilst leaving standing or fallen deadwood (where it doesn't impact public safety) provides valuable habitat for fungi and invertebrates.

3. Reduce pesticide and herbicide use.

Insects and weeds are biodiversity - they make up the vast majority of the species found across our sites, and they are food for other groups of animals such as birds. Pesticides are indiscriminate and will kill organisms other than their targets and can also accumulate in animals that eat sprayed insects. Similarly, herbicides can affect non-target species through direct accidental spraying or by drifting in

the air. Biodiversity in our open spaces will benefit from minimising pesticide and herbicide use. However, in some instances (for example controlling non-native invasive species and keeping paths safe) there is currently no viable alternative. In these situations, the minimal possible amount of herbicide will be safely and carefully applied. WPC are currently trialling the use of horticultural vinegar, have invested in a 'weed wiper' machine and will continue to investigate new technologies as they emerge.

4. Schedule vegetation clearance to avoid nesting birds.

Breeding birds and their nests are protected by law. WPC will continue to avoid vegetation clearance and tree works during the bird breeding season from March to September. During the 'shoulders' of the season, vegetation will be checked prior to starting work because climate change is altering nesting times.

5. Remove invasive non-native plants.

Fortunately, there are limited occurrences of non-native plant species on WPC land. WPC will continue to remove non-native species, such as Japanese Knotweed and Giant Hogweed where they are found and ensure they do not spread onto neighbouring land, as required by Defra.

6. Engage the public.

It is important to keep the public well informed when making changes for biodiversity in public areas, both to retain their support and as an opportunity to increase their awareness. For example, when leaving grass uncut to allow wildflowers to thrive, educational signs can help mitigate any impression of neglect. WPC will consult the public when undertaking biodiversity enhancement projects and will offer opportunities for public involvement where appropriate and resources allow.

WPC will endeavour to encourage more people into green spaces through communications (press and social media) and by working with the Community Groups to organise events and activities in the recreational spaces.

Habitat Specific Principles

1. GRASSLAND

The majority of the land managed by WPC is grassland. This includes amenity grassland, play areas and wildflower areas.

1.1 Amenity grassland

WPC maintain a number of amenity grassland sites. These are regularly cut and of very low value to biodiversity. These habitats support grassland invertebrates in low numbers (in comparison to long grass) and provide limited foraging resource for birds, mammals and other predators that feed on grassland invertebrates. Where these sites are heavily used for recreation, such as football pitches there are few options to enhance biodiversity.

However, WPC will seek opportunities for enhancement in those areas which are less heavily used. These include:

- Changing the mowing regime on site or part of the site to allow longer grass and any flowers to grow – this more diverse structure will increase habitat and food sources for invertebrates and their predators. Leaving a buffer strip of long grass along hedges, boundaries and around trees (at least 50 cm) where it does not impact the amenity value of sites.
- Leaving a proportion of long grass over the winter to allow cover for overwintering invertebrates.
- Enhancing areas of grassland by introducing wildflowers or spreading with species rich green hay and managing as a meadow.
- Allowing scrub areas to develop in areas of amenity grassland, providing food and habitat for invertebrates, birds and mammals.

Leaving areas of amenity grassland uncut provides food and habitat for insects. It is important to keep the public informed of changes both to gain support and to increase their awareness.

1.2 Wildlife-rich grassland

Wildlife-rich grasslands are extremely valuable for wildlife but have undergone a catastrophic decline over the past century. These grasslands provide food and habitat to a high diversity of invertebrates, in turn supporting greater numbers of predators, such as birds and mammals. Wildflower meadows are particularly wildlife rich, supporting an array of pollinators, such as bees and butterflies.

WPC currently have two created wildflower meadow areas: part of Bagshot Cemetery and part of Windmill Field.

- These areas will be managed as meadows, with an early cut and then left until the flowers have set seed later in the summer. The meadow then needs to be cut and the arisings removed. The sites may need some reseeding/over-sowing depending on species composition. Meadow areas will be expanded where funding and capacity allows using seed or green hay.

- The mowing regimes of these sites will be altered to allow wildflowers to thrive and set seed. They will then be cut in the autumn and the arisings removed. These areas can also be enhanced with supplementary sowing/planting and expanded where practical.

- Scrub and bramble will be controlled where it is encroaching onto valuable grassland.

1.3 Naturalised bulbs in grass

Naturalised bulbs, such as snowdrop and crocus, provide a flush of colour and interest for grasslands in spring. These habitats are of medium value to biodiversity as they provide a range of vegetation structures, and pollen and nectar early in the season.

WPC will increase plant species diversity by planting native spring-flowering wildflower bulbs.

2. SHRUB BEDS

The value of shrub beds to biodiversity depends on the species used. Most shrubs are high valuable to biodiversity due to the range of structures and habitat niches they provide (e.g. woody stems, foliage at varying height from the ground, flowers, seed heads/hips/berries). Shrubs with lots of flowers and a long flowering period are good for pollinators, especially if they flower early or late in the season when pollen and nectar sources are in short supply. WPC will adhere to the following guidelines for shrub beds:

- Consider wildlife value when planting new shrubs using flowering and fruiting shrubs that provide food sources for wildlife.
- Reduce intensive trimming of shrubs where appropriate, allowing a variety of shrub heights to develop.
- Consider replacing mulch and cultivated soil with herbaceous groundcover or woodland wildflowers.
- Add structure to shrub beds by planting single standard trees in appropriate places.
- Leave woody cuttings in piles within the shrub bed to create deadwood habitat.

3. FLOWER BEDS

Flower beds create a visual spectacle and can be of high biodiversity value if they contain a variety of nectar rich flowers. WPC will:

- Increase species and structural diversity within the bed.
- Select plants which encourage pollinators or have other wildlife benefits.
- Select species for future plantings that do not need protection from slugs to survive, thereby avoiding the need to use slug pellets. Also consider plants resistance to pests and diseases, which may require spraying.
- Retain dead seed heads and skeletons of dead plants where practical and where it does not impact visual amenity, leaving to stand over winter for seed-eating birds and winter invertebrate shelter and strimming in late winter or spring. Signage can be used to explain to the public why this is being carried out.

4. PONDS

Water features are of great value to biodiversity, however there are very few under WPC management. The pond at School Lane Field, Bagshot has value to wildlife and will be maintained to promote the existing ecosystem.

5. HEDGES

Hedgerows are a priority habitat in the UK Biodiversity Action Plan (UKBAP) and creating and enhancing hedges will be of high value to biodiversity if they are well-managed and species-rich. They act like long linear woodland edges to provide shade, shelter and a range of habitat niches within a small

area. Hedges within the WPC area include native hedge boundaries in various management conditions. WPC will:

- Reduce frequency of cutting in native hedgerows where it does not impact the visual amenity or safety of the site. WPC will promote a more varied structure by aiming to cut once every two or three years or by cutting only one side of a hedge each year.
- Identify hedges needing restoration work (gapping up, coppicing) and those that will be left to grow out – both of which are valuable for wildlife.
- Increase the diversity of single-species hedges by incorporating a range of native hedging species or including flowering and fruiting species.
- Create a buffer strip of biodiversity grass or meadow extending 2 metres from the base of the hedge where possible.
- Allow trees to grow up within the hedge.

6. TREES

6.1 Wooded areas

Copses and wooded areas are of high value to biodiversity mainly due to having a huge range of habitat niches. An area of trees can support many more species than the same area of any other park habitat. WPC has wooded copses at College Ride, Bagshot; Lightwater Cemetery and High Curley, Lightwater.

WPC will consider the following options for trees:

- Where there is dense tree cover, allow glades and pathways to increase sunlight reaching the ground which will stimulate undergrowth.
- Leave logs, prunings and other dead wood in place to decompose or create nearby log piles, including standing dead wood where it does not pose a risk to the public or compromise the visual amenity of a site.
- Introduce woodland wildflowers and ground flora.
- Create a buffer strip of long grass around the edge of copses and under trees where possible.
- Maintain a shrub understorey and encourage trees to regenerate naturally.
- Develop a wide range of tree ages and sizes from young regeneration to standing damaged or dead trees.

6.2 Single standard trees

Single trees can be of great value to biodiversity if allowed to mature and reach a good size. Tree species which flower and produce fruit are valuable to pollinators in summer and birds in winter. WPC will:

- Leave grass uncut underneath single trees, to a radius of 50 cm or more where viable. Trees with dedication plaques will continue to be strimmed, as will some trees in formal gardens.
- Plant bulbs underneath single trees to provide spring colour where resources allow.

- Encourage or introduce wildflowers underneath single trees to maintain display after bulb flowering.
- Leave dead wood in place on trees unless it poses a safety risk.
- Install bat or bird boxes where appropriate to increase nesting habitat, bearing in mind the need for bird box maintenance.

7. PLAY AREAS

These are of low value to biodiversity but there are opportunities to enhance them for wildlife, which can make them more engaging for young people and provide some natural play opportunities.

- Install bat and insect boxes where appropriate.
- If resources allow, to incorporate planting trees/shrubs into play areas, whilst having regard for safety and vandalism considerations.
- Consider creating natural play features with logs, sticks for den making or water.

8. DEADWOOD AREAS

Standing and fallen deadwood are important habitats for a huge range of invertebrates and fungi. Deadwood includes fallen branches, felled trees, log piles, dead branches on living trees and standing dead trees. The recreational use of WPC Parks and aesthetic sensibilities of the public (as well as health and safety) will limit our opportunities to create deadwood habitats, however, in less used or visible areas we will consider the following options:

- Leave some dead trees and shrubs standing (whilst having regard to both health & safety and aesthetics)
- Leave some old tree and shrub stumps to decay naturally.
- Create log piles from cuttings of various thicknesses, leave in contact with the ground, in light shade, and in a compact pile.

9. ALLOTMENTS

WPC manage 52 allotments at Hook Mill Lane. Allotments are ideal places for biodiversity. The sheer number and density of different plants and habitats brings a huge diversity of invertebrates, birds and other wildlife.

Allotment holders can be encouraged to garden in a wildlife friendly way. For example, delaying the winter tidy up until March will retain dry plant stems and seed heads, which provide winter food for birds and places to rest and hibernate for invertebrates. Allotment holders can also be encouraged to avoid peat and pesticides, provide water for birds and leave some plants to bolt to provide extra flowers for pollinators.

The common areas of WPC allotments provide opportunities to create new habitats to benefit wildlife. WPC allotments need to be assessed for potential biodiversity enhancements which could include the following.

- Affix bat and bird boxes to mature trees. Consider an owl box where they are present (e.g. Green Lane).
- Create habitat piles using stones and dead wood. This will be used by many different invertebrates and maybe frogs or hedgehogs. Compost heaps are also good habitats for wildlife.

Conclusion

Whilst the priority for the WPC is to provide safe, aesthetically pleasing recreational spaces for the community, a wealth of research indicates that spending time with nature benefits people's health and wellbeing. Enhancing WPC's sites for wildlife will therefore help both mitigate the biodiversity crisis and will also benefit the users of the sites. Keeping the public informed and engaging them, where possible, ensures increased public support and wider benefits. WPC will strive to continue to enhance its open spaces to benefit both people and wildlife into the future.

Windlesham Parish Council

Members Code of Conduct Adopted November 2025

Version: 1.0-231128
Adopted: 29th November 2022
Last Reviewed: 29th November 2025
Next Review Date: October 2026

WINDLESHAM PARISH COUNCIL
MEMBERS CODE OF CONDUCT

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I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority. 8

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I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests. . 8

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I cooperate with any Code of Conduct investigation and/or determination. 10

I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings. 10

I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct. 10

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1.1.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage. 11

1.1.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt. 11

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Version & Date	Amendments made
V1.0-221129	Adopted at Full Council meeting 29th November 2022
V1.0-231128	Adopted at Full Council meeting 28th November 2023
V1.0-251125	Adopted at Full Council meeting 25th November 2025

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;
b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest

- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

Respect

As a councillor:

I treat other councillors, staff and members of the public with respect.

I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Councillor- officer protocol.

Bullying, harassment and discrimination as a councillor:

I do not bully any person.

I do not harass any person.

I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

Impartiality of officers of the council As a councillor:

I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

Confidentiality and access to information As a councillor:

I do not disclose information:

a) given to me in confidence by anyone

b) acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
   - i I have received the consent of a person authorised to give it;
   - ii I am required by law to do so;
     - a. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
   - iii the disclosure is:
     1. reasonable and in the public interest; and
     2. made in good faith and in compliance with the reasonable requirements of the local authority; and
     3. I have consulted the Monitoring Officer prior to its
     4. release.

I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Disrepute

As a councillor:

I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

Use of position As a councillor:

I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

Use of local authority resources and facilities as a councillor:

I do not misuse council resources.

I will, when using the resources of the local authority or authorising their use by others**:**

a. act in accordance with the local authority's requirements; and
b. ensure that such resources are not used for political purposes unless that use

could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor.
Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

Complying with the Code of Conduct as a Councillor:

I undertake Code of Conduct training provided by my local authority.
I cooperate with any Code of Conduct investigation and/or determination.
I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

Interests As a councillor:

I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held

accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

Gifts and hospitality As a councillor:

1.1.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

1.1.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

1.1.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness
Holders of public office should act solely in terms of the public interest.

Integrity
Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability
Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty
Holders of public office should be truthful.

Leadership
Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (**Disclosable Pecuniary Interests**) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2** (**Other Registerable Interests**).

"**Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which ***affects*** –
    a. your own financial interest or well-being;
    b. a financial interest or well-being of a relative or close associate; or
    c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

    you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above*)* ***affects*** the financial interest or well-being:
    a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
    b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

    You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.
    If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the
	Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses	Any license (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the Councillors knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were
	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

of which you are a member or in a position of general control or management

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and

harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The WPC is committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Communications Strategy

2023-2027

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1 Our Communications Strategy

Communication is a vital part of running an organisation. Research shows that bodies who regularly communicate have a better reputation and satisfaction with service users than ones that don't. Communication allows the Council to both give out and receive information from a range of stakeholders that it regularly interacts with. Especially within the context of a local council, speaking to the public and hearing back their views is fundamental to its function and purpose as a democratic body. Such communication should operate to professional standards and be consistent in its production, quality, relevance and frequency.

This Communications Strategy contains information on how to achieve the above standards and outlines answers to the key questions of how we should communicate, when we should communicate and to whom we should communicate. It gives direction on the production of online, print, traditional news media, internal and any other communication activity.

This strategy also forms the function of a communications audit. Such audits establish a baseline and understanding of the current way communication is done, what resources are available, who does what, what branding is used, and the current reputation of the Council. Audits can include survey results, media content analysis and a SWOT analysis that looks at strengths, weaknesses, opportunities and threats.

2 Communications Strategy in Context

This strategy outlines the Council's approach to communication and engagement with internal and external stakeholders, which is a crucial part of achieving the Council's objectives of transparency and accountability. Communication should be frequent, clear and disseminate relevant information to the right people, with the aim of informing residents and improving the reputation and image of the Council. It is designed to work within the relevant statutory requirements relating to local government publicity.

2.1 Vision

Our vision is that the people of Bagshot, Lightwater and Windlesham have a clear understanding of Windlesham Parish Council's priorities, operations and challenges and that they recognise the Council as a reputable and forward-looking council. It should be seen as an employer of choice and help to promote the villages of Bagshot, Lightwater and Windlesham as excellent places to live and visit.

2.2 Commitments

We will achieve this vision by communicating with the public we serve, the people we employ and the local authorities, groups and businesses we work with. This will be done by regular two-way communication with relevant stakeholders so that we both send and receive information through the appropriate channels of communication we use.

Stakeholders include:

- Residents and service users
- Local community groups
- Employees
- Partner bodies/organisations/authorities locally, regionally and nationally
- Business community
- Opinion formers and key influencers
- External funders

Channels of Communication include:

- Website
- Facebook Page
- Instagram Page
- NextDoor page
- YouTube
- External Communications – local magazines
- Quarterly newsletter
- Exhibitions
- Consultations and Surveys

- Parish Notice Boards
- Public speaking a meetings

3 Communication Principles

All Council communication should be consistent and uphold high standards of writing, production and dissemination. This reflects the culture at the Council and the aims and ambitions it has. Communication should encourage and enable a two-way flow of information, which involves listening to stakeholder's views and informing them of ours.

All communication will comply with the Code of Recommended Practice on Local Authority Publicity (2011) published by the Department for Communities and Local Government. Paragraph 4 states that communication should be:

- Lawful
- Cost-effective
- Objective
- Even-handed
- Appropriate
- Have regard to equality and diversity
- Issues be dealt with care during periods of heightened sensitivity

Further to this, the Chartered Institute of Public Relations issues guidance in *PR and Communication in Local Government and Public Service* that recommends the following additional communication standards:

- **Accurate information**. All efforts should be made to ensure accuracy at the time of production. Updates and corrections should be made where errors have occurred.
- **Delivers key messages**. Information should relate to key policy and principles of the Council. It should primarily relate to council matters.
- **Accessible to all.** Channels should be mixed to cover diverse groups and their needs.
- **Plain language used.** Information should be clear and straight forward. Key points should be emphasised.
- **Appropriate timing.** Communication should happen in good time to allow others to react. It should be regular and be an ongoing process.
- **Appropriate quality of design and production.** Ideally to a professional standard
- **Appropriate branding used.** Make it clear who the information is coming from.
- **Review and evaluate.** Monitor all channels to see what is or is not successful. Seek to improve output, engagement and learn from poor practices to communicate better.
- **Feedback.** Include survey questions in questionnaires to gauge opinion on communication and reputation. Inform respondents what will be done with the feedback.

4 Key Objectives and Measurement of Progress

Key Objectives:

1. **Enhance Awareness and Accessibility of Council Information**
   Ensure that residents can access timely, accurate, and clearly presented information across multiple platforms.
2. **Increase Community Engagement and Participation**
   Foster stronger involvement from residents in council activities, decision-making processes, and local initiatives.
3. **Promote Transparency and Build Public Trust**
   Maintain open and transparent communication to reinforce accountability and public confidence in the Council's operations.

Monitoring and Reporting:

Progress towards these objectives will be tracked using a combination of quantitative and qualitative methods. These will include, but are not limited to:

- **Website and Social Media Analytics:**
  Insights such as page visits, post reach, engagement rates, and follower growth from platforms including the Council website and official social media channels.
- **Public Feedback and Surveys:**
  Data gathered from resident surveys, comment forms, emails, and informal feedback to gauge community sentiment and satisfaction.
- **Attendance and Participation Metrics:**
  Tracking attendance at council meetings, consultations, and events to assess levels of community involvement.
- **Communication Outputs and Responsiveness:**
  Reviewing the volume, frequency, and timeliness of newsletters, notices, and responses to resident enquiries.

Progress Reporting:

Progress will be reviewed and presented at Communications Committee meetings, using appropriate formats such as statistical reports, engagement summaries, and feedback analysis. This will support continuous evaluation of the Communications Strategy and ensure it remains aligned with the Council's wider objectives.

5 Who We Communicate With

A stakeholder is a person, group or organisation that has an interest in the success of the Council or can be affected by the organisation's actions, objectives and policies. Windlesham Parish Council works with many employees, individuals, partner organisations and groups to achieve its vision for the local area. Stakeholders include:

5.1 Internal Stakeholders

- Windlesham Parish Council Staff
  - Office staff
  - Greenspace Management & Contractors
- Windlesham Parish Council Councillors

5.2 External Stakeholders

- Residents who live in the parish of Windlesham
- People or organisations that use the Council's services
  - Non-resident users of the cemetery, playgrounds, rubbish bins etc
- Visitors to Bagshot, Lightwater and Windlesham
- Emergency services
  - Surrey Police
  - Surrey Fire and Rescue
  - Frimley Health Trust
- Schools in Bagshot, Lightwater and Windlesham
  - Bagshot Infant School
  - Hall Grove School, Bagshot
  - Connaught Junior School, Bagshot
  - Lightwater Village Infant and Junior School
  - Windlesham Village Infant School
  - Woodcote House School, Windlesham
- User groups in the local community halls
- Local and voluntary groups in the Villages
  - The Scouts
  - Windlesham Society
  - Bagshot Society
  - Lightwater Society
  - Lightwater Connected
  - St John the Baptist's Church,
  - All Saints Church
  - St Annes Church, and many others
- The Council's partner organisations
- County, Borough and other local parish councils
  - Surrey County Council and councillors
  - Surrey Heath Borough Council and councillors
  - Chobham Parish Council
  - West End Parish Council
  - Bisley Parish Council

- Constituency Member of Parliament
- Business suppliers and the business community in Windlesham parish area
- Regional and national media
- External funders that have given funds
- Opinion formers and important influencers
- External scrutineers

6 How We Communicate

A diverse range of channels will be used to communicate. Channels are defined as being the medium by which information is sent and received. Stakeholders have varying needs, and different stakeholders may require different channels.

Channels can be in the form of digital, social media, print and face to face.

6.1 Digital and Telecommunications

- Website
  - Windlesham Parish Council's website: www.Windleshampc.gov.uk
  - This is an easily accessible platform that covers most of the Council's documents, operations, important dates/times and contact information
  - It is for the giving of information and one-way communication
  - It is updated as required

- E-mail
  - Members of staff and the Parish Councillors are accessible via e-mail to discuss an issue or find information about a policy or service
  - This is a two-way channel allowing for direct interaction with the public
  - E-mails are viewed daily

- Telephone
  - Parish Councillors are accessible via either landline or mobile phones to raise an issue or request information
  - Members of staff are accessible via landline
  - This is a two-way channel allowing for direct conversation with the public
  - Out-of-hours: The landline is available Monday, Wednesday & Thursday between 9am and 2pm. Out of hours enquiries should be left on the voicemail. Parish Councillor numbers can be contacted at appropriate hours during the week

6.2 Social Media

- Facebook

Windlesham Parish Council's Facebook page: Windlesham Parish Council - Bagshot, Lightwater & Windlesham | Facebook

- This is an easily accessible platform that communicates council information, office closures and opening times, council and local group events, meeting dates and times etc.
- This is a two-way channel allowing for members of the public to post their opinions, like or share the posts. They can also direct message.
- Facebook is viewed daily, and posts are made as frequently as possible
- Meeting information is also shared via the Event feature.

- Instagram
- Windlesham Parish Council's Instagram page: https://www.instagram.com/windleshamparishcouncil/
- Instagram provides a visually engaging and easily accessible platform to share council updates, community projects, office opening hours, and information about local events across Bagshot, Lightwater, and Windlesham.
- It is an ideal space for promoting local pride and engagement, using images and short videos to highlight the parish's people, places, and initiatives.
- Instagram also serves as a two-way communication channel, allowing residents to like, comment on, and share posts, as well as send direct messages to the Council.
- The account is monitored regularly, with posts published as needed to reflect current news, meetings, and community activities.

- Nextdoor page: Windlesham Parish Council – Bagshot, Lightwater & Windlesham
- A local, community-focused platform for sharing council news, office hours, events, and meeting details.
- Reaches residents directly within the parish, encouraging engagement and awareness.
- Allows two-way communication, with residents able to comment and message the Council.
- Monitored regularly, with updates posted as needed.
- Used to highlight positive local stories and promote community connection.

- YouTube Channel: The Parish Council will explore setting up a YouTube channel to share recordings of council meetings. This platform would provide an accessible and transparent way for residents to view discussions and decisions at their convenience. YouTube is a widely used, free, and easy to access tool that would allow the Council to reach a broader audience and share them through other communication channels.

6.3 Printed Publications

- Quarterly Newsletter –

  - Printed and distributed around Spring, Summer, Autumn, Winter and Christmas, where appropriate.
  - Distributed to key locations across the three villages – including cafes and libraries.
  - Contains event information, parish updates and community news.
  - This is a one-way channel that provides information to all residents, whether they are online or not. It has the broadest scope of all channels
  - Newsletters are published quarterly, but the collection of information is happening continuously.

- Partner Authority Newsletters
  - Where requests are made for information from Windlesham Parish Council

- Parish Notice Boards
  - These are located at various locations in Bagshot, Lightwater and Windlesham and contain relevant information, such as public notice of meetings, local events and office hours
  - This is a one-way communication channel
  - It can be updated as necessary.

6.4 Surveys and Consultations

- Surveys
  - Surveys are taken to get a snapshot of public or user group opinion on a range of issues, such as their experiences, concerns, likes and dislikes, Council reputation etc. This data then forms the basis of policy creation and action plans to ensure the proper running and functioning of the Council. It is also an important, large-scale listening exercise.
  - This is a one-way channel that allows those surveyed to give information to the Council.
  - They are held infrequently and help formulate documents such as the Parish Council Action Plan and Communications Strategy

- Consultations
  - Often held in conjunction with an exhibition, consultations allow for the public and partners to give their opinions, views and ideas to the Council on a specific issue under consideration. They can also help to support a grant funding proposal.
  - This is a one-way channel that allows those consulted to give information to the Council.
  - They are held infrequently to help formulate policy or provide evidence of community support for a grant funding application.

7 What We Communicate

One of the communication principles on pages 5 & 6 of this document is the requirement of relevant information. Relevancy is determined by the needs of specific stakeholders. Information they may need to receive from us could include:

7.1 The Public and Local Groups

- Parish Council office opening hours and closures
- Staff changes and job opportunities
- How the Parish Council works
- Parish Council documents, such as completion of an audit
- Meeting times and dates
- Local events, and groups
- Who to contact about which service
- How to give feedback, such as raising an issue or complaint
- Contact information of the Parish Council, elected members and partner organisations
- What their roles and powers are
- Newly enacted Parish Council decisions
- Policy proposals
- Information on accessing and using Parish Council services and any changes to them
- Costs of using services where applicable
- How to access and apply for grants from the Parish Council

7.2 Partner Councils and Organisations

- Newly enacted Parish Council decisions
- Changes to services
- Contact information for the Parish Council office and councillors
- Planning application views and opinions
- Legally required notifications, such as Building Control Plan following a project
- Police reports and crime statistics
- School information

7.3 The Decision to Communicate

Day to day Information arising from within Windlesham Parish Council, such as office hours changes/closures, staff changes, meetings advertisements/cancellations, policy announcements, newsletter previews etc can be approved and uploaded at the discretion of the Clerk.

However, where an outside body asks to use our communications channels to distribute their own information or advertise an event to residents, this will need prior approval by

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email, from the relevant committee or Full Council. Outside bodies include user groups, local groups, other councils or businesses. There is no immediate right for such information to be published and so prior permission is required. Any outside information should adhere to standards on clarity, usefulness and legality etc and should not disparage Windlesham Parish Council.

In principle, approval for one channel will mean approval for all channels. However, a newsletter article must meet formatting requirements and so something approved for social media and the website may not necessarily be approved for the newsletter if those requirements aren't met.

7.4 Accessibility

Website Accessibility and WCAG 2.2 Compliance
Parish councils must ensure their websites meet the Web Content Accessibility Guidelines (WCAG) 2.2 Level AA, as required by the Public Sector Bodies Accessibility Regulations 2018.

To comply, the Parish Council should regularly check the website for accessibility issues, publish an up to date accessibility statement, and ensure all content text, images, and documents is created in an accessible format.
Meeting WCAG 2.2 AA standards demonstrates the council's commitment to inclusion and ensures all residents can access information and services.

8 Who Communicates?

Everyone communicates at the Parish Council in some form and so an understanding and application of the communication principles is necessary to improve the flow of information and the overall reputation of the Council. The key people communicating are:

The Communications and Engagement Officer

The Comms Officer identifies opportunities to communicate relevant information to the public and will support other council staff and councillors in their planned communication activities to ensure consistent quality of information, publication and branding.

They have responsibility for the website, social media pages and newsletter, and will help others on the parish notice boards, regional and national media, exhibitions, surveys and consultations.

Office Staff

The Clerk and Responsible Financial Officer, along with the Assistant Clerk, Cemeteries Coordinator and Operations Coordinator will have regular interactions with the public, such as through e-mail, face to face, parish notice boards, the public speaking section at meetings, consultations and surveys. They will also communicate with partner councils,

organisations and local groups and businesses. They have a responsibility to uphold the communication principles and standards and work with the Communications Officer on delivery where required.

Other Staff and Councillors

Other representatives of the Council, when communicating with members of the public and other local groups through e-mail, phone calls or face to face, should uphold the communications principles and communicate in a clear, informative manner. They should help in so far as possible to resolve an issue or forward them on to the appropriate member of staff.

9 Evaluation

Evaluation of the communications strategy is a vital component in receiving feedback and driving improvement. This involves the monitoring and assessment of the overall strategy and individual channels of communication. They should comply with the Council's key priorities and communication principles, as well as achieving key strategic outcomes such as giving clear information or changing reader behaviour.

9.1 Channel Assessment

Digital and social media channels provide regular visitor and engagement analytics. These can be useful to see if a specific channel is being viewed and performing its intended function. Channels showing areas of concern should be reassessed or removed from the communications strategy. This data should be monitored by the Communications and Engagement Officer and brought to the attention of the Clerk and Parish Council if problems emerge.

Appendix 1: Communications Action Plan

This action plan outlines changes going forward that will improve communication further at Windlesham Parish Council. It identifies an area of focus and gives appropriate actions to achieve that outcome.

Action	Comment

Update the website	Continue to update the website as necessary Establish frequent communication between the Clerk and Communications and Engagement Officer to upload the latest documents as they are created
Ensure website is WCAG 2.2 compliant	All key council documents, including policies, meeting papers, and reports, will be published in an **accessible format** wherever possible. This ensures that information is available to all members of the community. Requests for documents in alternative formats will be accommodated upon request, in line with the Council's accessibility commitments.
Social Media Content Review	Continue to review content and use analytics to assess successful campaigns.
Blog	Consider creating a blog to provide clear, accessible explanations of policies, projects, and decisions, offering greater transparency and insight than other channels allow, with regular posts shared via the website, social media, and newsletters
Publicise Local Groups	Continue to work with local groups to help advertise their events to a broader audience using our channels
Monitor Costs of Communication	Always monitor and evaluate the costs of communicating and ensure efficient use of resources
Produce a quarterly newsletter – digital and print	Continue to produce a quarterly newsletter where appropriate and distribute print copies locally.
Youtube Channel	Consider the creation of a YouTube channel to upload council meetings to

Appendix 2: Media Contact Form

Please fill in the clear boxes. Grey boxes are for the Parish Council Office

Name	

Company or Organisation	
Telephone Number	
E-mail Address	
Nature of Enquiry	
Deadline for Response	
Enquiry Received On: Date Time	
Message Taken By	
Response as follows	
Approved by	
Responded on: Date Time	

Appendix 3: Communications Framework

The communications framework outlines how new information and content should be created at Windlesham Parish Council and what should be considered when making it.

Who are we talking to?

Consider who the relevant stakeholders are and what their specific requirements might be. Which channel will capture most of that audience and what information do they already know?

Why are we saying it?

Part of planning is to consider why this information is being communicated. Is it designed just to inform the reader, to change their behaviour or to get feedback from them? Each option can require different considerations and be written differently.

What are the objectives of the message? It could be to 'help advertise and increase visitor numbers to event X' or 'get public opinion and feedback on policy Y'. Messages should be targeted to these aims and not contain unnecessary or irrelevant information.

Consider how it fits in with other activities at the Council as it could form part of a wider campaign.

What resources are available?

Consider what resources are available to deliver the message. Will it require money be spent and how much? How long will it take to create and then for how long should it be promoted? Which members of staff could help? What skills are needed?

Make sure to evaluate communications and read the feedback at all points. What risks are involved? How will we know if it's been successful? What did we learn and how do we improve this next time?

Appendix 4:

WINDLESHAM PARISH COUNCIL

COMPLAINTS PROCEDURE

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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28th July 2020
V1.0-210223	Reviewed at Full Council meeting 23rd February 2021
V1.0-220125	Reviewed at Full Council meeting January 2022
V1.0-220125	Reviewed at Full Council meeting October 2022
V1.0-231128	Reviewed at Full Council meeting November 2023
V1.0-241029	Reviewed at Full Council meeting October 2024

V2.0-251125	Reviewed at Full Council meeting November 2025

1 Introduction and duties

1.1 It remains the position that the Local Government Ombudsman has no jurisdiction over Parish, Town and Community Councils in England and Wales. The National Association of Local Councils (NALC) in Legal Topic Note 9 has issued guidance (February 2013) for local councils.

2 Guidelines

2.1 It will not be appropriate to deal with all complaints from members of the public under a complaint's procedure. Councils should consider engaging other procedures/bodies in respect of the following types of complaint:

Type of conduct	**Refer to**
Financial irregularity	Local elector's statutory right to object to council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, councils may need to consult with their auditor / audit commission.
Criminal activity	The police
Councillor conduct	A complaint relating to a councillor's failure to comply with the Code of Conduct must be submitted to the Monitoring Officer, Surrey Heath Borough Council. Details can be obtained from the Clerk.
Employee conduct	Dealt with by internal disciplinary procedure

2.2 The code of practice that follows is therefore aimed at those situations where a complaint is made about the administration of the council or about its procedures. It is not an appropriate forum for a complaint against individuals, as the provisions above cover these situations.

2.3 The code of practice is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk.

3 The code of practice

3.1 The aims of the code of practice are:

- To provide a standard and formal procedure for considering complaints either made by complainants directly or which have been referred back to the council from other bodies.
- To ensure that complainants feel satisfied that their grievance has been properly and fully considered.
- To make the process reasonable, accessible and transparent.
- At all times, the rules of natural justice will apply, and all parties shall be treated fairly.

3.2 All complaints shall be heard by the Council's complaints panel, which shall consist of 3 councillors, and shall report its findings to the full council.

4 Before the meeting

4.1 The complainant shall be asked to put the complaint about the council's procedures in writing to the Clerk.

4.2 If the complainant does not wish to put the complaint to the Clerk (as it may relate directly to the Clerk), they may be advised to put it to the Council Chairman in writing, marked private and confidential.

4.3 The Clerk/Council Chairman shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the complaints panel.

4.4 The complainant shall be invited to attend the relevant meeting (hearing) and bring with them such representatives as they wish.

4.5 Seven (7) clear working days prior to the meeting (i.e. excluding weekends and public holidays), the complainant shall provide the council with copies of any documentation or other evidence, which

they intend to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which it wishes to rely at the meeting.

5 At the meeting

5.1 The complaints panel shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the next Council meeting in open session.

The panel Chairman to introduce everyone.

The panel Chairman to explain the procedure.

5.2 Complainant (or representative) to outline grounds for complaint.

5.3 Panel members to ask questions of the complainant.

5.4 If relevant, the Clerk or other nominated officer, to explain the council's position.

5.5 Panel members to ask questions of the Clerk or other nominated officer.

5.6 The Clerk or other nominated officer and complainant to be offered the opportunity of the last word (in this order – i.e. Town Clerk/officer followed by complainant).

5.7 The Clerk or other nominated officer and complainant to be asked to leave the room while the panel members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties to be invited back.

The Clerk or other nominated officer and complainant return to hear the decision, or to be advised when the decision will be made.

6 After the meeting

6.1 Decision confirmed in writing within seven (7) working days together with details of any action to be taken.

WINDLESHAM PARISH COUNCIL

COUNCILLOR EMPLOYEE RELATIONS POLICY

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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28th July 2020
V2.0-210223	Reviewed at Full Council meeting 23rd February 2021 (Updated to include the roles of Chair, Councillors and Clerk and their working relationship as written by Nick Randle OBE, Managing Director of the Local Government Resource Centre Associates (LGRC) published by 'Clerks and Councils Direct', May 2020.
V3.0-220125	Reviewed at Full Council meeting 25th January 2022 (minor updates to reflect committee structure)
V4.0-221025	Reviewed at Full Council meeting 25th January 2022 – this policy has had significant rewording
V4.0-231128	Reviewed at Full Council meeting 28th November 2023
V4.0-241030	Reviewed at Full Council meeting 30th October 2024
V4.1-251125	Reviewed at Full Council meeting 25th November 2025

1 Introduction

1.1 1.1 The aim of this protocol is to describe the relationships, roles and behaviours which should exist between elected Councillors and employees in a modern, well run local Council. The protocol provides guidance on how the complementary but very different roles of Councillors and employees should work. Equalities, natural justice and reasonableness are strong underlying intentions throughout.

1.2 1.2 This protocol is not intended to be definitive and should be read alongside other relevant documents such as the Code of Conduct for Councillors, the conditions of service, the whistle blowing procedures and the Staff Handbook.

1.3 1.3 This Protocol is adopted Council policy and applies to all Councillors and, where relevant, statutory co-opted members, and to all employees of the Council. The protocol has a serious objective which may have significant consequences for those who choose not to follow these principles.

1.4 1.4 It is also intended that the Protocol should apply to any consultants, contractors or agency personnel working on behalf of the Council and it is the responsibility of the employing manager to ensure that this protocol is brought to the attention of such individuals at the beginning of their employment.

2 Roles and responsibilities

2.1 Understanding the different roles and responsibilities of Councillors and employees is key to maintaining good relations.

2.2 Parish Councillors decide on the priorities for the Parish Council, set the budget, represent their constituents (including those who have not voted for them) and collectively make decisions on behalf of the Parish Council.

2.3 Parish Councillors are responsible to the electorate and serve only so long as their term of office lasts. A Parish Councillor can only serve for a maximum of 4 years before submitting themselves to the electoral process.

2.4 Employees of the Council implement the decisions made by Members. They can only make decisions themselves on behalf of the Council if the Council has decided to delegate a decision-making responsibility to the employee. Employees give information and advice to the Council and support Parish Councillors.

Parish Council employees are employed and are responsible to the whole Council and not to any individual Councillor. Employees of the Council are managed by the Parish Clerk in accordance with Council procedures. The Parish Clerk is responsible to the whole Council.

2.5 Certain senior officers eg. Proper Officer and RFO, have responsibilities in law over and above their obligations to Council and/or individual Councillors and Councillors must respect these responsibilities and must not obstruct officers in the discharge of their duties.

3 Reasonable expectations of employees

3.1 It is reasonable for a Parish Councillor to expect the Parish Council employees: -

3.1.1 To do their job effectively and efficiently;
3.1.2 To behave in a manner which does not bring the Council into disrepute;
3.1.3 To be helpful, respectful and courteous;
3.1.4 To provide assistance to Members in carrying out their role;
3.1.5 To deal with Members' enquiries fairly and efficiently;
3.1.6 To be open and honest with Members;
3.1.7 To work with all Members equally and fairly
3.1.8 To keep confidentiality where it is proper to do so;
3.1.9 To be sensible about contacting Members at potentially inconvenient times unless in an emergency or otherwise agreed;
3.1.10 To remember that they are employed by the whole Council and not by any individual Member.

4 Reasonable expectations of Parish Councillors

4.1 Employees can reasonably expect the Parish Councillors:-

4.1.1 To accept that the Council's employees are managed by the Parish Clerk;
4.1.2 To be helpful, respectful and courteous at all times ;
4.1.3 Not to ask employees to breach Council policy or procedure or to act unlawfully;
4.1.4 Not exert, influence or pressure or to request special treatment;
4.1.5 Not to raise concerns about an employee in a public setting but to raise any such concerns in an appropriate manner in accordance with Council policy;
4.1.6 To respect that employees have a right to a private life and work life balance, and be sensible about making contact at potentially inconvenient times unless in an emergency or otherwise agreed;
4.1.7 To understand and support the roles and responsibilities of the Parish Clerk/RFO and their associated workloads, pressures, and deadlines.
4.1.8 Not to act on behalf of Council without the authority and permission of Council.

5 Political Neutrality and Impartiality of Employees

5.1 The National Code of Conduct for local government employees states: "Employees serve the Authority as a whole. They must serve all Councillors and must ensure that the individual rights of all Councillors are respected".

5.2 Councillors should understand that employees will generally operate in a politically neutral capacity. By law, some posts are specifically designated as "politically restricted", meaning

that they cannot be filled by employees who are linked to a political party or group, either through direct involvement or by, for example, canvassing on their behalf.

5.3 Councillors should not discuss party politics with employees nor must they assume that there is an allegiance to a particular party. Councillors should not place employees in an embarrassing situation where, for example, they feel they have to agree with a particular political line, whether this be nationally or locally based, although employees must follow the overall objectives of the Council and must not work against them.

5.4 Employees have a duty to give professional advice and to make Councillors aware of all the options available, when writing reports or giving advice.

6 Familiarity, Friendships and Relationships

6.1.1 It is recognised that personal, family or business relationships or friendships will exist between some Councillors and employees.

6.1.2 Persons engaged in such friendships or relationships should take special care not to seek, or be seen, to influence their positions through their respective friend or partner. Name dropping to seek advantage is totally unacceptable. People should also go out of their way to ensure that colleagues are not placed in an awkward or embarrassing situation as a result of a friendship or relationship.

6.1.3 Certain informal gestures in a formal work setting may be innocently made but could be perceived by the recipient to be unwelcome or embarrassing. Such gestures should always be avoided. Similarly, jokes or pranks should be avoided.

6.1.4 A Councillor involved in a relationship or otherwise associated with an employee should declare an interest if, on any occasion, they are involved in decision-making directly related to the employee concerned, or the service in which they work. Where appropriate, they should seek to avoid being a member of a related meeting.

6.1.5 Councillors must be careful never to become engaged in any matter related to an individual's employment (except through formal meetings when these are relevant). Any employee attempting to raise such issues with Councillors should be advised to take the matter up with the parish clerk or Staffing Committee, the Councillor should take no part in any discussion.

7 Giving instructions to employees

Only the Parish Clerk can give instructions to employees of the Council and only the Full Council, a properly constituted Committee can give instructions to the Parish Clerk. Individual Parish Councillors should not therefore attempt to direct the work of employees.

8 Chairs and Vice-Chairs

Chairs and Vice-Chairs of the Parish Council including any Committee have additional responsibilities. Due to these responsibilities, their relationships with employees may differ from, and be more complex than those of Councillors without those responsibilities, and this is recognised in the expectations they are entitled to have. However, such Councillors must still respect the

impartiality of officers, must not ask them to undertake work of a political nature, or to do anything which would put them in difficulty in the event of a change in the composition of the authority.

9 Complaints about employees or services

9.1.1 Parish Councillors have a right to critically evaluate the report, advice or action of employees. However, this should be done in a constructively critical manner which is well founded and evidenced, as it is recognised that employees will not be in a position to respond to overt criticism, particularly that deemed to be a personal attack.

9.1.2 Parish Councillors must avoid undermining public respect for employees and should therefore avoid making any criticism of an employee at a public meeting, in the press or by way of any other public statement. Making such criticisms would be damaging to the public image of the Parish Council. It would also undermine the mutual trust and courtesy which underpins effective working relationships. If a Parish Councillor wishes to raise an issue about an employee they should use the adopted Disciplinary Procedure.

10 Information Sharing

10.1.1 All Parish Councillors have a right to expect to be kept informed about matters on which they may be required to make decisions or which affect the Parish. The Clerk should aim to ensure that all Members are kept fully informed in relation to important issues.

10.1.2 If the Parish Council organises a meeting to consider a local issue pertinent to one village, then Parish Councillors representing that village must be invited to attend that meeting. If the issue is deemed serious enough, all Parish Councillors must be invited.

10.1.3 So far as documents and other information held by the Parish Council is concerned, much of it will be in the public domain and Parish Councillors have the same right as any member of the public to see that information. Therefore, Parish Councillors have the same rights as the public to have access to agendas, reports and minutes of meetings which are held in public and have the right to access information given by the Freedom of Information Act. Parish Councillors also have additional rights to access information. Clearly, they are entitled to have access to reports of matters which are to be considered at Council meetings in private session. In addition, Parish Councillors have the right to access any other Parish Council information where they can show they have a 'need to know'. Any request to access Parish information should be made to the Parish Clerk. If the Parish Clerk is uncertain as to whether the Councillor is entitled to access that information, then they should refer the question to the Council for a decision.

10.1.4 The process of gathering information to respond to Members requests can be time consuming and expensive for the Parish Council so Members should consider before they make an information request whether they really need the information and should be prepared to discuss with the Parish Clerk whether less, more easily obtained information would be sufficient.

11 Correspondence

11.1 Correspondence between Members and employees should not normally be copied to any other party. There are exceptions to this general rule. If the original correspondence was copied to other parties then it is legitimate to send a response to those parties. There may also be occasions where the correspondent gives rise to concern for the employee for example in relation to possible breaches of the Code of Conduct or that the Council may be brought into disrepute by the actions of the Councillor. In such cases it is legitimate for the employee to share correspondence with the Chair of the Parish Council.

This policy will be reviewed annually or earlier if so required by legislation or additional material.

Appendix A- LGA Civility & Respect

Council Roles & Responsibilities

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11.2 INTRODUCTION

Local (parish and town) councillors and local council officers have different but complementary roles. Councillors, as the democratically-elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. The role of officers is to advise councillors, ensure that the council's strategy is delivered on a day-to-day basis and manage the operational and organisational side of the council.

This document briefly summarises those different roles and responsibilities, it should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC (https://www.nalc.gov.uk/publications#the-good-councillor-s-guide) and Model Councillor Officer Protocol

11.3 THE ROLE OF COUNCILLORS

A councillor's primary role is to represent their local area (or ward where the council is warded) and the people who live in it. Councillors provide a bridge between the community and the council. As well as being an advocate for local residents and signposting them to the right people either at the local council or the principal authority, they should ensure that the community is informed about the issues that affect them.

In order to understand and represent local views and priorities, you need to build strong relationships and encourage local people to make their views known and engage with you and the council. Good communication and engagement are central to being an effective councillor.

Local councillors are expected to:

- respond to residents' queries and investigate their concerns (casework);
- communicate council decisions that affect the community;

- know their area and be aware of any problems;
- know and work with representatives of local organisations, interest groups and businesses;
- represent their community's views at council meetings.

Local councillors also collectively set the strategic direction for their council. All local councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. Individual councillors will contribute to the development of these policies and strategies, bringing their experience and the views and priorities of their area to the debate.

Individual councillors work together to serve the community and to help the council to make decisions on behalf of the local community. Councillors contribute to the work of the council by suggesting ideas, engaging in constructive debate and by responding to the needs and views of the community representing their constituents. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions. Councillors must accept the decisions of the council as a whole even if they do not agree with it.

The formal part of these roles is carried out by attending meetings and working with and listening to advice from the council officers. The local council might have committees and even sub-committees. This is more likely to be the case in larger councils and in those cases how far individual councillors contribute to particular policy areas will depend on which committees they have been appointed to.

However, 'full council' remains the sovereign body for setting the council's overarching strategy and budget so even where the council has committees which work in greater detail on particular areas, all councillors should contribute to the council's strategic framework.

Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. This applies to the chair as much as to the other councillors, although the chair does have personal responsibilities in connection with the running of formal meetings – see below. That said, local councillors can act as 'champions' on particular issues and it is perfectly acceptable, if a councillor happens to have experience in a particular field, that they take a lead on it, provided that has been agreed by the Full Council.

The less formal part of these roles of listening and talking to people, including the local elected members of the district, county or unitary council, will almost certainly take up more of the councillor's time. However, it is important to remember that "rules of behaviour" apply whenever activities of being a local councillor are being undertaken.

11.4 THE CHAIR

In some authorities the chair is called 'the mayor' but references are made to the chair in this document.

The main rules of law governing the role of the chair of a local council are set out in the Local Government Act 1972 which requires, for example:

- that the chair must preside at a meeting of the local council if they are present and;
- that it is the chair of a meeting who has the responsibility to sign the minutes (presented for approval at that meeting) as a true record.

It is the chair's responsibility:

a) To determine that the meeting is properly constituted and that a quorum is present;
b) To inform themselves as to the business and objects of the meeting;
c) To preserve order in the conduct of those present;
d) To confine discussion within the scope of the meeting and reasonable limits to time;
e) To decide whether proposed motions and amendments are in order;
f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
g) To decide points of order and other incidental questions which require decision at the time;
h) To ascertain the sense of the meeting by:
    a. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
    b. Declaring the result; and
    c. Causing a ballot to be taken if duly demanded;
i) To approve the draft of the minutes or other record of proceedings presented to a meeting (with the consent of the meeting);
j) To adjourn the meeting when circumstances justify or require that course; and
k) To declare the meeting closed when its business has been completed or in the event of the meeting being very seriously disrupted.

The Chair's term of office continues until the appointment of a successor, other than where the chair resigns or is disqualified from office. A Chair does not, however, legally have to resign following a vote of no confidence. This continuity also applies when the Chair has not been re-elected following local elections. In this case, the chair does not have a vote on the appointment of a successor but does have a casting vote in the event of equal votes.

12 Outside of the meeting

The Chair:

- is the person to whom notice of resignation is given by other councillors or the clerk;
- may convene extraordinary meetings of the council (on proper notice to the clerk);
- when attending ceremonial events, is the proper person to represent the local council;
- may receive an allowance to meet the expenses of his or her office.

Beyond that, the workings and decisions not taken by the council or, through the delegation scheme, by one of its committees or sub-committees are to be taken by the clerk to the local council. The chair may have an enhanced role, as functions may be delegated to the clerk in consultation with the chair (or the Chair of a committee). This means, however, that the decision and the responsibility for it remains with the clerk (not the chair) but that the clerk must first bring the matter to the attention of the chair and take into account the views of the chair in coming to their decision.

It is also likely to be the case that the Chair will be the person whom the clerk will approach:

- for information about the council and the parish;
- to seek to informally discuss matters with and;
- to informally consult on decisions that are in the clerk's remit to make or pass back to a formal meeting.

Correspondence to and from the council should normally be dealt with by the clerk, not by the chair, although, where there are no other administrative staff, the chair will be the most appropriate person to deal with correspondence in the absence of the clerk e.g. to sign letters giving effect to a council decision, or to send a 'holding' reply pending consideration of a matter by the council.

13 Committee chairs

In Councils which have committees the chair of the committee has similar duties and responsibilities as the chair of the council with regard to their committee and may be consulted by the clerk on relevant matters.

13.1 THE ROLE OF THE CLERK AND OTHER OFFICERS

The primary responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, officers can be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.
Officers have a wide range of other responsibilities which should be set out in their job

descriptions. Officers must recognise that the council is responsible for all decisions and that they take instructions from the council as a body. Officers are not answerable to any individual councillor – not even the chair.

The council must be confident that officers are, at all times, independent, objective and professional.

'Proper officer' is a title used in statute. It refers to the appropriate officer for the relevant function. In local councils, the proper officer is normally the clerk. In financial matters, the proper officer is known as the 'responsible finance officer'.

The local council clerk is the 'engine' of an effective local council. They are its principal executive and adviser and, for the majority of smaller local councils, the officer responsible for the administration of its financial affairs. The clerk is sometimes a council's only employee. Where a council has more than one employee, the clerk is the ultimate line manager for all other staff.
The clerk is required to give clear guidance to councillors, including the chair, before decisions are reached, even when that guidance may be unpalatable. The clerk has a key role in advising the council, and councillors, on governance, standards of conduct and procedural matters. They would also normally liaise with the monitoring officer at the principal authority on code of conduct issues and the councillors' register of interests.

It is the duty of the clerk as the proper officer to assist councillors on matters of fact and law. Councillors (even where it is contrary to their personal wishes or expectations) should take fully into account the advice and guidance given by the clerk on the existence and applicability of the relevant facts or the law. Councillors should then seek means to make their policy decisions taking into account such guidance. Councillors should also accept as a fact that it is the duty of the clerk to minute any situation in which the advice given has not been heeded. The clerk is, however, an independent and objective officer of the council who takes instructions from the corporate body on policy and must in turn recognise that the council is responsible for all decisions.

Some larger councils employ a range of administration and support staff and the clerk is normally responsible for advising the council on staffing provision and managing the recruitment process. In smaller councils, the clerk may also carry out the role of the finance officer. However, it is common, especially in larger councils, for a separate responsible finance officer to be appointed and given specific duties relating to the budget, annual accounts and audit to ensure proper financial management and transparency.

Many local councils encourage their clerks to seek professional recognition for the work that they do. A CiLCA qualified clerk is one of several pre-requisites for a local council achieving recognition through the Local Council Award Scheme (https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file) and also in becoming a council eligible to exercise the General Power of Competence.

In an emergency (e.g. to cover a temporary vacancy) a councillor may fulfil the role of clerk to the local council (this must be unpaid (see below)). However, it is not good practice for councillors to do this on anything other than a very temporary basis as it confuses officer/councillor roles.

It should be noted that councillors may not be paid employees of their council (as there is an unacceptable conflict of interest) and may not become employees of their former council until at least 12 months after ceasing to be a councillor.

13.2 MEETINGS

It is the clerk's responsibility to set the agenda for the meeting. This is often done in consultation with the chair and individual members can request the addition of relevant items but the agenda remains the clerk's responsibility. The clerk must sign the agenda and decide how it will be set out.

The summons to the meeting, agenda and relevant papers must be sent out at least three clear days before the meeting. The 'three clear' days is established in law to allow time for proper consideration of issues to be discussed. Items for decision cannot be added to the agenda after this time but must be taken at a future meeting.

At a meeting all councillors must comply with Standing Orders and the chair must ensure that Standing Orders are enforced.

Any 2 Members of a parish council may submit a written request signed by them to the Chair of the parish council to call an extraordinary meeting. In the event of the Chair not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting. The chair of the Council or of a Committee may convene an extraordinary meeting at any time.

13.3 INFORMATION

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.

As regards the legal rights of councillors to inspect Council documents, these are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

WINDLESHAM PARISH COUNCIL
FIRE SAFETY POLICY & PROCEDURES

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V1.0-210223	Reviewed at Full Council meeting 25th October 2022
V1.0-231128	Reviewed at Full Council meeting 28th November 2023
V1.0-241029	Reviewed at Full Council meeting 29th October 2024
V1.0-251125	Reviewed at Full Council meeting 25th November 2025

1 General Statement

The Council is a responsible employer and takes our fire and safety duties seriously. Accordingly ,we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

Employee & Councillor Duties

All employees and councillors have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees and councillors are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff and visitors.

2 Communication

All employees and councillors will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments. Stored on the shared drive C:\Users \Windlesham Parish Council\WPC Office - Documents\Building Maintenance Schedules\Fire Risk Assessments

3 Procedures

The following procedures are in place to ensure high standards of fire safety.

3.1 Fire risk assessments have been undertaken at all Parish Council owned buildings and are reviewed regularly.

All new members of staff, temporary employees and councillors will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.

3.2 All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly in buildings occupied by staff and in the case of public buildings, escape routes will be checked prior to use or the start of the rental period. In the

event of any organisation entering an agreement with the Parish Council for regular use of a building, it will be their responsibility to check the building and fire escapes prior to use.

3.3 Evacuation procedures are posted prominently by the main door of entry within each building.

3.4 All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the Health and Safety Officer or a responsible person.

3.5 Where alarms are present they will be checked every 6 months by a suitable contractor and tested monthly by the Health and Safety Officer or a responsible person.

Where emergency lighting is present it will be checked every 6 months by a suitable contractor and monthly by the Health and Safety Officer or a responsible person.

Public Meetings

5.1 At the commencement of public meetings the Chair should advise the public of the status of fire alarms and how to evacuate the premisies, including muster points.

4 Emergency Evacuation Plan

4.1 If you discover a fire:

- Raise the alarm immediately. This can be done by alerting others by shouting 'FIRE' or in buildings that are equipped with a Fire Alarm by activating the nearest Fire Alarm Call Point.
- Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is shut.
- Inform the Clerk as to the location of the fire. Report to the assembly points for a roll call – Each building will have signage by the main door stating the designated meeting point.
- If you are with a visitor, ensure they accompany you.

4.2 If the Alarm is Raised:

- Leave the building immediately using the nearest available fire exit.
- Report to the assembly point for a roll call.
- If you are with a visitor, ensure they accompany you.

4.3 Persons responsible for taking roll calls are:

- The Health and Safety Officer or a responsible person.
- In community buildings the responsible person will be the person designated in the rental agreement.

Staff & councillors on hearing or setting off the alarm:

- Encourage everyone around you to evacuate as soon as possible.
- Check rooms are all empty, and that staff and visitors are accounted for at the roll call.

4.4 Fire Alarm Status:

- In the event that the fire alarm is for a genuine fire, then the designated person must call the fire brigade as soon as possible.
- In the event that the fire alarm is a false alarm, then the cause of the alarm should establish before letting anyone re-enter the building.

4.5 Before the Fire Brigade arrives:

- If there is a fire, and if the situation does not place them at risk, staff can make use of the fire extinguishers located on site to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

This policy will be reviewed annually or earlier if so required by legislation or additional material

WINDLESHAM PARISH COUNCIL
HEALTH & SAFETY STATEMENT

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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28th July 2020
V1.0-210223	Reviewed at Full Council 23rd February 2021
V2.0-220125	Reviewed at Full Council 25th January 2022 (addition - All Contractors working on behalf of the Council must be insured and be working to Health and Safety standards and complete Health and Safety checks.)
V2.0-220125	Reviewed at Full Council 25th October 2022
V2.0-231128	Reviewed at Full Council 28th November 2023
V2.0-240709	Reviewed at the Personnel Committee being held on the 9th July 2024 and Full Council 23rd July 2024
V2.0-260120	Reviewed at the Full Council meeting held on the 20th January 2026

1 Statement

Windlesham Parish Council (Council) is committed to ensuring the health, safety and welfare of its employees, customers, Councillors, and others throughout their interaction with the Council.

It is the policy of this Council to encourage all employees and Councillors to be not only aware of their legal responsibilities, but to be actively involved in developing a positive and progressive safety culture so that no one is exposed to risks to their health or safety as a result of the way the Council conducts its business.

1.1 In order to achieve the objectives of this policy this Council will comply with all of its legal duties by ensuring that:-

1.2 Each employee and Councillor is given such comprehensible, relevant and appropriate information, instruction, and training as is necessary to enable the safe and healthy performance of work activities.

- Managers assess risks and introduce preventative and protective measures, so far as is reasonably practicable or devise systems of work where significant risks to health and safety are identified. These preventative and protective measures or safe systems of work will be implemented and supervised to ensure any risks are reduced to an acceptable minimum.
- The working environment is maintained in a condition that is safe, free from risks to health and that adequate facilities for employees' welfare at work are made.

1.3 Adequate facilities and arrangements are maintained to enable staff, Councillors, and their representatives to raise issues of health and safety.

1.4 Procedures are devised that will ensure that all machinery and equipment purchased is suitable for its intended purpose and that any hazardous substances used or produced as a result of Council work are assessed and adequately controlled.

- Procedures are devised that ensure the effective planning, organisation, control, monitoring and review of health and safety in relation to Council buildings and activities is undertaken to include associated preventative and protective measures.

Every member of staff and Councillor has a legal duty to co-operate with the Council to assist in complying with all of its statutory duties. The successful implementation of this policy requires total commitment from everyone in the Council from Members to staff at all levels and Contractors. Each

individual has a legal obligation to take reasonable care for their health and safety and for the health and safety of people who may be affected by their acts or omissions.

1.5 The Parish Council will regularly monitor this policy to ensure that the objectives are achieved. It will be reviewed annually or earlier if so required by legislation or additional material or in light of organisational changes.

1.6 All Contractors working on behalf of the Council must be insured and be working to Health and Safety standards and complete Health and Safety checks.

Signed:

Chairman of the Parish Council Parish Clerk

Date: Date:

This policy will be reviewed annually or earlier if so required by legislation or additional material.

WINDLESHAM PARISH COUNCIL
IT POLICY

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Version 1.0-251125
Adopted: November 2025
Reviewed:
Review Date: November 2026

Version & Date	Amendments made
V1.0-251108	Adopted at the Full Council Meeting held on the 25th November 2025

1 Introduction

Windlesham Parish Council recognises the importance of secure and compliant IT practices in line with the SAAA Practitioners' Guide Assertion 10 and the NALC Information Technology Policy Guidelines. This policy sets out mandatory requirements for IT, email, and data governance.

2 Scope

This policy applies to all councillors, employees, volunteers, and contractors using Windlesham Parish Council IT resources, including computers, networks, mobile devices, telephones, and the council website.

3 Related Policies

This policy should be read in conjunction with the Council's Data Protection Policy, Disciplinary Policy, Equality and Diversity Policy, and any other relevant policies.

4 Responsibility & Monitoring

The Clerk (or designated IT lead) is responsible for monitoring and reviewing this policy, supporting staff understanding, and enforcing compliance. The Council reserves the right to monitor IT and email usage for legitimate reasons, and staff will be informed of this.

5 Council Owned Domain & Email

-All official email addresses must use a Windlesham Parish Council-owned domain (e.g., @windleshampc.gov.uk or .org.uk).

-Free email services (Gmail, Hotmail, etc.) are prohibited for council business.

-Domain and email accounts must be managed securely with continuity plans.

6 Website Accessibility

The Windlesham Parish Council website must comply with WCAG 2.2 AA standards.

An accessibility statement must be published and maintained.

7 Acceptable Use & Personal Use

IT resources and email accounts are for official council business.

Limited personal use is permitted if it does not breach this policy. All use (including personal) may be monitored.

8 Password & Account Security

Strong passwords are required and must not be shared.

Multi-factor authentication should be enabled where possible.

If a password is compromised, it must be reported and changed immediately.

If access to another employee's system is required (e.g., due to absence), this must be authorised by the Clerk.

9 Computer Usage & Security

Computers must be logged out at the end of each day.

Deleted: shut down

Users should log out when leaving their desks.

Documents should be saved in secure, backed-up locations.

Extra precautions must be taken in areas with public access.

10 Bring Your Own Device (BYOD)

Personal devices may only be used for council work with prior written approval and must comply with all council security requirements.

11 Data Protection & GDPR

All data handling must comply with UK GDPR and the Data Protection Act 2018.

The six data protection principles must be followed for collecting, storing, retaining, using, disclosing, and disposing of personal information.

Sensitive data must be encrypted in transit and at rest.

12 Mobile Phones & Texting

Work-related texting is permitted only for official purposes and must not contain illegal or discriminatory content.

Abbreviations should be avoided in official communications.

13 Email Communication

Emails must be professional and respectful.

Sensitive information must be encrypted.

Attachments and links must be verified before opening.

Staff must not enter into agreements with suppliers via email without proper authority.

14 Internet Use

The internet is to be used for council business.

Accessing inappropriate content, chat rooms, or unauthorised messaging services is prohibited.

A firewall is in place to protect council systems.

15 Software

Only authorised software may be installed on council devices.

Downloading or installing unauthorised software is prohibited.

16 Training & Awareness

All staff and councillors will receive regular training on IT security, GDPR, accessibility, and best practices, including induction training for new starters.

17 Misuse & Disciplinary Action

Misuse of IT facilities (including policy breaches, attempting to discover another user's password, circumventing security, or deliberate damage) may result in disciplinary proceedings.

18 Incident Reporting

All suspected security breaches or incidents must be reported immediately to the Clerk or designated IT contact.

19 Policy Review

This policy will be reviewed annually and updated as necessary.

20 Compliance Statement

This policy ensures compliance with Assertion 10 of the SAAA Practitioners' Guide and the NALC Information Technology Policy Guidelines. Breaches may result in disciplinary action and audit reporting.

WINDLESHAM PARISH COUNCIL
MEDIA AND COMMUNICATIONS POLICY

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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28th July 2020
V1.0-210223	Reviewed at Full Council meeting 23rd February 2021
V1.0-231128	Reviewed at Full Council meeting 28th November 2023
V1.0-241029	Reviewed at Full Council meeting 29th October 2024
V1.0-260120	Reviewed at Full Council meeting 20th January 2026

Introduction

This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore councils must have regard to it and follow its provisions.

Failure to follow the council's Media and Communications Policy could lead to a breach of the statutory code and the risk of adverse publicity, which could damage the council's reputation. It is important that all Councillor and officers understand the implications of this code which this policy explains within a local context.

This policy should be read in conjunction with the Members' Code of Conduct. It should also be noted that any Freedom of Information requests will be dealt with under the Council's FOI policy.

Approach to publicity

The Council welcomes enquiries from the press and media and recognises that a good relationship with the press helps communicate effectively with residents.

Equally, the Council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner and is accessible via as many media sources as possible including emerging social media platforms.

Principles of communication

The Code of Recommended Practice on Local Authority Publicity identifies key principles regarding publicity, and the Council will ensure any publicity:

- Is lawful
- Is cost effective
- Is objective
- Is even-handed
- Is appropriate
- Has regard to equality and diversity
- Is issued with care during periods of heightened sensitivity

Official Council press releases

- The Council recognises that the use of press releases is a key technique for publicising Council activities, decisions and achievements.

An official Council press release is made on behalf of the Council as a whole. In certain circumstances, it may be appropriate for a Councillor (normally the Chairman, Deputy Chairman or committee Chairman) to draft the press release, but the Clerk (or other nominated officer) will be responsible for checking and subsequently issuing any official Council press release.

All press releases will accurately reflect the corporate view of the Council, contain relevant facts and may include an approved quotation from an appropriate Councillor. Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a Councillor's political party or persuade the general public to hold a particular view.

- Press releases will be issued to local newspapers and copies will be made available on the council's website. An edited version may be available via the council's social media platforms, with a link to the full story available.

Requests for interview

Any request for an interview with a Councillor or officer should be referred to the Clerk (or other nominated officer) in the first instance. The Clerk, in liaison with the Chairman, will determine the most appropriate Councillor or officer to be put forward for interview.

Where a Councillor is authorised to speak on behalf of the council, it is their responsibility to ensure they are clear on the corporate position of the council, and that their responses to questions accurately reflect this.

- Where an officer is authorised to speak on behalf of the council, they must never give their opinion on specific Council policy and must remember their role is to provide expertise and factual knowledge in support of the council's agreed policies.

If a Councillor has not been specifically authorised by the Council to speak to the media on a particular issue, a Councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

Publicity during elections

- There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election itself (pre-election period), all proactive publicity about candidates is halted.

During the purdah period, all Council publicity shall be managed by the Clerk (or other nominated officer), and any quotes provided in support of press releases will be given by authorised officers.

Social media

- The Council recognises that for some residents, accessing information via social media platforms is their preferred method. While there are too many social media sites to include all of them, the Council will endeavour to use those which are most widely used, and regularly review the type and number of social media sites used.

- Social media sites will be used to support other communications issued by the Council and will help provide a consistent message across all media formats. To

help achieve this, all social media releases will be approved by the Clerk (or other nominated officer).

- Where officers use social media in a professional capacity to represent the council, the council's corporate identity will be used and not that of any individual officer.

- Officers using social media in this way must respect copyright, data protection, freedom of information and other laws, and be aware of the risks of action for defamation. Officers must not use insulting or offensive language or engage in any conduct that would not be acceptable in the workplace or elsewhere.

Social Media Communications Policy and House Rules for Social Media Engagement

All social media accounts will be administered by the Communications Officer.

The following wording will be published on the website and official social media platforms. This is to ensure that all use of social media remains fair, respectful, and safe.

- Social Media Communications Policy

The Council welcomes public engagement across a range of platforms; however, posts or messages from members of the public via social media platforms (such as Facebook and Instagram) shall not be regarded as official correspondence.

The Council is not obliged to respond to any such messages. Residents wishing to contact the Parish Council formally must do so by:

- Emailing the Parish Clerk at clerk@windleshampc.gov.uk
- Submitting a written letter to:
  The Council Office, The Avenue, Lightwater, GU18 5RG
- Using the online contact form on the Council's official website: **www.windleshampc.gov.uk**

House Rules for Social Media Engagement

All users (including Councillors) engaging with the Council via social media must comply with both the respective platform's Terms of Use and the following conditions:

- You are wholly responsible for any content you post, including shared material.
- Posts considered inappropriate by the Council may be removed in part or in full.
- The Council will report and remove any social media accounts misusing Windlesham Parish Council branding or imagery without permission.

The Council reserves the right to hide or remove posts, comments, or private messages that contain:

- Graphic, sensitive, or offensive imagery

- Abusive or obscene content
- Discriminatory language or conduct
- Misinformation, disinformation, or malinformation
- Off-topic or irrelevant comments
- Public mentions of Council staff by name
- Derogatory or accusatory remarks about individual Officers or Councillors
- Private or personal information about staff or Councillors irrelevant to their role
- Intellectual property infringement
- Content in breach of legal or regulatory obligations, including Data Protection legislation.
- Spam, trolling, or persistent disruptive behaviour

Before any content is removed, the Council may take screenshots of the material and retain it in line with the Council's privacy policy to justify the moderation action.

Repeat violations may lead to the user being blocked or reported to the platform provider. A private warning message will typically be issued before such action is taken, explaining the breach and potential next steps.

The Council also reserves the right to challenge or correct inaccurate or misleading public information, including escalating complaints to the Independent Press Standards Organisation (IPSO) where necessary.

Users who witness a post they believe violates these rules are encouraged to report it directly through the platform's moderation tools.

General guidance for Councillors and officers

- Councillors and officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any matter which has been discussed under confidential items on Council or committee agendas or at any other private briefing.
- Councillors and officers should act with integrity at all times when representing or acting on behalf of the council.
- When communicating with the press or on social media, councillors should take care to make clear when they are expressing a personal view and not speaking on behalf of the Council. If using the title "Councillor", this distinction should be explicit to avoid any implication that council policy is being stated.

- Any Councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Members' Code of Conduct and subject to a complaint to the Monitoring Officer.
- Any officer failing to follow the guidance set out in this policy could face disciplinary action.

WINDLESHAM PARISH COUNCIL
OFFICERS CODE OF CONDUCT

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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28th July 2020
V1.0-210223	Reviewed at Full Council meeting 23rd February 2021
V2.1-220125	Reviewed at the Full Council meeting 25th January 2022 point 20 updated to 'The Register of Officer's Interests will be reviewed annually by the Parish Clerk, employees are responsible for keeping their interests updated.'
V2.2-221025	Reviewed at the Full Council meeting 25th October 2022 point 13.3 updated to 'gifts or hospitality exceeds £50'
V2.2-231128	Reviewed at the Full Council meeting 28th November 2023
V2.2-241030	Reviewed at the Full Council meeting 30th October 2024
V2.2-260120	Reviewed at the Full Council meeting 20th January 2026

1 Introduction

1.1 The public is entitled to expect the highest standards of conduct from all employees of the Council.

1.2 This code is based on models produced by the Local Authority Associations and the Local Government Management Board.

2 Status of The Code

The code sets out the minimum standards that employees should observe. Its aim is to lay down guidelines for employees which will help maintain and improve standards and also protect them from misunderstanding or from criticism. Any breaches of this code may lead to disciplinary action being taken.

2.1 In addition to this code all employees must abide by the terms of the Council's Standing Orders and Financial Regulations.

3 Seven Principles of Public Life

3.1 The Nolan Report on Standards in Public Life defined good conduct for employees of public bodies as that of acting:-

- Fairly.
- In good faith.
- So as to meet the specified objectives of the body to which he/she has been appointed.

3.2 There are a number of principles, of which seven stand out, and which have been taken from the Nolan Report. These principles underpin this Code of Conduct.

3.2.1 Selflessness

Holders of public office should take decisions solely in terms of the public's interest. They should not do so in order to gain any benefits financial or otherwise for themselves, their family or their friends.

3.2.2 Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations which might influence them in the performance of their official duties.

3.2.3 **Objectivity**

In carrying out public businesses including making public appointments, awarding contracts or recommending individuals for rewards and benefits, holders of public office should make choices purely on merit.

3.2.4 Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

3.2.5 Openness

Holders of public office should be as open as possible about all decisions and actions that they take. They should give the reasons for their decisions and restrict information only when the wider public interest clearly demands.

3.2.6 Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public's interest.

3.2.7 Leadership

Holders of public office should promote and support these principles by leadership and example.

4 Service Standards

4.1 Employees must give the highest possible standard of service to the public and, where it is part of their duties, provide appropriate advice to elected Members and fellow employees with impartiality.

4.2 Employees must always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial delivery of services to all groups and people within that community according to the Council's policies.

5 Political Neutrality

5.1 Employees must serve all elected Members. In addition, they must ensure that the individual rights of all elected Members are respected.

5.2 Subject to rules laid down from time to time, employees may be required to advise political groups. They must do so in ways consistent with the employee's political neutrality.

5.3 Whether or not employees are politically restricted by the law they must follow the lawfully expressed policies of the Council and must not allow their own personal or political opinions to interfere improperly with their work.

6 Personal Interests

Memberships of Pressure Groups

6.1 Employees shall disclose in writing to the Parish Clerk any personal interest that may conflict with the Council's interests, for example, involvement with an organisation or pressure group which may seek to influence Council policy.

6.2 Any declaration in relation to 6.1 shall be kept in the Register of Officer's Interests in the Parish Clerk's Office and on the employee's personal file.

6.3 In the event of the Parish Clerk having such an interest as described herein, the Parish Clerk shall declare that interest in writing to the Chairman of the Council and such an interest will be recorded in the Register of Officer Interests and on the Parish Clerk's personal file.

6.4 Employees must as soon as possible, make known in writing to the Parish Clerk, all relationships of a business or private nature which they have with contractors or potential contractors. Orders and contracts must be awarded on merit by fair competition against other tenders and no special favours must be shown to potential contractors (particularly those run,

for example, by friends, personal or business associates, spouses or relatives). In the tendering process, no part of the community can be improperly or illegally discriminated for or against.

6.5 Employees who, in the course of their job, engage, supervise contractors, or have any other official relationship with contractors must declare as soon as possible that relationship in writing to the Parish Clerk. Any employees who have, or in the past have had, a relationship in a private or domestic capacity with contractors (or their senior staff), must also declare their relationship in writing, as soon as practicable to the Parish Clerk

6.6 Any declaration in relation to 6.4 or 6.5 shall be kept in the Register of Interests in the Parish Clerk's Office and on the employee's personal file.

6.6.1 In the event of the Parish Clerk having such an interest as described herein, the Parish Clerk shall declare that interest in writing to the Chairman of the Council and such an interest will be recorded in the Register of Officer Interests and on the Parish Clerk's personal file

Council Services and Regulatory Functions

6.7 The same principles apply to employees who may have conflicts of interest in relation to services the Council provides or where the Council has a regulatory function. Employees must, as soon as possible, make known in writing to the Parish Clerk, all relationships of a business or private nature which they have with businesses, organisations or individual for whom the Council provides services or acts in a regulatory capacity, whenever a conflict of interest might be thought to occur. In considering whether a conflict of interest might be thought to occur, it must be remembered that the public see the Council as one organisation. The aim of declaring a potential conflict of interest is so that the Council and the employee can be seen to be above any possibility of suspicion of undue influence.

6.8 Employees shall not recommend that particular businesses are used by individuals or other businesses, where this could be misconstrued as a recommendation of the Council or a recommendation by the employee in their official capacity.

6.9 In any of the above cases, the Parish Clerk will decide whether the employee who has a conflict of interest, should cease to be involved with the particular piece of work giving rise to the conflict, or whether the conflict should be avoided in some other way.

6.10 Any declaration in relation to 6.7 shall be kept in the Register of Interests in the Parish Clerk's Office and on the employee's personal file.

6.11 In the event of the Parish Clerk having such an interest as described herein, the Parish Clerk shall declare that interest in writing to the Chairman of the Council who will seek independent

advice as they deem appropriate as to whether the Parish Clerk should cease to be involved with the particular piece of work giving rise to the conflict.

7 Speak Up

7.1 The Council's commitment to the highest standards of openness and accountability means that Officers have a duty to:-

7.1.1 Raise with the Parish Clerk issues they have reason to think might involve fraud, corruption or any irregularities which they feel have been dealt with improperly.

7.1.2 Provide them with any evidence or relevant information that they have in this respect.

7.2 The Council will take reasonable steps to protect the anonymity of the individual, unless the Council has no alternative but to rely upon any statements made by an individual.

7.3 The Parish Clerk, however, may take appropriate action if frivolous, reckless, malicious or vexatious allegations have been made.

8 Appointment and Other Employment Matters

8.1 Employees shall not canvass any Member or Officer of the Council in respect of candidates seeking employment with the Council.

8.2 Employees who are involved in appointments must ensure that these are made on merit. There is a high risk of litigation if an employee makes an appointment based on anything other than the ability of applicant to undertake the duties of the post. To avoid accusations of

bias, employees must not be involved with appointments where they are related to any applicant or otherwise have a close personal relationship with them.

8.3 By the same token, employees must not be involved in supervisory decisions relating to the discipline, promotion or remuneration (re-grading) of any employee to whom they are related or otherwise have a close personal relationship.

9 Equality Issues

9.1 Employees must ensure that all members of the community, customers and fellow employees have a right to be treated with fairness and equality. The council will act in accordance with the Equalities Act 2010 at all times and its own Equality and Diversity policy

10 Fairness in Tendering

10.1 Employees involved in the tendering process must exercise and display fairness and impartiality when dealing with customers, suppliers, tenderers, contractors and subcontractors.

10.2 In the event that employees contemplate management buy-outs or otherwise consider tendering for Windlesham Parish Council work, and are not otherwise restricted from tendering, they must advise the Parish Clerk as soon as they have formed a definite intent and then withdraw immediately from any contract awarding process.

10.3 Employees must avoid any suggestion of impropriety when dealing with current or former employees, friends, personal or business partners, spouses or relatives in awarding contracts to a business run by them or employing them in a senior or otherwise relevant managerial capacity. Where possible, employees must remove themselves from the awarding role in such situations.

10.4 At all times employees dealing with Tenders and Contracts must ensure that they comply with the Council's Standing Orders and Financial Regulations.

11 Corruption

11.1 Employees in their official capacity must be aware that it is a serious criminal offence under the Prevention of Corruption Acts for them corruptly to receive or give any gifts, loans, fees,

rewards or any other advantage for doing or not doing anything or showing favour or disfavour to any person.

11.2 Where any substantiated allegation is made the onus is on the employees to demonstrate that any such rewards given or received have not been corruptly obtained.

11.3 If anyone makes an approach to an employee which seems (or might seem to a third party) to be aimed at obtaining some form of preferential treatment or in any suspicious circumstances in connection with a service provided by the Council, a regulatory function of the Council or a contract, then for their own protection the employees must report the matter directly to the Parish Clerk.

12 Use of Financial Resources

12.1 Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. In all situations employees shall strive to ensure "value for money" to the local community and to avoid any action which by its nature, could lead to a legal challenge of Windlesham Parish Council.

13 Gifts and Hospitality

13.1 Employees are expected to use the Council's money and resources with absolute honesty and be able to demonstrate that at all times. It is a criminal offence for employees to give, get, or ask for any gift, reward or advantage for work done in his/her official capacity and it is up to the employee to show that any such reward was not improperly obtained.

13.2 Any offer of gift, favour or hospitality directed at individual employees should be treated with caution. This applies particularly when the organisation or individual making the offer maybe doing or hoping to do business with Windlesham Parish Council (whether by receiving business from the Council, receiving Council services or being subject to a regulatory function of the Council).

13.3 All personal gifts from contractors, outside suppliers and similar persons or organisations who may in some way do business with the Council (as defined in Paragraph 13.2 above), shall be discouraged, refused or donated to a recognised local Charity. The only exceptions to this are insignificant items of token value which may include such things as pens, diaries or token hospitality. There may be occasions when in the line of undertaking Council duties, it is appropriate to attend business lunches, dinners or events etc. however, in all cases the Parish Clerks prior approval must be obtained. In all cases where the value of the gifts or hospitality

exceeds £50 the Parish Clerk's approval must be obtained and interest recorded in the Register of Interests held in the Parish Clerk's Office by the clerk.

13.4 No member of staff shall accept hospitality from suppliers, contractors or other parties with whom the Council has dealings other than business lunches, dinners or events in appropriate circumstances and these shall be officially registered and approved. Under no circumstances should staff accept any offer of hotel or overnight accommodation.

14 Sponsorship - Giving and Receiving

14.1 Where an outside organisation seeks to sponsor a Windlesham Parish Council activity whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning hospitality and gifts must apply. In this respect, particular care must be taken in dealings with contractors or potential contractors.

14.2 Where Windlesham Parish Council seek to sponsor an event or service, special care must be taken to ensure that if any benefit accrues to employees, friends, personal or business associates, spouses or relatives, full disclosure is made to the Parish Clerk. Similarly, if Windlesham Parish Council, through sponsorship, grant aid, financial or other means gives support in the community, employees must ensure that impartial advice is given and conflicts of interest avoided.

15 Confidentiality

15.1 Employees shall not divulge to any person (other than another member of staff or member of the Council that requires information for the performance of his/her duties), any information which the member of staff has obtained by reason of his/her employment to the Council, except where that information is anyway in the public domain.

15.2 In particular, no member of staff shall divulge personal information regarding any employee, person or contractor, having dealings with the Council e.g. information relating to tenders or other such issues.

15.3 Whilst staff are encouraged to be open to the press, the press should only be given information which would normally be available publicly. All comments to the press in relation

to Council business shall be channelled thought the Parish Clerk and/or the Chairman of the Council.

16 Private Work Other Activities

16.1 No employee should undertake private work if it overlaps or conflicts in any way with the duties and responsibilities of their post, if it causes a conflict of interest, or it makes use of material to which the employee has access by virtue of his or her position. In considering whether a conflict of interest might be seen to occur, it must be remembered that the public see the Council as one organisation, not as a set of separate sections and departments. The aim of declaring a potential conflict of interest is so that the Council and the employee can be seen to be above any possibility of suspicion of undue influence

16.2 Normally, employees shall not work privately for a client for whom the Council has a service provision role or towards whom the Council is acting in a regulatory capacity

17 Approval Procedure for Private Work/Other Activities

17.1 Employees considering or about to start an activity (trade, profession or vocation) in an area allied to Local Authority services must note the requirements of their conditions of employment.

17.2 Employees can be given consent to engage in any other activity, connected to the Council or otherwise (for example, private work or a position of responsibility outside official duties) only by applying to the Parish Clerk.

17.3 In the first instance, employees must write formally to the Parish Clerk outlining the proposed activity, clearly stating what involvement he/she anticipate having.

17.4 The Parish Clerk then needs to be satisfied that in giving his/her consent to the activity that this will neither interfere with the employee's performance of his/her duties nor lead to any

suspicion of improper influence on the Council's services. In this respect the comments of Members will be sought.

17.5 The Parish Clerk will then notify the employee in writing of the decision.

17.6 The employee must also understand that private work or outside activity must not be undertaken during Parish Council time, nor using the Council's equipment or materials.

18 Close Relatives, Friends or Partners of Employees

18.1 Any employee whose partner, close relative or friend is considering becoming engaged in any business which might provide services to the Council, use services of the Council or for whom the Council might act in a regulatory capacity must follow the instructions set out in paragraphs 17.1 to 17.7 above. This is to minimise the risk of suspicion that some influence may be exerted.

19 Tenders and Contracts

19.1 No employee shall use his/her position and knowledge in the Council to gain access to information which puts himself/herself or anyone else in a better position than any other contractor to undertake external work. Any evidence that such a situation exists will be investigated as a disciplinary matter under the Disciplinary Procedures Policy and could lead to the invitation to tender being withdrawn.

19.2 Responsibility on the issue of employees "advising" external tenderers, who may be partners, relatives or friends, rests with the individual employee. If he/she considers there may be a conflict of interest, he/she must immediately withdraw from any such discussion and seek guidance on the situation from the Parish Clerk.

20 Register of Interests/Updating

20.1 The Register of Officer's Interests will be reviewed annually by the Parish Clerk, employees are responsible for keeping their interests updated.

21 Conclusion

21.1 As emphasised earlier in this code although the guidelines are set down and apply to all employees of Windlesham Parish Council and relevance may be greater for those employees involved, for example, in the management and policy making process of the Council

nonetheless, a copy of this code will be made available to every employee, whatever their position and they will be expected to comply with it.

This policy will be reviewed annually or earlier if so required by legislation or additional material.

Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

Publication Scheme

Readopted 20/01/26

The Parish Council will:

- Proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the council or parish meeting and falls within the classes set out below.
- Specify the information which is held by the council or parish meeting and falls within the classes below.
- Proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the council or parish meeting makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is proactively available.
- Make the publication scheme available to the public.

Classes of information

The classes which are very broad in nature are set out below together with a brief summary of the kind of information which is likely to fall within the scope of the class.

The classes are:

1) Who we are and what we do
Organisational information, locations and contacts, constitutional and legal governance.

2) What we spend and how we spend it
Financial information relating to projected and actual income expenditure, tendering, procurement and contracts.

3) What our priorities are and how we are doing
Strategy and performance information, plans, assessments, inspections and reviews.

4) How we make decisions
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5) Our policies and procedures
Current written protocols for delivering our functions and responsibilities.

6) List and registers
Information held in registers required by law and other lists and registers relating to the functions of the authority.

7) The Services we offer
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act.
- Information in draft form.
- Information that is no longer readily available as it is contained in files which have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under the scheme will be made available

The model scheme contains standard paragraphs setting out how the information can be accessed. The Parish Council has the following obligations:-

- To ensure the public know what information is covered by the scheme and how it can be obtained.
- Information will be provided on that website.
- The Parish Council will provide details of the person to be contacted by those applicants who wish to view the information in person or to take account of the possibility that certain information only lends itself to be viewed in person. In such circumstances, an appointment to view the information must also be arranged within a reasonable timescale.
- To provide information in the language in which it is held or in such other language that is legally required. To also translate any information where the council or parish meeting is legally required to do so. This may be something which could impact on community councils in accordance with the provisions of the Welsh Language Act.
- To adhere to requirements under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

Charges may be made for Information published under the scheme. A list of currently available information is given on the attached schedule.

Changes to this policy

The Parish Council will review this policy annually or as is necessary and appropriate.

Information available from Windlesham Parish Council under the model publication scheme

Information to be published	**How the information can be obtained**	**Cost** Excluding postage
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only Advance request for hard copy is ten days	 Website (when available) Hard copy - contact Clerk	 Free 20p/sheet
Who's who on the Council and its Committees Contact details for Councillors (names, wards, telephone number and email address (if used)) Contact details for Parish Council Clerk (name, telephone number, address, email address, office opening hours) Location of main Council office and accessibility details Staffing structure Most recent full council election results (including any subsequent casual vacancy elections and co-options) Qualifications for becoming a Councillors (also disqualifications) What local councils can do Map of civil parish and wards (hard copy only)		
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year Advance request for hard copy is ten days	 Website (when available) Hard copy - contact Clerk	 Free 20p/sheet

Annual return form and report by auditor (hard copy and inspection only) Consolidated balance sheet, income & expenditure account and supporting statement Finalised budget (including Section 137 provision - total only) Monthly financial statement Monthly financial comparison with budget Borrowing Approval letter - if applicable (hard copy only) VAT records Financial Standing Orders and Regulations List of current contracts awarded and the value of the contract Grants given and received Open Spaces Maintenance Grants Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing Current and previous council year Advance request for hard copy is ten days	 Website (when available) Hard copy - contact Clerk	 Free 20p/sheet
The role of a Parish Councillor What Windlesham Parish Council does itself and what it encourages others to do Chairman's annual report/notes Annual Parish Meeting Parish Plan (if applicable) Quality status (if applicable) Local charters drawn up in accordance with DCLG guidelines (if applicable)		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year Advance request for hard copy is ten days	 Website (when available) Hard copy - contact Clerk	 Free 20p/sheet
Timetable of meetings (full Council meetings, committee/sub-committee meetings) Agendas of meetings (as above)		

Minutes of meetings (as above) (excluding Confidential Minutes - information that is properly regarded as private to the meeting) Reports presented to council meetings (excluding exempt information that is properly regarded as private to the meeting) Responses to consultation papers Responses to planning applications Bye-laws (if applicable) Annual inspection reports - cemeteries, playground equipment Minutes of Annual Parish Meetings		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk Some information may only be available by inspection	Free 20p/sheet Viewing by appointment
Procedural standing orders (if applicable) Committee and sub-committee terms of reference Delegated authority in respect of officers Respective roles and responsibilities of parish councillors and staff Adopted Code of Conduct Standard tenancy agreement for allotment plot Policy statements (if applicable) Equality and diversity policy Health and safety policy Risk Management Policy & risk assessments Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Information security policy Records management policies (records retention, destruction and archive) Data protection policies		

Schedule of charges (for the publication of information		
Class 6 – Lists and Registers (Including printed forms) Currently maintained lists and registers only Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk Some information may only be available by inspection	Free 20p/sheet Viewing by appointment
Precept register Burials registers Graves registers Cemetery fees Cemetery Regulations Application form for burial Deed of Grant form (inspection or specimen hard copy only) Application form to erect a memorial Exhumation form - specimen Assets register Register of Declarations of Acceptance of Office Attendance Register Register of Councillors' interests Register of gifts and hospitality		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk Some information may only be available by inspection	Free 20p/sheet Viewing by appointment
Allotments Burial grounds (cemeteries)		

Bagshot Chapel Community centres and village halls (if applicable) Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters Markets (if applicable) Public conveniences (if applicable) Agency agreements (formal agreements with other authorities) A summary of services for which the council is entitled to recover a fee		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact Details:
Joanna Whitfield
Clerk to the Council, The Council Offices, The Avenue, Lightwater, Surrey. GU18 5RG
Telephone 01276 471675
Facsimile 01276 475725
E-mail clerk@windleshampc.gov.uk

Schedule of Charges:

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE

Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost (the actual cost incurred by the public authority)
	Photocopying (colour)	Not provided
	Postage (if mailing required)	Royal Mail standard second class - charged at cost
	Provision of additional heating and lighting during viewing	No charge
Statutory Fee In accordance with the relevant legislation		(If aplicable) As determined by statute
Other		

WINDLESHAM PARISH COUNCIL

FINANCIAL RESERVES POLICY

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Version & Date	Amendments made
V1.0-220222	Reviewed at Full Council meeting 22nd February 2022
V1.0-220222	Reviewed at Full Council meeting 25th October 2022
V1.0-231128	Reviewed at Full Council meeting 28th November 2023
V1.0-241029	Reviewed at Full Council meeting 29th October 2024
V1.0-260120	Reviewed at Full Council meeting 20th January 2026

1 Introduction

1.1 Under statute Windlesham Parish Council is required to maintain adequate Financial Reserves in order to meet the needs of the organisation, and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

1.2 The SAPPP Practitioners Guide (SAPPP) 5 advises: "As with any financial entity, it is essential that authorities have sufficient reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive."

1.3 Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

1.4 The SAPPP Practitioners Guide (SAPPP) states: 'As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority's year-end general reserve is significantly higher than the annual precept or rates and special levies, an explanation should be provided to the auditor.'

Therefore, the following policy will be considered by Full Council annually and no later than April each year.

2 Types of Reserves

2.1 General Reserves

2.2 General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget.

2.3 SAPPP advises: "The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE)." "The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months.

2.4 The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in

addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its EMRs to provide short term resources.

2.5 The use of the General Reserve is not restricted. It can be used to smooth the impact of uneven cash flows, offset the budget requirement, or can be used to cope with unexpected events or emergencies.

Windlesham Parish Council has been advised by the internal auditor that the general reserve should not exceed 50% of precept. This policy therefore recommends that a general reserve of 40-50% of precept should be held at each financial year end.

3 Earmarked/Specific Reserves (EMR)

3.1 EMRs must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately recorded on the Council's accounting system. EMRs are held for several reasons and shall only be used for the purpose for which they were created:

Renewals: _to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when considering asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets.

Carry forward of underspend on an uncompleted project: – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.

Developers Contributions: – proceeds from developers which can only be used for specified purposes – CIL and Section 106.

Trading Accounts: - in some instances surpluses may be retained for future investment.

Insurance Reserve: - to meet the estimate of future claims to enable the Council to meet the excesses not covered by insurance.

3.2 Other Earmarked Reserves:– may be set up from time to time to meet known or predicted liabilities.

3.3 Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an overprovision of funds, the excess may, on the approval of the Full Council, be transferred to

other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

3.4 EMRs will be established on a "needs" basis in line with anticipated requirements and these are to be reviewed annually. Any decision to set up an EMR must be approved by Full Council.

4 Management and Control of Reserves

4.1 Movements in Earmarked Reserves and General Reserves shall be reported to the Council as part of budget monitoring documentation. Full Council shall authorise the use of general reserves. The use of earmarked reserves shall be authorised by the Council or the relevant committee, or under delegated authority, in accordance with the Council's Financial Regulations and Scheme of Delegation

4.2 **The minimum level of General Reserves shall be recommended to the Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request**.

4.3 A statement of earmarked reserves will be formally reviewed as part of the budget setting process. This will review the balance and purpose of all earmarked reserves.

5 Financial Risk Management

5.1 To assess the adequacy of the general reserve fund when setting the annual budget, the RFO will take account of the strategic, operational, and financial risks facing the Council. The level of general reserve for the ensuing year will be based on a risk assessment of the Council's

Deleted: Village Reserves ¶
The Village Committee structure allows each committee to manage their budgets in maintaining services and delivering projects. The Terms or Reference for each committee confirm how each committee will be funded and no individual committee can expect any shortfall in a specific year to be covered by the Council's general reserves. ¶
Village Committees need to consider their responsibilities and projects in setting reserves It is recommended that a general reserve is set to cover day to day operations. ¶
Any unspent budget not used or allocated at the end of the financial year will be returned to Council's general reserves and will not be added to the village reserve unless this has been approved at Full Council. ¶

Deleted: The use of reserves

Deleted: <#>shall be approved by the Council. ¶

main areas of income and expenditure and consider any provisions and contingencies that may be required.

6 Reserves

6.1 When establishing a reserve as part of the annual setting process, the Council will set out:

6.1.1 The reason / purpose of the reserve;

6.1.2 How and when the reserve can be used;

6.1.3 Procedures for the management and control of the reserve;

6.1.4 A process and timescale for review of the reserve to ensure continuing relevance and adequacy.

6.2 Review of adequacy of balances and reserves

6.2.1 In assessing the adequacy of reserves the strategic, operational and financial risks facing the Council will be taken into account and the level of all reserves will be reviewed as part of the annual budget preparation.

7 Monitoring and review

7.1 This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

Windlesham Parish Council Risk Appetite Statement January 2026

1. Introduction

Windlesham Parish Council is committed to effective risk management as part of its overall governance and operational framework. This Risk Appetite Statement defines the level and type of risk the Council is willing to accept to achieve its strategic objectives while ensuring public resources are safeguarded.

2. Risk Appetite Overview

The Council acknowledges that some level of risk is inherent in-service delivery and decision-making. Therefore, the Council adopts a balanced approach to risk-taking, ensuring that risks are identified, assessed, and managed appropriately.

Risk Category	Risk Appetite Level	Approach
Financial Risk (budget management, fraud prevention, financial investments)	**Low**	The Council prioritises financial prudence, ensuring strict financial controls and zero tolerance for fraud. Risk exposure is managed through audits, financial regulations, and insurance.
Operational Risk (service delivery, community projects, health & safety). **Operational risk appetite is not uniform. The Council will accept more disruption where impact is low and mitigations exist, but has a low appetite for disruption to critical/statutory or high-sensitivity services (e.g., burial services)**	**Low Medium High**	The Council seeks to provide high-quality services while managing risks through thorough risk assessments and contingency planning.
Legal & Regulatory Risk (statutory compliance, governance)	**Low**	The Council maintains strict adherence to legal and regulatory requirements, ensuring compliance through governance procedures and legal advice where necessary.
Reputational Risk (public confidence, media exposure)	**Low-Medium**	The Council aims to maintain a positive reputation and low tolerance for risks that could damage public trust. However, it will engage in projects that involve managed reputational risks if they benefit the community.

Risk Category	Risk Appetite Level	Approach
Strategic/Innovation Risk (new initiatives, community-led projects)	**Medium-High**	The Council supports innovative community initiatives and is willing to accept higher risks in controlled circumstances. Pilot projects and trials will be used to test new ideas before full implementation.

3. **Risk Management Approach**

- **Risk Identification & Assessment:** The Council maintains a Risk Register, reviewed annually, with mitigation actions for key risks.
- **Internal Controls & Assurance:** Policies, financial regulations, and independent audits provide governance oversight.
- **Risk Response Strategies:** Risks are mitigated through avoidance, reduction, transfer (insurance), or acceptance where justifiable.
- **Monitoring & Reporting:** The Clerk and Responsible Financial Officer (RFO) report risk-related matters to Full Council and relevant committees.

4. **Review & Governance**

This Risk Appetite Statement will be reviewed annually by the Full Council and updated as necessary to reflect changes in the Council's strategic objectives and external environment.

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Strategic/Innovation Risk (new initiatives, community-led projects)	**Medium-High**	The Council supports innovative community initiatives and is willing to accept higher risks in controlled circumstances. Pilot projects and trials will be used to test new ideas before full implementation.

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WINDLESHAM PARISH COUNCIL
TREE MANAGEMENT POLICY

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Version & Date	Amendments made
V1.0-221025	Adopted at Full Council meeting
V1.0-231128	Adopted at Full Council meeting 28th November 2023
V1.0-241029	Adopted at Full Council meeting 29th October 2024
V1.0-260120	Adopted at Full Council meeting 20th January 2026

1 Introduction

1.1 Windlesham Parish Council owns public open space over several separate locations.

1.2 A prominent feature are the trees that grow within the area. Trees provide a wide variety of benefits to society and a balance needs to be reached between the benefits provided and the risks posed. Tree management does not seek to eliminate all risk, this would not be practicable and would remove all the benefits trees offer:

- Trees produce oxygen to help us breath, and sequester (lock away) carbon dioxide, providing a critical role in tackling climate change.
- They help to remove particles and pollutants from the air, improving air quality.
- They provide shade in urban areas, reducing the harmful effects of ultraviolet radiation, making streets and buildings cooler in summer.
- They help to reduce traffic noise, absorbing and deflecting sound.
- They help to promote increased biodiversity and provide habitat and food for wildlife.
- They have been proven in studies to promote wellbeing, having a positive impact on both physical and mental health.

1.3 The aim of this policy is to set out how Windlesham Parish Council will manage risk and maintain its tree stock and provide guidance to those whose activities bring them in to contact with them and ensure that the Council is fulfilling its statutory duty of care under the Health and Safety at Work Act 1974 and the Occupiers Liability Act 1999 to ensure that members of the public, and staff, are not put at risk because of any failure by the Council to take reasonable steps to ensure their safety.

2 HAZARD AND RISK

2.1 Like all living organisms, trees are subject to decline in old age, and to physical damage, or invasion by pathogens. As trees age, their value and the visual amenity they provide tends to increase. A hazard is something that could cause harm i.e. in trees, the failure of parts of or the whole tree. For a tree to become a hazard, there must be a target that can be affected by the hazard. The target could be an object, structure, person or anything else in the area. Risk is the level of likelihood that a hazardous tree will cause actual harm. Risk is relative to the

location of the tree, the intensity of use/occupancy of the location and the proximity of possible targets.

2.2 The risk of being struck and killed by a tree or branch falling is extremely low (in the order of one in ten million for those trees in or adjacent to areas of high public use)[1]. It would therefore be disproportionate to record every tree as part of a tree risk management regime.

3 INSPECTIONS

The Council will take proportionate and reasonable steps to prevent or minimise the risk arising from the presence of trees on its land. It will ensure a process of inspection is conducted to assess trees for their potential to cause harm, and act on the results (see section 4). Inspections may be programmed or ad hoc (as a result of a report from a resident, for example). Ad-hoc inspections can be undertaken in the first instance by a member of staff or contractor who has a good general tree knowledge or has undertaken a basic tree survey and inspection course. The person must be aware of their own limitations and if in any doubt request a detailed inspection from a suitably qualified person.

Programmed inspections will form part of the routine formal inspection process commissioned by the council. The council will be satisfied that the inspector is suitably qualified (minimum Level 4 Arboriculture with modules covering tree inspection and the recognition and treatment of defects, LANTRA Professional Tree Inspection) experienced and holds professional indemnity insurance of £2,000,000 and public liability insurance of £10,000,000.

3.1 Regular Inspections

3.1.1 Windlesham Parish Council will undertake professional inspections of all its tree stock every 5 years, unless previous surveys stipulate a reduced inspection period.

3.1.2 The Clerk will be responsible for ensuring this is carried out and reviewed by a member of staff with good working knowledge of the council's land and its usage.

3.1.3 All identified works, including those arising between inspections, will be prioritised by assessing the likelihood of tree failure in conjunction with the likelihood and consequences of impact.

3.1.4 Timeframes to undertake identified works according to risk can be found in section 4 of this document.

[1] HSE Management of the risk from falling trees or branches, 2013

3.2 Scope of Inspections

3.2.1 All formal inspections will be carried out from ground level and will look at the following:

3.2.2 **Roots**

- Lifting of rootplate indicated by changes in soil level, or cracking of the soil around the roots
- Included bark between buttress roots
- Fungal fruiting bodies growing on, or from the roots
- Physical damage of roots
- Cavities, or decayed areas on the buttress roots
- Lack of root flare
- Loose dead bark on the buttress roots
- Ooze, or exudate from roots

3.2.3 **Trunk**

- The presence of fungal fruiting bodies on the trunk
- Wounds on the trunk
- Splits within the trunk
- Cankers on trunk
- Areas of dead bark on the trunk
- Epicormic growths on the trunk
- Abnormal swellings on the trunk
- Swelling of the trunk indicating possible internal decay
- Cavities within the trunk
- Ivy on trunk
- Ooze, or exudate from trunk
- Evidence of lightning strikes on the trunk
- Sheer cracks along the plane of the stem from co-dominant stems
- Signs of physical damage to the trunk from vehicular collisions or vandalism

3.2.4 **Main branches**

- Signs of included bark between tight branch unions and signs of incipient cracks
- Presence of fungal fruiting bodies on branches
- Presence of longitudinal cracks on large branches
- Cracks on large branches
- Hanging branches
- Presence of dead, or broken branches
- Cavities within large branches
- Ooze, or exudate from branches
- Signs of physical damage to branches from vehicular collisions or vandalism

- Sudden changes in direction of branches.
- Presence of extensive growth of ivy on branches
- Unbalanced asymmetrical crown shape

3.2.5 **Canopy**

- Density of leaf cover
- Check leaf size, colour and condition
- Dieback of the outer canopy
- Dead smaller branches within the canopy
- Gaps within the canopy indicating weakened or broken branches
- Broken branches within the canopy.
- Potential fire risk posed by the canopy.

3.3 Inspection Reports

3.3.1 The outcome of inspections will be recorded as a written report and will detail:

- Those trees which pose risk
- The level of risk
- The required action
- Priority level for completion
- They must be dated and signed by the inspector

3.3.2 Response times for completion of the work is detailed in the table in Section 4.

3.3.3 All inspection records must be retained to evidence that trees have been subject to systematic inspection, records are to be kept as per the council's retention schedule.

4 TREE **MAINTENANCE**

4.1 Tree maintenance and remedial work will be conducted as a result of information gathered during programmed inspections (detailed above), however reactionary maintenance will always form a key element of overall tree maintenance operations following ad-hoc inspections due to reports from residents, partner organisations and utility companies or storm damage etc.

The following categories will be used when prioritising tree work:

Priority	Response
High	From 24 hours to one month depending upon identified risk
Moderate	Between 1 to 6 months depending upon identified risk

Low	6-12 months where possible depending upon identified risk
Non-Priority	No action proposed

4.2 Trees will be made safe via pruning or felling, or other options advised by a suitably qualified person. If a delay is anticipated in securing a permanent solution, measures will be put in place to temporarily reduce the risk i.e. closing footpaths, fencing or cordoning off trees etc.

4.3 Work to trees will only be undertaken by contractors competent to carry out the work i.e. they are fully trained and experienced in the work that they are undertaking and hold appropriate qualifications. They must hold Public Liability insurance of at least £10,000,000.

4.4 Windlesham Parish Council will seek to ensure that tree works are carried out to the highest standards. All tree works should conform to British Standard 3998:2010 (Tree Work-Recommendations). We will carry out stump grinding where necessary to enable new trees to be planted or remove a significant hazard. Where stump removal is not necessary tree stumps will be left at an appropriate height for the location.

5 TREE CARE

Whilst works are sometimes necessary to ensure that trees are in a safe and healthy condition, we often receive requests and complaints regarding trees. It is important that such issues are dealt with consistently and that decisions are balanced and proportionate taking into account the positive contribution trees make to the environment and street scene and the use of public funds.

5.1 Overhanging/Obstructing Branches

5.1.1 Tree branches can cause obstructions to public footpaths, roads, signs and open spaces. Appropriate pruning to eliminate hazards will be undertaken in line with statutory requirements.

5.1.2 We will not prune trees that overhang neighbouring properties unless they have been assessed as dangerous by a suitably qualified person.

NB. Adjacent landowners have a Common Law right to prune overhanging branches back to the boundary only, but not beyond and may not enter adjacent land to carry out the work with seeking the landowner's permission. Any such works should be carried out carefully ensuring the tree remains in a safe, healthy condition. It is essential that the relevant local authority is contacted prior to any works being carried out, to ascertain if the tree is subject to a Tree Preservation Order or situated

within a Conservation Area (in these circumstances permission to undertake any work to the tree must be obtained from the local planning authority)

5.2 Loss of Light

5.2.1 We will not prune or fell trees if they are being perceived to be blocking light. Consideration will only be given to the matter in exceptional circumstances, where the loss of light is severe, such as where branches obstruct windows.

5.2.2 Pruning of evergreen trees which would fall under the high hedge legislation will be considered on a case-by-case basis.

5.3 General/Minor Nuisances

5.3.1 We will not prune or fell trees solely to alleviate problems caused by natural and/or seasonal phenomena, most of which are minor and considered to be normal and acceptable consequences of living near trees. Examples are:

- Falling leaves, sap, blossom, fruits, nuts, bird and insect droppings
- Insects associated with trees
- Reduction or increase of moisture to gardens
- Suckers or germinating seedlings in gardens
- Leaves falling into gutters, drains or roofs
- The build-up of algae on fences, paths or other structures Clearing of leaves from gutters and pathways, weeding of set seeds and cleaning affected surfaces is, considered to be, normal routine seasonal maintenance of owning a property.

5.4 Trees Considered too Big or too Tall

5.4.1 We will not prune or fell a tree because it is considered to be 'too big or 'too tall' for its surroundings. Trees grow adaptively to support themselves in relation to their surroundings and the typical loads they can be expected to experience. All trees have the potential to fall and whilst we understand that living near a tall tree can worry some people we will not remove or drastically reduce the height of trees simply because they would hit a structure 'if' it were to fall.

5.5 Ivy

5.5.1 Ivy (Hedera helix) is a native species which provides important habitat to a wide range of wildlife. Ivy does not kill, or damage trees and its presence doesn't indicate that a tree is unhealthy or create a tree safety issue in its own right[2]. We will only consider the severing of Ivy if we believe it may be concealing a defect on a tree or

[2] Ivy (Hedera helix) - British Wildflowers - Woodland Trust

producing a sail effect which could affect the stability of an old or otherwise compromised tree.

6 INSURANCE

6.1 The council accepts that even with this policy in place there will always be residual risk which could lead to harm or damage. Therefore, the council will hold adequate public liability insurance (currently £10,000,000) to cover such eventualities.

7 REVIEW

This policy will be reviewed by the council on an annual basis or as legislation dictates.

Adopted:

Review Date:

WINDLESHAM PARISH COUNCIL
VEXATIOUS OR UNREASONABLE COMPLAINT POLICY

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Version & Date	Amendments made
V1.0-201027	Adopted at Full Council meeting 27th October 2020
V1.0-210223	Reviewed at Full Council meeting 23rd February 2021
V1.0-210223	Reviewed at Full Council meeting 25th October 2022
V1.0-231128	Reviewed at Full Council meeting 28th November 2023
V1.0-241029	Reviewed at Full Council meeting 29th October 2024
V1.0-26120	Reviewed at Full Council meeting 20th January 2026

1 Introduction

Windlesham Parish Council aims to provide high quality services to all our residents. However, when things fall short of this standard, we will deal with those who have a complaint fairly, honestly and properly through the Council's Complaints Procedure. Most complainants pursue their complaints in a reasonable and acceptable manner. A very small minority, however:

- persist unreasonably with their complaints (persistent complainants), or
- make complaints in order to make life difficult for the Council rather than to genuinely resolve a grievance (vexatious complainants), or
- are abusive, offensive or threatening (unreasonable complainants) and these are the definitions used within this policy.

This policy reflects the Guidance note on 'unreasonably persistent and unreasonable complainant behaviour'" issued by the Local Government & Social Care Ombudsman ('the Ombudsman').

2 Definition of unreasonable complainant behaviour

2.1 People use the terms 'unreasonable complainant behaviour' and 'unreasonably persistent complainants. For Windlesham Parish Council, vexatious, unreasonable and unreasonably persistent complainants are those contacts who, because of the frequency or nature of their contacts with the council, hinder the council's consideration of their, or other people's complaints. It is important to differentiate between 'persistent' complainants and 'unreasonably persistent' complainants. Arguably, many of the people who submit complaints are 'persistent' on an entirely reasonable basis because they feel the Council has not dealt with their complaint properly and are not prepared to leave the matter there. Almost all complainants see themselves as pursuing justified complaints.

2.2 Unreasonable complainants may have justified complaints or grievances but are pursuing them in inappropriate ways, or they may be intent on pursing complaints which appear to have no substance, or which have already been investigated and determined. Their contacts with the Council may be amicable but are often not, and in either case place very heavy demands on staff time, or they may be very emotionally charged and distressing for all involved. Sometimes the situation between the Council and a complainant can escalate and the behaviour moves from being vexatious unreasonable and unreasonably persistent to behaviour, which is unacceptable, for example, abusive, offensive or threatening. Such complainants are in a very small minority, but sometimes the Council finds itself in the position of having to restrict

access to Council premises or even having to resort to legal action to address such behaviour, for example, in the form of anti-social behaviour orders or injunctions, or applying other sanctions to manage unacceptable behaviour. This may include for example limiting future contact to questions posed in the public participation section of a full Council meeting.

2.3 This policy does not address the issues of health and safety but sits alongside the existing Council policies.

2.4 This guidance covers behaviour that is unreasonable, which may include one or two isolated incidents, as well as unreasonably persistent behaviour, which is usually an accumulation of incidents or behaviour over a longer period. This may be across one or several service areas and will need to take due consideration of the respective time period over which contacts have been received. Complainants may be deemed to be vexatious as a result of their unreasonable behaviour where current or previous contact with them shows that they have met one or more of the following criteria:

- Persisting in pursuing a contact or enquiry or complaint where the Council's Complaints Procedure has been fully and properly implemented and exhausted.

- The substance of a complaint is changed, or new issues are raised persistently, or complainants seek to prolong contact by unreasonably raising further concerns, although care must be taken not to disregard new issues, which differ significantly from the original complaint.

- Complainants are unwilling to accept documented evidence of facts or deny receipt of an adequate response despite correspondence specifically answering their questions / concerns. This could also extend to complainants who do not accept that facts can sometimes be difficult to verify after a long period of time has elapsed.

- Complainants refuse to specify or do not clearly identify the precise issues or grounds they wish to be investigated despite reasonable efforts to help them to do so by staff.

- Complainants focus on a trivial matter to an extent, which is out of proportion with its significance, and continue to focus on this point. It should be recognised that determining what is trivial can be subjective and careful judgment must be used in applying the criterion.

- Complainants have, in the course of pursuing a registered complaint, had an excessive number of contacts (or unreasonably made multiple complaints) with the Council placing unreasonable demands on Council resources. Such contacts can include in person, by telephone, letter, fax or electronically (emails and social media). Discretion must be

exercised in deciding how many contacts are required to qualify as excessive, using judgment based on the specific circumstances of each individual case.

- Complainants have harassed or been abusive or verbally aggressive or threatening or bullying on one or more occasions towards staff dealing with their complaint – directly or indirectly – or their families and/or associates. All incidents of harassment or aggression must be documented, dated and reported to the Clerk.

- Complainants are known to have electronically recorded meetings or conversations without the prior knowledge and consent of the other parties involved. It may be necessary to explain to a complainant at the outset of any investigation into their complaint(s) that such behaviour is unacceptable and can, in some circumstances, be illegal, and do not have the Council's permission to use it should they make any such record.

- Complainants making unnecessarily excessive demands on the time and resources of the Council or its staff whilst a complaint is being investigated, by for example excessive telephoning or sending emails to numerous Council staff, writing lengthy complex letters every few days and expecting immediate responses.

- Complainants refusing to co-operate with the complaints investigation process while still wishing their complaint to be resolved.

- Complainant refusing to accept that issues are not within the remit of a complaints procedure despite having been provided with information about the procedure's scope.

- Complainant insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.

- Complainant making what appears to be groundless complaints about the staff dealing with the complaints and seeking to have them replaced.

- Complainant introducing trivial or irrelevant new information which the complainant expects to be considered and commented on or raising large numbers of detailed but unimportant questions and insisting they are all fully answered.

- Complainant adopting a 'scattergun' approach: pursuing a complaint or complaints with the Council and, at the same time, with a Councillor.

- Combinations of some or all of these, which may include contact at both Council buildings, or offsite and including home visits.

2.5 Complaints may be deemed to be vexatious in any situation where physical violence has been used or threatened towards staff or their families/associates at any time. This will cause

personal contact with the complainant to be discontinued and the complaint will, thereafter, only be pursued through written communication. All such incidents should be documented and reported, also reporting where appropriate, to the police.

2.6 Raising legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled unreasonably persistent. If complaints procedures are operating properly, then responding to expressions of dissatisfaction and requests for information should not cause the Council problems.

3 Dealing with unreasonable complaints

3.1 Where a complainant's contact with Windlesham Parish Council is considered to be unreasonable, the Clerk together with the Chair will decide if the behaviour is vexatious or unreasonable behaviour or not. A warning letter may be issued which will provide an opportunity for the individual to modify their behaviour. If the complainant is known personally to the either the Clerk or the Chair they must consider carefully their ability to be objective in the matter and if a conflict of interest could be perceived they should recuse themselves, in the event of which the matter will be referred to the Monitoring Officer.

3.2 The complainant should be informed that any further contact should be through a nominated officer or channel. The complainant(s) should be informed that any course of action taken as a result of the decision reached, only relates to contact with the Council over their specific complaint(s). It does not, and is not intended to, have any impact on any other reasonable dealings between the Council and the complainant(s) on other unrelated issues.

3.3 The Clerk and the Chair have the responsibility for identifying complainants as potentially acting in a vexatious or unreasonable manner. A referral will be made to Full Council who will recommend a course of action. The Clerk will implement such action and arrange to notify the complainant(s) promptly in writing with the reasons why they have been classified as

vexatious as a result of their unreasonable behaviour or unreasonably persistent behaviour and the action to be taken.

3.4 A record will be kept, for future reference, of the reasons why a complainant has been classified as vexatious and the action taken, the decision will be recorded on the Council's Vexatious and Unreasonable Behaviour Register.

3.5 Council may decide to deal with vexatious complainants in a number of ways:

- Once it is clear that a complainant meets any one of the criteria in section 2, it may be appropriate to inform them in writing that they are at risk of being classified as vexatious. A copy of this policy should be sent to them and they should be advised to take account of the criteria in any future dealings with Council staff.

- Decline further contact with the complainant either in person, by telephone, fax, letter or electronically – or any combination of these – provided that one form of contact is maintained. Alternatively, in extreme cases further contact could be restricted to liaison through a third party, if costs are incurred by the complainant the Council is not responsible.

- Notify complainant(s) in writing that Windlesham Parish Council considers it has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. Complainant(s) should be notified that correspondence is at an end and that further communications will not be acknowledged or answered.

- Inform complainants that if appropriate, the Council reserves the right to refer the behaviour of unreasonable or vexatious complaints to the police. In exceptional circumstances, consideration can be given to the possibility of obtaining a High Court injunction to prevent the complainant harassing, threatening or causing distress to named or individual Council employees.

- If a group of individuals are identified to be acting in a co-ordinated manner, so as to avoid any one individual being identified as acting in a vexatious or unreasonable manner, the Clerk will consider if a collective number of individuals on the group should be deemed as vexatious and be entered on to the register.

4 Withdrawing vexatious status

4.1 Once complainants have been classified as vexatious such status will continue to apply for a minimum period of six months, at the end of which period, it will be reviewed by the Full Council. The review will decide, either the status be continued for a further period of six months, and all relevant parties informed, or it will be withdrawn. This status can also be

withdrawn at any time if, for example, complainants subsequently demonstrate a more reasonable approach.

4.2 If a person on the Vexatious and Unreasonable Behaviour Register submits a further complaint, relating to a new matter(s), the normal complaints procedures would apply, within the terms of the status applied, i.e. contact only through a single point of contact, or is a specific format email only.

4.3 Where vexatious status is withdrawn, normal contact with complainants and application of the complaint's procedures will be resumed.

5 Review and Appeal Process

5.1 If the vexatious complainant is unhappy about the decision to place their name on the vexatious complainants register, they have a right to appeal. This must be done in writing, by making a single request for their appeal to be reviewed by Council. The request for a review of the decision, should set out in writing any reasons why they consider the decision unfair or wrong. Such requests should be made within 15 working days of them having been notified of the council's decision in writing. The appeal review will be held at the next Council meeting.

Item 11 – Committee Recommendations & Considerations

Full Council 24th November 2026

Purpose of Report

To consider recommendations referred to Full Council by the Personnel Committee and Civic Amenities Committee where the proposed expenditure falls outside the relevant committee's delegated financial authority.

1. Personnel Committee: Additional Staffing Resources

Background

The Personnel Committee considered the current staffing position and the requirement to provide sufficient additional resources to support the Council's workload.

The Committee unanimously RESOLVED to pay all outstanding TOIL and further resolved to recommend to Full Council that authority be delegated to the Clerk to secure additional staffing resources, on an ad hoc or short-term basis as required, up to a maximum total value of £15,000, to be funded from the General Reserve.

Action

Full Council is asked to approve the recommendation of the Personnel Committee and authorise expenditure of up to £15,000 from the General Reserve for additional staffing resources, and to delegate authority to the Clerk to secure such resources on an ad hoc or short-term basis as required, within that approved financial limit.

The payment of outstanding TOIL has already been determined by the Personnel Committee and does not therefore form part of the decision sought from Full Council. The recommendation concerning additional staffing is referred to Full Council because the proposed funding source is the General Reserve, expenditure from which requires Full Council approval. The delegation would provide the Clerk with flexibility to secure additional temporary or ad hoc staffing resources when required, within the overall financial limit approved by Council.

Financial Implications

A maximum commitment of £15,000 from the General Reserve. Expenditure would only be incurred as additional staffing resource is required and would be subject to the overall £15,000 ceiling.

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2. Civic Amenities Committee: Lightwater AED Cabinet Wayleave Agreement

Background

The Civic Amenities Committee considered the additional legal work required to progress the Wayleave Agreement for the Lightwater AED cabinet.

The Committee unanimously resolved that:

1. the additional legal due diligence and work required to progress the Wayleave Agreement be noted;
2. additional legal expenditure of up to £700 excluding VAT be approved, in addition to the £300 excluding VAT previously approved, to enable the solicitor to progress and finalise the Wayleave Agreement; and
3. the additional expenditure be funded from the Council's Buildings Maintenance budget line.

Action

Full Council is asked to approve the resolution of the Civic Amenities Committee and authorise additional legal expenditure of up to £700 excluding VAT, in addition to the £300 excluding VAT previously approved, to enable the solicitor to progress and finalise the Wayleave Agreement for the Lightwater AED cabinet, with the additional expenditure to be met from the Council's Buildings Maintenance budget line.

While EMR provision is available, the Civic Amenities Committee's Terms of Reference do not explicitly provide the necessary delegated authority to approve this expenditure from the identified EMR. The recommendation is therefore referred to Full Council for formal approval.

The total legal expenditure authorised in connection with the matter would be up to £1,000 excluding VAT, comprising the £300 previously approved and the further £700 now requested.

Financial Implications

Expenditure to be met from the Council's Buildings Maintenance budget. No transfer from General Reserve is requested in relation to this item.

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3. Civic Amenities & Recreation Committee: Lightwater Cemetery Fencing

Background

At its meeting on 9 November 2026, the Civic Amenities & Recreation Committee considered quotations for Phase 1 of the replacement boundary fencing at Lightwater Cemetery.

The Committee resolved to appoint Contractor 3 to undertake the works, subject to the contractor increasing its public liability insurance cover from £5 million to £10 million. In the event that Contractor 3 was unable to meet this requirement, Contractor 1 was to be appointed. The expenditure was to be funded from the Lightwater Cemetery EMR.

Contractor 3 has subsequently confirmed that they are unwilling to increase their public liability insurance cover to £10 million. Under the terms of the existing resolution, the contract would therefore ordinarily proceed to Contractor 1.

A request has since been received from three Councillors for the Committee's resolution to be reconsidered in accordance with Standing Order 8.

Contractor 1 has indicated that they are unlikely to be able to schedule the works before the end of January 2027, approximately one week before the scheduled Committee meeting on 8 February 2027. There is therefore limited practical benefit in awarding the contract immediately while the formal reconsideration process is outstanding.

Action

The existing Committee resolution remains in place unless and until it is formally changed. Full Council is therefore asked to approve the deferral of its implementation, rather than determine the substantive fencing options at this meeting. This will allow Officers to obtain the necessary quotations and information for the Civic Amenities & Recreation Committee to reconsider the matter.

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
19/10/2026	INV 4513	1052	NP TREE MANAGEMENT	NPTREE	640.00	128.00	768.00	4195	210	640.00	Kings Lane Playground
								395		-640.00	Kings Lane Playground
								6000	210	640.00	Kings Lane Playground
26/10/2026	BK229283-1	1053	SLCC ENTERPRISES LTD	SLCC	630.17	126.03	756.20	4350	220	630.17	Practitioner Conference - JW
23/10/2026	INV 0401	1054	ASTORIA ELECTRICAL	ASTORIA	95.00	19.00	114.00	4060	235	95.00	Emergency Office Elect repair
23/10/2026	INV 4520	1055	NP TREE MANAGEMENT	NPTREE	720.00	144.00	864.00	4905	455	720.00	Tree work - damaged trees
27/10/2026	INV 4523	1056	NP TREE MANAGEMENT	NPTREE	2,060.00	412.00	2,472.00	4195	210	2,060.00	Mill Pond tree work
								395		-2,060.00	Mill Pond tree work
								6000	210	2,060.00	Mill Pond tree work
28/10/2026	INV 4525	1057	NP TREE MANAGEMENT	NPTREE	280.00	56.00	336.00	4195	210	280.00	School Lane Field - emergency
28/10/2026	INV202635	1058	ST ANNES PCC	ANNE	66.00	0.00	66.00	4950	225	66.00	Hall Hire - Meeting 27Oct26
				TOTAL INVOICES	4,491.17	885.03	5,376.20			4,491.17	
			VAT ANALYSIS CODE	S @ 20.00%	4,425.17	885.03	5,310.20				
			VAT ANALYSIS CODE	Z @ 0.00%	66.00	0.00	66.00				
				TOTALS	4,491.17	885.03	5,376.20				

Top Level for Month No 8 **Order by Invoices Entered**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/10/2026	GC092-297	1059	GLENDALE	GLEND	129.00	25.80	154.80	4060	400	43.00	Plaque
								4060	500	86.00	Plaques
31/10/2026	INV 3104	1060	ZENTECH IT	FRE01	332.18	66.43	398.61	4440	225	332.18	Monthly IT Support
03/11/2026	INV 2043772	1061	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	210	7,359.78	Ground Maint Nov26
								4905	455	1,419.63	Ground Maint Nov26
								4905	455	72.90	LE Rec Playground
								4220	210	72.90	Bagshot Playground
31/10/2026	INV 2321	1062	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Wind Cem Ground Maint Oct26
31/10/2026	INV 7460	1063	NEIL CURTIS	NEIL	400.00	0.00	400.00	4005	300	200.00	Ashes Interment - Bagshot
								4005	500	200.00	Ashes Interment - Windlesham
05/11/2026	INV 20211898	1064	BREAKTHROUGH	BREAK	1,997.00	399.40	2,396.40	4430	225	1,997.00	Council Hive IT Renewal
				TOTAL INVOICES	13,913.39	2,702.67	16,616.06			13,913.39	
			VAT ANALYSIS CODE	S @ 20.00%	13,513.39	2,702.67	16,216.06				
			VAT ANALYSIS CODE	Z @ 0.00%	400.00	0.00	400.00				
				TOTALS	13,913.39	2,702.67	16,616.06				

Agenda Item 13 – Full Council 24 November 2026
Budget Proposal 2027-28

Background

The draft Budget for 2027-28 was discussed at the last meeting on 27 October 2026, following the meeting of the Finance Committee on 29th September 2026, where the draft budget was reviewed.
The meetings concluded, having discussed the draft, with a revised draft version of the budget that reflected net revenue requirement of £771,881 and a precept of £123.04 (+79.46%) on 27 October 2026, and noted that this was not the final budget requirement for 2027-28, and is subject to change.
SHBC has been contacted again 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.

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

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.

The most recent revised draft budget for 2027-28 (v5 16Nov26) is attached reflects net revenue requirement of £773,656 and a precept of £123.32 (+79.87%) as shown in the table and budget below.

WINDLESHAM PARISH COUNCIL - DRAFT BUDGET CALCULATION FOR 2027-28					
Draft Budget - v5					
Current precept (Band D)	**£68.56**	Proposed Precept (Band D)	**£123.32**	Based on V4 Budget Proposal	
Council tax base 2027-28	**£6,273.46**		**79.87%**	Percentage Increase	
(Based on 2026-27 Bagshot & Lightwater figures)		**Total Precept**	**£773,656**	Based on Income & Costs entered to date	

The draft budget results in a net revenue requirement of £773,656, representing the difference between total budgeted expenditure of £814,287 and anticipated income of £40,631.

There is a slight increase following some revised costs requiring consideration since the last meeting, and these are highlighted in the draft budget and are:

1. Cyber Insurance – revised quote received adding an additional £860 in Insurance costs. This is not the final figure

2. ICT Costs – Microsoft 365 additional services required for each user to fulfil Cyber Insurance conditions, adding £720 per annum for current user levels. Windlesham users will not require cover from 1st April 2027, so annual figure should fall. £600 added to the budget for 2027-28

3. Audit fee – Annual external audit fees are charged according to the Income/Expenditure levels. The figure currently in the draft budget means that the Council would fall into the next charging bracket of £1680 from £1365 so an additional £315 added to the budget.

4. Allotments – Reinstate the £100 budget provision removed at the initial budget meeting to cover refunds of key deposits to some owners during the year. The income budget has also increased by £100 to reflect revised charges. No impact on Precept total

5. Office Expenses – this budget line currently accommodates the bank charges paid to Unity & Barclays for their current accounts, and the annual fee for the Barclaycard. In the interests of transparency, it is proposed to include these fees in a separate Nominal Code with a budget of £400, with the Office Expenses budget line reduced by the same amount. No impact on Precept total – administration change.

Councillors are asked to note the amendments above.

The draft budget will be subject to further review as the final budget requirement will be influenced by the outcome of the current asset transfer consultation and decision. If the asset transfer process is not supported by the residents and does not proceed, the budget provision for the associated costs would not be required. This would reduce the overall budget requirement.

Below is a summary of the impact of the estimated costs of the assets transfer and Greenspace Manager on the Precept requirement.
NOTE: Impact on cost is an important but not the sole consideration for the asset transfer and Greenspace Manager appointment. See the note on the impact summary.

Impact of SHBC Asset Transfer Costs & Greenspace Manager Costs on the draft budget V5					
Band D Properties provisional figure:	6273.46				
Cost per Band D Household (2026-27)	£68.56				
			Cost per Band D	Increase £	Increase %
Precept figure v5	£773,656		£123.33	£54.77	79.89%
Precept excluding Greenspace Manager**	£680,656		£108.51	£39.95	58.26%
Precept excluding Asset TFR Ground Maint	£648,656		£103.40	£34.84	50.82%
Precept excluding Greenspace Manager and Asset TFR Ground Maint **	£555,656		£88.58	£20.02	29.20%
** 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.					

The Greenspace Procurement contract is not finalised so the Greenspace costs may require adjustment when more details are established.

General Reserve requirement – a suggested level of general reserve for a council of this size is approximately 40% - 50% of Precept, as confirmed in the recent Interim Audit Report. At year end in March 2026, the General reserve figure was around 5 months of net expenditure, so just within the recommended range.
At the end of March 2027, the General Reserve for Bagshot and Lightwater is estimated to be approximately 27% of the precept requirement shown in the draft budget, equivalent to around 3.3 months of draft net expenditure. The auditor advises that this is at the lower end of the Practitioners' Guide range.
This ratio reduction is because the Windlesham share of the year end General Reserve figure will be paid to the new council, lowering the overall Reserve figure, and also the draft Precept requirement will be a higher figure than in 2026/27 if the SHBC assets are transferred and a Greenspace Manager appointed. Lowering the Precept requirement will increase the ratio of General Reserve to net revenue expenditure.

It should be noted that the figures are an indication only at this stage. The actual split will depend on the year end General Reserve.

An Income & Expenditure report is attached for reference showing the Year-to-Date position.

The final budget decision will need to be made at a future meeting in January when the Consultation period for the Asset Transfers has been completed, and when the Greenspace Procurement is arranged and firm costs are established.

WINDLESHAM PARISH COUNCIL - DRAFT BUDGET CALCULATION FOR 2027-28

2027-28 Budget v5 16 Nov 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

		BUDGET (Includes Windlesham) 2026-27		Top Level	BAGSHOT 300	LIGHTWATER 400	WINDLESHAM 500	TOTAL	*COMMENTS* *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 Interment	9,100			621	1,863		2,484	Provision for increase Interment 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 spilt 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 £4500 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		2,120				2,120	Current tenant schedule shows full plots at £40 and half plots at £25 - Fee increase now and full capacity. £41.25 full plot & £25.75 half plot. Increase budget by £100
	Income sub-total	2,020		2,120	0	0	0	2120	

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		100				100	Budget line for repayment of deposits for keys £100
	Expenditure sub-total	3,100		3,100	0	0	0	3,100	

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 unforseen 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		7,360				7,360	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. Cyber Ins quote now at £1280 but awaiting revised quote - provisional addition of a further £860
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 unforseen additional subscriptions/cost increases). Canva & 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		17,108				17,108	Current : Microsoft licences/Co-Pilot/Antivirus Oct26 - £720pa (£60 paid monthly) required for M365 additional cover (Cyber Insurance) for current user numbers. Windlesham licences will be removed from Apr1st so will reduce. Add in £600; 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 increase laptop provision to £10k from £8.4K. May need more support costs to set up new equipment
4445	Audit	1,843		2,515				2,515	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 paid in 27/28. Allows flexibility for any additional hours/assistance re Council structure changes. Draft Inc/Exp exceeds £750k so fees fall into next fee bracket of £1680 so increase by a further £315 based on current fee scales
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		85,630	0	0	0	85,630	

COUNCILLORS

				230	330	430			
4500	Cllr Allowances, Training & Ex	32,603		27,600	0	0		27,600	Bagshot & Lightwater - 14 Councillors @£1900= £26600. Chair Allowance available est £1000
4350	Training	1,500		1,000	0	0		1,000	To cover training needs as required. (Same budget as 26/27 but fewer Councillors)
	Expenditure sub-total	34,103		28,600	0	0		28,600	

COUNCIL BUILDINGS

				235	335	435			
4525	Bagshot Chapel Building	280			340			340	Electricity - £20pcm; misc costs - £100. No budget built in for any extensive work consider using Village EMR if required.
4550	Office Building Costs	7,210		8,159				8,159	Rates 2026/27 is £4420pa; Water approx £55pm; Electricity - varies throughout year est £1800; Legionella testing £40: Fire extinguisher testing £275= £7255. Add inflation. Add £650 for ad hoc maintenance/repairs
4555	HMLD Building Costs	7,541				10,799		10,799	Rates for 2026/27 £6811, £1494 & £1362 for 3 buildings; electricity - £16pcm £192)based on current spend; alarm maint - £275; misc repair costs - £300. Add 3.5% inflation. Increase from last year is due to the additional rates for other buildings paid for from LW Reserves in 26/27 NOTE: this assumes HML has not been sold at budget setting or definite sale date established
4556	HMLD Building Sales Costs	0						0	Sales costs for disposal of HML. No budget set 2025/26 spend OR for the 2026/27 budget. Resolution made to pay sale costs from LW EMR. Assume this continues in 2027/28until sale is made OR set budget?
4060	Building Maintenance	14,250		5,000				5,000	2026/27 - Based on £11k towards the Council chamber refurbishment and £3250 Contingency for ad hoc repairs/maintenance- notes say to move this to EMR at YE if not used fort the LW Chamber refurbishment. **2027-28** - Contingency still advisable Provisionally £5000 after discussion with Clerk .
	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	It has been assumed that each council will want to be able to grant fund local groups.

	Expenditure sub-total	15,000	0	0	7,500	7,500	0	15,000	

PROJECTS

				250	350	450	550		
4915	Festive lights	0						0	Included in Christmas trees budget - same provider
4930	CIL expenditure	0		0	0	0		0	No budget in place but this allows expenditure to be recorded and a transfer from CIL EMR . The account should always be a net zero after transfers
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		20,120	569	19,941		40,631
Total expenditure	720,511		736,037	12,719	65,531		814,287
Net income (expenditure)	(37,933)		(715,917)	(12,149)	(45,590)	0	(773,656)
						BAND D inc	

			Total	Total
Band D (based on 26/27)	3,112	3,126	6,238	6,273

Provisional Precept Total	(773,656)
Per Band D Property	123.32

2026/27	*68.56*
2027/28 - 2026/27	*54.76*
2027/28 INCREASE %	*79.87%*

WINDLESHAM PARISH COUNCIL - DRAFT BUDGET CALCULATION FOR 2027-28

Current precept (Band D)	68.56
Council tax base 2027-28	6,273.46

Council Tax base 2026-27 (Included Windlesham)

£10K Approx

WINDLESHAM PARISH COUNCIL - DRAFT BUDGET CALCULATION FOR 2027-28

Draft Budget - v5

Current precept (Band D)	**£68.56**	Proposed Precept (Band D)	**£123.32**	Based on V4 Budget Proposal
Council tax base 2027-28	**£6,273.46**		**79.87%**	Percentage Increase
(Based on 2026-27 Bagshot & Lightwater figures)		**Total Precept**	**£773,656**	Based on Income & Costs entered to date

		Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
	Income							
1000	Burial fees	6,300	70,735	75,849	5,114			93.3%
1030	Allotment Fees	0	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	15,251	23,520	8,269			64.8%
	Total Income	**6,300**	**669,640**	**682,578**	**12,938**			98.1%
	Overhead Expenditure							
4005	Ashes interment	400	3,780	9,100	5,320		5,320	41.5%
4050	Rates	270	2,164	2,934	770		770	73.7%
4055	Lightwater Pavilion Utilites	22	172	276	104		104	62.2%
4060	Maintenance	191	43,412	21,384	(22,028)		(22,028)	203.0%
4061	Cemetery maintenance - grounds	2,130	14,910	26,455	11,545	15,090	(3,545)	113.4%
4062	Cemetery maintenance - general	0	0	15,000	15,000		15,000	0.0%
4070	Allotment Refunds	0	10	100	90		90	10.0%
4100	War Memorial	0	0	15,000	15,000	58	14,943	0.4%
4105	Bagshot Clock	0	0	2,000	2,000		2,000	0.0%
4160	Greenspace Contingency	0	24,434	4,000	(20,434)	344	(20,778)	619.5%
4165	Greenspace Contracts	7,360	60,894	118,561	57,667	2,016	55,651	53.1%
4170	SLF Pond Environmental costs	0	0	10,000	10,000		10,000	0.0%
4185	Planting	0	5,706	6,184	478		478	92.3%
4190	Christmas Trees & Lights	0	295	20,468	20,173	19,772	401	98.0%
4195	Tree Maintenance/Surgery	0	11,040	1,000	(10,040)		(10,040)	1104.0%
4220	Playground Repairs & Renewal	73	583	8,607	8,024	6,250	1,774	79.4%
4300	Salaries	0	86,408	166,685	80,277		80,277	51.8%
4340	Local Government Pension	0	14,344	29,503	15,159		15,159	48.6%
4345	HMRC Payroll	0	10,772	20,503	9,731		9,731	52.5%
4350	Training	0	2,663	5,500	2,838		2,838	48.4%
4380	Elections	0	0	15,000	15,000		15,000	0.0%
4400	Legal/HR/Recruitment Costs	7	1,415	4,500	3,085	300	2,785	38.1%
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	1,997	7,050	8,565	1,515		1,515	82.3%
4435	Office Expenses	30	1,781	3,500	1,719	252	1,467	58.1%
4440	ICT Costs	325	2,686	6,823	4,137	720	3,417	49.9%
4445	Audit	0	1,571	1,843	272	317	(45)	102.4%

Continued over page

		Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4455	Telecoms & Security	152	1,196	2,712	1,516		1,516	44.1%
4500	Cllr Allowances, Training & Ex	0	15,312	32,603	17,291		17,291	47.0%
4525	Bagshot Chapel Building Costs	14	95	280	185		185	33.8%
4550	Office Building Costs	558	4,389	7,210	2,821		2,821	60.9%
4555	HMLD Building Costs	1,005	7,711	7,541	(170)		(170)	102.3%
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	376	982	15,000	14,018		14,018	6.5%
4650	Grants	0	3,642	15,000	11,358	6,000	5,358	64.3%
4905	Lightwater Pavilion & Rec	1,493	14,965	32,000	17,035	11,141	5,894	81.6%
4940	Village enhancements -LW Flags	(376)	4,993	5,000	7		7	99.9%
4950	Hall Hire	0	616	3,100	2,484		2,484	19.9%
	Total Overhead	**16,025**	**361,063**	**720,511**	**359,448**	**64,884**	**294,563**	59.1%
	Total Income	**6,300**	**669,640**	**682,578**	**12,938**			**98.1%**
	Total Expenditure	**16,025**	**361,063**	**720,511**	**359,448**	**64,884**	**294,563**	**59.1%**
	Net Income over Expenditure	**(9,725)**	**308,576**	**(37,933)**	**(346,509)**			
	plus Transfer from EMR	317	81,860	0	(81,860)			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	**(9,408)**	**390,437**	**(37,933)**	**(428,370)**			

Item 14 - Internal Audit Report - Full Council 24th November 2026

Attached is the interim internal audit report completed by Mark Mulberry on 9th November 2026 which was received on 16th November 2026.

The table attached highlights the matters arising from the audit this time.

Action required: Council is asked to read the full report, then note the recommendations below and to approve the following responses to action points raised

Audit Point	Audit Findings	Recommendation	Council Comments
INTRODUCTION - IN 1	INDEPENDENCE : The Practitioners' Guide (paragraph 4.11) requires the council to review the independence of its internal auditor each year, having regard to personal, financial and professional independence. The council has not yet minuted this review for 2026/27.	The council confirms the independence of the internal auditor when this interim report is presented.	The word independent was used in the body of the text in the minutes, but not in the resolution. Minutes to be corrected to include the work 'independent' in the resolution.
INTRODUCTION - IN 2	MINUTES and follow-up: We reviewed the minutes of Full Council meetings held on 20 January, 24 February, 18 March, 7 April (extraordinary), 28 April, 19 May (annual meeting), 30 June, 28 July, 1 September (extraordinary), 22 September and 5 October 2026 (extraordinary), and of the Finance & General Purposes Committee on 23 June and 29 September 2026. The minutes published on the website are drafts; the council states that signed minutes are available on request. We noted the following errors: The minutes of 18 March 2026 are headed "Tuesday 18th March 2026"; 18 March 2026 was a Wednesday; The minutes of 7 April 2026 are headed "7th April 2025" The minutes of 5 October 2026 are headed "Tuesday 5th October 2026"; 5 October 2026 was a Monday, and minute number C/26/99 is used twice The Finance & General Purposes Committee minutes of 23 June 2026 are headed "Monday"; 23 June 2026 was a Tuesday; Minute C/26/73* appears twice in the minutes of 1 September 2026, and FIN/26/19 and FIN/26/20 each appear twice in the Finance & General Purposes Committee minutes of 29 September 2026; The minutes of 28 April 2026 record Cllrs Richardson and Hartshorn leaving at 20:37 and 20:49, but the attendance table shows both as present throughout.	Check draft minutes for dates, minute numbering and attendance before publication, and correct the errors listed in the report.	Original documents to be corrected and signed by Chair if corrections are agreed. *C/26/73 only appears once in the minutes - auditor contacted to remove this recommendation.
BOOKS OF ACCOUNT - A1	The product narrative in Rialtas for invoice WPC578 still refers to 2025 prices and should be updated to show the 2026/27 charges.	Update the product narratives in Rialtas to show the 2026/27 fees.	Up to date Product values are on Rialtas; WPC578 used an old Product type in error. Old Product templates are to be reviewed and removed where possibl to avoid using out of date product in error.
RISK MANAGEMENT & INSURANCE - C1 & C2	The council last reviewed and approved its risk assessment on 24 February 2026 (minute C/25/187). Consideration of "Policies and Risk Assessment for Review" was deferred on 22 September 2026 (minute C/26/84). The risk register is in tabular form and RAG-rated. For each area of risk it records the description, the controls in place, the person responsible, an impact score and further controls. This format is suitable for a council of this size. The risk register is not published on the website. Legionella is not yet included and should be added.	C1 – Add legionella and cyber risks to the 2026/27 risk register. C2 – Publish the risk register on the council website.	Clerk to add the risks to the Risk Register. Updated Risk Register to be placed on Council website.

ASSETS & INVESTMENTS - H1	Asset Register was up to date at the time of the audit, and there have been no fixed asset purchases this year to date. The update of the register has identified a number of assets bought in earlier years that are not recorded. These should be added at cost, and because they were not purchased in 2026/27 the 2025/26 comparative in AGAR Box 9 will need to be restated and explained.	Add the historically omitted assets to the register at cost and restate the 2025/26 comparative for Box 9, with an explanation.	Box 9 restating will be at Year End. No minimum value is currently set for addition of items to the register. It is recommended that the Council considers a minimum value of £500 for items to be included on the register. This value considers the expected useful life of the item, whether the item would be included on an insurance claim, and whether the item is included on the Council's risk assessment. It is also recommended that the minimum level should be reviewed at least annually. Items valued below the minimal level should be recorded on a separate register for inventory purposes.
PUBLICATION OF INFORMATION - L1	Transparency Code – quarterly items. Expenditure over £500 published to 30 September 2026. Contracts and tenders last updated March 2026 and does not include the Webb Groundworks contracts.	Update the contracts register each quarter.	Contracts and Tender Register was updated on 19th October 26 and was present on the website at the time of the audit. Auditor contacted to remove this recommendation.

MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t: 07428 647069
e: office@mulberrylas.co.uk
w: www.mulberrylas.co.uk

Clerk to the Council
Windlesham Parish Council
The Council Office
The Avenue
Lightwater, Surrey
GU18 5RG

9th November 2026

Dear Cllrs,

Re: Windlesham Parish Council
Internal Audit Report for Financial Year Ended 31 March 2027 – Interim Audit Report

Executive summary
Following completion of our interim internal audit on 9th November 2026, we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the financial year to date.

The structure of this report aligns with the assertions set out in the Annual Internal Audit Report section of the Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan. A copy of the audit plan is available within our Internal Audit Guide and follows the requirements of the Smaller Authorities Proper Practices Panel (SAPPP) Practitioners' Guide.

The report concludes with our opinion on whether each assertion has been met as at the date of the interim audit. Where the standard has not been met, we have set out the required action for the council to take to meet the requirements by the year-end internal audit. **Any recommendations for action are highlighted in bold and summarised in the action plan below.**

Our testing did not identify any material weaknesses in internal controls that would pose a risk to public funds. Overall, the systems and procedures currently in place are appropriate and effective, and the accounting records are well maintained. Where this report includes recommendations for improvement, these should not be viewed as indicators of any errors.

The community governance review will create a separate Windlesham Village Council from 1 April 2027, which will take the earmarked reserves named for Windlesham and 25% of the general reserve at 31 March 2027. Section D sets out our estimate of the effect on reserves. The council will need an agreed apportionment before the year end, and we will test it at the final visit.

Conclusions by objective
Our conclusion on each internal control objective in the Annual Internal Audit Report is set out below. These conclusions are as at the date of the interim visit and will be updated at the final audit.

Objective	Area	Conclusion	Recommendations
–	Governance and follow-up (Introduction)	Met, with recommendations	IN1, IN2
A	Books of account	Met, with recommendations	A1
B	Financial regulations, governance and payments	Met	None
C	Risk management and insurance	Met, with recommendations	C1, C2
D	Budget, precept and reserves	Met	None
E	Income	Met	None
F	Cash	Not applicable	None
G	Payroll	Met	None
H	Assets and investments	Met, with recommendations	H1
I	Bank and cash	Met	None
J	Year-end accounts	Met (year-end testing at the final visit)	None
K	Limited assurance review	Not applicable	None
L	Publication of information	Met, with recommendations	L1
M	Exercise of public rights	Met	None
N	Publication of the prior year AGAR	Met	None
O	Digital and data compliance	Met	None
P	Trusteeship	Met	None

Action plan

We have made 7 recommendations. The council should record its response to each and report progress to a meeting.

Implications for the Annual Governance Statement

The council answers the assertions in Section 1 of the AGAR. Those answers are the council's judgement, not the auditor's. This table shows where matters in this report bear on each one.

Assertion	Subject	Reported under	Matters bearing on the council's answer
1	Financial management and preparation of the accounting statements	A, D, J	Accounting records are well maintained in Rialtas. Product narratives for 2026/27 fees need updating (A1). Earmarked reserves and 25% of the general reserve pass to Windlesham Village Council from 1 April 2027
2	Internal control, including prevention of fraud, and review of its effectiveness	B, C, E, G, H, I	Effectiveness of internal control reviewed on 24 February 2026 (minute C/25/189). Over half of the council's cash is held with one bank.
3	Compliance with laws, regulations and proper practices	Introduction, B, K, L	Minute errors (IN2). Financial regulations carry two adoption dates
4	Exercise of electors' rights	M	None. The period for 2025/26 was correctly provided for.
5	Assessment and management of risk, including insurance	C	Risk assessment approved on 24 February 2026 (minute C/25/187); legionella and cyber risks to be added (C1); register not published (C2). Insurance in place to 30 September 2027 with fidelity guarantee cover of £2,000,000.
6	System of internal audit	Introduction (Appointment, Independence)	Internal auditor reappointed for 2026/27 on 24 February 2026 (minute C/25/202). Annual review of independence not yet minuted for 2026/27 (IN1).
7	Action on matters raised by internal and external audit	Introduction (Minutes and follow-up), N	The 2025/26 data audit point has been acted on (data audit August 2026, minute C/26/118). The external auditor's report for 2025/26 was unqualified with no other matters.
8	Litigation, liabilities, commitments and events with a financial impact	Introduction, D, J	Community governance review: Windlesham Village Council from 1 April 2027, with transfer of named earmarked reserves and 25% of the general reserve (D1). Proposed adoption of borough council assets (minute C/26/82) and the Hook Mill Lane depot disposal should be considered at the year end.
9	Trust funds	P	The council is managing trustee of Lightwater Recreation Ground; although charity not on the register of charities.
10	IT and data management	O	Good IT controls in place.

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INTRODUCTION

Appointment

The council reappointed Mulberry Local Authority Services Ltd as its internal auditor for a one-year term for 2026/27 at its meeting on 24 February 2026 (minute C/25/202). The minute records that, of four auditors approached, one quotation was received and accepted.

Independence

The Practitioners' Guide (paragraph 4.11) requires the council to review the independence of its internal auditor each year, having regard to personal, financial and professional independence. The council has not yet minuted this review for 2026/27. We recommend that the council confirms the independence of the internal auditor when this interim report is presented.

The council paid Mulberry & Co £246.72 (£205.60 plus VAT) on 12 May 2026 for the 2025/26 year-end internal audit (invoice dated 22 April 2026, nominal ledger code 4445). We identified no other payment to Mulberry Local Authority Services Ltd or Mulberry & Co in the nominal ledger for 1 April to 9 November 2026.

In 2025/26 the council was also invoiced £36.00 (£30.00 plus VAT) by Mulberry & Co for a staff training course (invoice INV-1826 of 8 January 2026, shown in the purchase daybook published with the minutes of 24 February 2026). The trainers have no involvement in the audit work, the auditor has no involvement in that training, and it is excluded from the scope of this report. Neither the firm nor the auditor has any personal or financial interest in the council's affairs.

Conduct of the audit

The audit was carried out on site on 9 November 2026 with the Clerk and the Responsible Financial Officer (RFO). The records requested were readily available, and the accounting records examined were well maintained and readily accessible, subject to the matters reported below.

Further evidence was obtained through discussion with the Clerk and the RFO, from reports run from the accounting system on 9 November 2026, and by review of the council's website (www.windleshampc.gov.uk) on 8 November 2026.

Minutes and follow-up

We reviewed the minutes of Full Council meetings held on 20 January, 24 February, 18 March, 7 April (extraordinary), 28 April, 19 May (annual meeting), 30 June, 28 July, 1 September (extraordinary), 22 September and 5 October 2026 (extraordinary), and of the Finance & General Purposes Committee on 23 June and 29 September 2026. The minutes published on the website are drafts; the council states that signed minutes are available on request. No agenda contained an "any other business" item, and each closed item was preceded by a resolution under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. We noted the following errors:

- the minutes of 18 March 2026 are headed "Tuesday 18th March 2026"; 18 March 2026 was a Wednesday;
- the minutes of 7 April 2026 are headed "7th April 2025";
- the minutes of 5 October 2026 are headed "Tuesday 5th October 2026"; 5 October 2026 was a Monday, and minute number C/26/99 is used twice;
- the Finance & General Purposes Committee minutes of 23 June 2026 are headed "Monday"; 23 June 2026 was a Tuesday;
- minute C/26/73 appears twice in the minutes of 1 September 2026, and FIN/26/19 and FIN/26/20 each appear twice in the Finance & General Purposes Committee minutes of 29 September 2026;

- the minutes of 28 April 2026 record Cllrs Richardson and Hartshorn leaving at 20:37 and 20:49, but the attendance table shows both as present throughout.

The 2025/26 interim internal audit report was presented on 20 January 2026 (minute C/25/172) and the year-end report on 28 April 2026 (minute C/25/241), and the council approved its responses to the action points. The year-end report noted that the council last completed a data audit in 2018. A data audit was carried out by GDPR-Info Ltd in August 2026, and its report was taken to council on 27 October 2026 (minute C/26/118).

The external auditor's report for 2025/26 was unqualified with no other matters, and was accepted by council on 22 September 2026 (minute C/26/80). The council has acted on the matters raised by internal and external audit and can answer "Yes" to assertion 7 of the Annual Governance Statement.

Governance
We have seen the signed declarations of acceptance of office. No new councillors have joined the council this year. The Chair and Vice-Chair signed their declarations on election on 19 May 2026 (minutes C/26/01 and C/26/02). A register of interests is published for every member.

The council meets monthly and operates Finance & General Purposes, Planning, Civic Amenities & Recreation, Personnel and Communications committees, with terms of reference adopted in April 2026.

Each councillor has consented to receive the summons in electronic form (Local Government Act 1972, Schedule 12, paragraph 10(2A)), and the council holds a record of each consent.

Recommendations:
IN1 – Review and minute the independence of the internal auditor for 2026/27 when this report is presented.
IN2 – Check draft minutes for dates, minute numbering and attendance before publication, and correct the errors listed above.

A. BOOKS OF ACCOUNT

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective A. See "Sources and references" at the end of this report.

Internal audit requirement

Appropriate accounting records have been kept properly throughout the year.

Audit findings

Evidence examined: accounting system and reports; cashbook and nominal ledger; balance sheet at 9 November 2026; bank statements; purchase invoices and remittances; sales ledger and price list; VAT reclaim.

Accounting system and access

The council continues to use Rialtas Cloud, a system designed for the sector, with integrated sales and purchase ledgers and the Rialtas Cemeteries module. Permissions are managed by the Clerk. The council also uses Microsoft 365.

A suite of reports is produced from Rialtas for each meeting, including, but not limited to, income and expenditure against budget, earmarked reserves and bank reconciliations. The reports are clear to read and logically presented. The earmarked reserves report is taken into Excel so that additional information can be added, and the RFO reconciles it back to Rialtas.

Supplier invoices are filed both digitally and in hard copy, and copies are uploaded to Rialtas against each transaction so that users can drill down to the source document.

Cashbook and audit trail

We agreed the opening balances at 1 April 2026 to the 2025/26 year-end balances. Cash and investments at 31 March 2026 totalled £1,133,861 (AGAR Box 8), including the Barclays current account balance of £42,119.03, and total reserves were £1,171,949.

We selected a sample of payments and receipts covering the period 1 April to 9 November 2026 and traced each to its supporting document and the bank statement with no errors. The accounting records can be relied upon and are neat and accurate.

- 15 April 2026, Surrey ALC, £3,289.63, subscription – agreed to invoice; no VAT;
- 1 May 2026, Barclaycard direct debit, £741.67 – agreed to statement;
- 9 June 2026, Webb Groundworks, £27,674.40, path replacement at School Lane Field – VAT of £4,612.40 correctly analysed and included in the VAT reclaim; approval to order at minute C/26/22 of 19 May 2026; funded from the Bagshot Village earmarked reserve;
- 3 July 2026, One-call, £71.38 and £61.34, maintenance – VAT correctly analysed;
- 28 August 2026, Surrey Heath Borough Council, £290,594.50, second half of the precept – agreed to the remittance advice and to the precept of £581,189 set on 25 November 2025 (minute C/25/148);
- 24 August 2026, £428.00, sales invoice WPC578 – agreed to the price list effective 1 April 2026 (interment £338 and plaque £90).

No exceptions were identified. The product narrative in Rialtas for invoice WPC578 still refers to 2025 prices and should be updated to show the 2026/27 charges.

VAT returns

The council is not VAT registered and reclaims VAT under section 33 using form VAT126 each quarter. The most recent claim, for July to September 2026, was prepared on 6 October 2026 and showed a refund due of

£11,519.56. We agreed receipt to the bank statement on 9 October 2026. The council is up to date with its VAT submissions.

Recommendation:
A1 – Update the product narratives in Rialtas to show the 2026/27 fees.

CONCLUSION: We are satisfied this internal control objective has been met, subject to the recommendation above.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective B. See "Sources and references" at the end of this report.

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Evidence examined: standing orders and financial regulations; minutes; purchase invoices over £15,000 and between £2,500 and £5,000; payment authorisation records; bank mandates.

Standing orders and financial regulations

The council adopted its financial regulations on 20 January 2026 (minute C/25/165) and its standing orders, subject to the Clerk checking one clause, at the same meeting (minute C/25/164). Amendments to both were approved on 19 May 2026 (minutes C/26/13 and C/26/14). The published financial regulations carry two adoption dates: "Adopted 19th May 2026" on the cover and "adopted by the council at its meeting held on 20th January 2026" on page 1. Regulation 5.8 requires three quotations above £3,000 and regulation 5.6 formal tenders above £100,000.

Regulation 5.16 sets the authority to commit expenditure:

- the Clerk, up to £2,500;
- the Clerk in consultation with the Chair of the Council or the chair of the relevant committee, £2,500 to £5,000;
- a committee, up to £15,000;
- Full Council, over £15,000.

Procurement and approval of expenditure

We used the Rialtas audit function to identify all transactions over £15,000. There were three, each verified to the invoice and to the minuted approval:

- invoice 260608, Webb Groundworks, £27,674.40, path works at School Lane Field – tested under objective A; approved at minute C/26/22 of 19 May 2026;
- invoice SI-81, Webb Groundworks, £27,428.40, path and drainage works at Bagshot Cemetery – recommended at CAR/26/08 and approved at minute C/26/20 of 19 May 2026;
- invoice SI-86, Webb Groundworks, £19,014.00, pathway at Windlesham Cemetery – recommended at CAR/26/07 and approved at minute C/26/20 of 19 May 2026.

We also tested a payment between £2,500 and £5,000: invoice 1607 of 12 August 2026, £4,248, for installing flags in Lightwater village. The Lightwater Village Committee authorised the Clerk and the Vice-Chair to obtain quotations (minute LVC/25/62). The payment was supported by an invoice addressed to the council.

Several resolutions delegate a decision to the Clerk jointly with the Chair and Vice-Chair, including the appointment of the tree contractor and the play equipment supplier on 1 September 2026 (minutes C/26/70 and C/26/71) and the Hook Mill Lane costs on 28 July 2026 (minute C/26/56). Section 101 of the Local Government Act 1972 permits delegation to an officer.

Authorisation of payments
Unpaid supplier invoices are held in an unpaid folder and scanned. The RFO produces the payment list from the system and sets up the payments on the online bank. The list and copy invoices are emailed to the Clerk, who approves them through Adobe Sign, and are then emailed to councillors for approval, also through Adobe Sign. Payments are released at the bank by dual authorisation of a councillor and the RFO. The originator of a transaction cannot authorise it at the bank. Each bank mandate has four signatories and was last updated in March 2026. The payment list is then taken to council for retrospective approval.

Meeting	Minute	Total authorised
23 June 2026 (F&GP)	FIN/26/07	£47,070.43
28 July 2026	minute C/26/55	£19,574.09
22 September 2026	minute C/26/87	£35,145.41

Publishing the approved schedule with the minutes would let a reader trace each total authorised.

VAT on expenditure
VAT on the payments sampled was correctly identified and reclaimed.

General power of competence and section 137
The council resolved that it met the conditions for the general power of competence in May 2023. Eligibility must be confirmed again at the annual meeting after the May 2027 elections; if two-thirds of members are not elected at that time, the power will be lost. The Clerk is aware of this.

Member oversight
Councillors review every invoice before payment, and a councillor signs the bank reconciliations (objective I).

CONCLUSION: We are satisfied this internal control objective has been met.

C. RISK MANAGEMENT AND INSURANCE

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective C. See "Sources and references" at the end of this report.

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings
Evidence examined: risk assessment; review of the effectiveness of internal control; insurance schedule; training record; minutes.

Risk assessment
The council last reviewed and approved its risk assessment on 24 February 2026 (minute C/25/187). Consideration of "Policies and Risk Assessment for Review" was deferred on 22 September 2026 (minute C/26/84). The risk register is in tabular form and RAG-rated. For each area of risk it records the description, the controls in place, the person responsible, an impact score and further controls. This format is suitable for a council of this size. The risk register is not published on the website.

Legionella is not yet included and should be added. Cyber risk will be added in the 2026/27 version. The council has a tree policy.

Review of the effectiveness of internal control
On 24 February 2026 the council considered "the effectiveness of internal controls and audit" (minute C/25/189). We have seen the document considered. It sets out in a table each control and how it is achieved locally. This is best practice.

Insurance
The council's insurance is arranged through Clear Councils under a three-year long-term agreement approved in September 2024 (minute C/24/61), which expires on 30 September 2027. The policy provides employer's liability cover of £10,000,000, public liability cover of £10,000,000 and fidelity guarantee cover of £2,000,000. Fidelity guarantee cover is sufficient against balances of £1,476,780 held at 9 November 2026. The fixed asset register is presented to the broker at renewal.

A premium of £5,559.89 was invoiced on 3 September 2026 against a budget of £5,500. On 22 September 2026 the Clerk was given delegated authority to accept the renewal and to add cyber cover (minute C/26/81), quoted at approximately £420 in the Finance & General Purposes papers of 29 September 2026.

Training
The council has a training budget for staff and councillors. The nominal ledger shows SLCC, NALC and ICCM courses and conferences for officers, and SALC training for councillors, in 2026/27. A training record is maintained and was up to date at the time of the audit.

Councillors are collectively responsible for the council's financial management and governance. Each year the full council approves the Annual Governance Statement, which commits every member to the assertions it contains. Members can only make those assertions with confidence if they understand what each one requires and how the council's own controls support it. This is particularly relevant to Windlesham at present. The community governance review, the proposed adoption of borough council assets and the May 2027 elections will bring new responsibilities and, in all likelihood, new members. The council's practice of budgeting for training, recording it and supporting officers and members to attend is very much best practice, and we encourage the council to continue it through the transition.

Recommendations:
C1 – Add legionella and cyber risks to the 2026/27 risk register.
C2 – Publish the risk register on the council website.

CONCLUSION: We are satisfied this internal control objective has been met, subject to the recommendations above.

D. BUDGET, PRECEPT AND RESERVES

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective D. See "Sources and references" at the end of this report.

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Evidence examined: budget and precept papers for 2026/27; precept remittance; Rialtas detailed income and expenditure by budget heading, income and expenditure account, balance sheet and earmarked reserves report at 9 November 2026; reserves policy; draft 2027/28 budget; minutes.

Budget monitoring

Budget monitoring reports are presented to the Finance & General Purposes Committee and to Full Council. At 9 November 2026 (month 8) the detailed report showed income of £663,340 (97.2% of the budget of £682,578) and expenditure of £346,932 (48.2% of the budget of £720,511), with a further £61,798 committed. The main overspends are funded from earmarked reserves: the School Lane Field path (Greenspace Contingency, £24,434 against £4,000), cemetery maintenance at Bagshot (£23,981 against £1,180) and Windlesham (£18,220 against £1,636), and tree surgery (£11,040 against £1,000).

Budget and precept

The council set a precept of £581,189 for 2026/27 on 25 November 2025 (minute C/25/148), described as a 5% Band D increase on a tax base of 8,477.7, which equates to a Band D charge of £68.56. The published 2026/27 budget shows expenditure of £720,511 and income of £682,578. Both halves of the precept have been received (£290,594.50 on 8 April and 28 August 2026).

Work on the 2027/28 budget is under way, with sign-off planned for January 2027 because of the consultation on the adoption of borough council assets. The draft covers Bagshot and Lightwater only (minute FIN/26/21 of 29 September 2026).

Reserves

At 9 November 2026 the council held total reserves of £1,488,357: general reserve £706,604 and earmarked reserves £781,753, of which £298,730 is restricted (CIL £261,688, School Lane play equipment £35,743 and capital receipts £1,300). The general reserve at this date includes both halves of the precept against eight months of expenditure, so it is not a guide to the year-end position.

At 31 March 2026 the general reserve was £331,724. This is 57% of the 2026/27 precept and 5.5 months of budgeted expenditure. The reserves policy sets a general reserve of 40% to 50% of precept (£232,476 to £290,595), and the Practitioners' Guide expects between three and twelve months of net revenue expenditure.

Effect of the community governance review on reserves

From 1 April 2027 a separate Windlesham Village Council will be created, and this council will continue as Bagshot and Lightwater Parish Council (community governance review). The Clerk advised that the new council will take the earmarked reserves listed in its name in the community governance order and 25% of the general reserve at the year-end date. This council keeps the offices and staff. The current Windlesham councillors remain in office until the elections on 6 May 2027.

If the remaining 2026/27 budget is spent in full and no further amounts are drawn from earmarked reserves, the general reserve at 31 March 2027 would be approximately £282,700. On that basis, and using earmarked reserve

balances at 9 November 2026, the reserves would divide as shown below. The earmarked reserves named for Windlesham are:

- Windlesham CIL, £28,891 (restricted);
- Windlesham cemetery maintenance, £33,858;
- Windlesham village, £14,875;
- Windlesham grants, £4,027;
- Windlesham neighbourhood plan consultancy, £5,000.

Reserve	Total	To Windlesham Village Council	Retained by Bagshot and Lightwater PC
General reserve (projected at 31 March 2027)	£282,714	£70,678 (25%)	£212,036
Earmarked reserves named for Windlesham (listed above)	£86,651	£86,651	–
Other earmarked reserves (including restricted £269,839)	£695,102	–	£695,102
Total	**£1,064,467**	**£157,329**	**£907,138**

Three points follow.

- A general reserve of about £212,000 for Bagshot and Lightwater Parish Council would be 27% of the draft 2027/28 precept of about £771,900, below the reserves policy range of 40% to 50% (£308,800 to £385,900), and 3.3 months of draft net expenditure, at the bottom of the Practitioners' Guide range. The draft 2027/28 budget also includes one-off costs for the adoption of borough council assets, estimated at about £140,000 in the first year (minute C/26/82).
- Several earmarked reserves are held for the whole parish, for example war memorials (£16,876), tree works (£27,968), play area repairs (£44,250) and buildings (£35,997). Any part that relates to assets or services passing to Windlesham Village Council should be identified now and agreed against the community governance order.

The figures above are estimates for planning only. The actual split will depend on the year-end general reserve after accruals and on the earmarked reserves listed in the order. We will test the apportionment at the final visit.

Recommendations:

CONCLUSION: We are satisfied this internal control objective has been met

E. INCOME

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective E. See "Sources and references" at the end of this report.

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Evidence examined: allotment register and tenancy records; burial register and Rialtas Cemeteries; sales invoices and receipts; fees and charges; debtors.

Income streams

Apart from the precept, the council receives income from burial fees, allotment rents, grants, CIL and bank interest (£15,251 to 9 November 2026). Fees and charges for 2026/27 were approved on 19 May 2026 (minute C/26/19).

Testing by income stream

The allotment register is kept in Excel and was up to date at the time of the audit. Invoices are raised on Rialtas. Outstanding allotment debtors were £128.75 at the date of audit, which agrees to Rialtas. Tenancy agreements are kept digitally; the Clerk will establish where the signed agreements are held.

The burial register is maintained on Rialtas Cemeteries and in the burial books. The last entry agreed to the invoice raised on Rialtas. The burial receipt tested under objective A agreed to the approved price list.

VAT on income

There is no indication that the council should register for VAT.

CONCLUSION: We are satisfied this internal control objective has been met

F. CASH

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective F. See "Sources and references" at the end of this report.

Internal audit requirement

Cash payments were properly supported by receipts; all cash expenditure was approved and VAT appropriately accounted for.

Audit findings

Petty cash and floats

The council has no petty cash and does not receive cash.

CONCLUSION: The council has no petty cash and the testing for this internal control objective is not applicable.

G. PAYROLL

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective G. See "Sources and references" at the end of this report.

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Evidence examined: contracts of employment; HR files; payroll records for September 2026; HMRC gateway account; minutes.

Staffing and contracts

The council has five employees. Each has a contract of employment, and HR files are maintained. Gross pay for an employee chosen at random agreed to the contract.

Payroll processing

Payroll is processed in house using Moneysoft. We reviewed the payroll for September 2026 and agreed it to the HMRC record. Tax and national insurance were correctly calculated, and net pay and PAYE agreed to the cashbook. The HMRC gateway account is up to date, with a credit of £0.60 to be used against the next payment.

Pensions

Staff are members of the Local Government Pension Scheme. The council accepted an employer contribution rate of 16.6% from 1 April 2026 (minute C/25/196).

Members' allowances

Members' allowances for 2026/27 remain at £1,750 a year per councillor (minute C/25/197).

CONCLUSION: We are satisfied this internal control objective has been met.

H. ASSETS AND INVESTMENTS

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective H. See "Sources and references" at the end of this report.

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

Evidence examined: fixed asset register; minutes; investment strategy; ledger.

Asset register

The fixed asset register is maintained in Excel, and the council is moving it to the Parish Online package. It records category, description, proxy cost, replacement (insurance) value, location and use or capacity, which is suitable for a council of this size. The register was approved at £559,353.91 on 24 February 2026 (minute C/25/188) and noted at £559,581 on 19 May 2026 (minute C/26/15). It was up to date at the time of the audit, and there have been no fixed asset purchases this year to date.

The update of the register has identified a number of assets bought in earlier years that are not recorded. These should be added at cost, and because they were not purchased in 2026/27 the 2025/26 comparative in AGAR Box 9 will need to be restated and explained.

Investments
The council has no long-term investments. Its deposits are held in instant access and notice accounts of up to 180 days, repayable within twelve months. The council adopted an investment strategy in January 2026, amended to allow lower-rated institutions (minute C/25/162).

Borrowing
The council has no PWLB borrowing.

Recommendation:
H1 – Add the historically omitted assets to the register at cost and restate the 2025/26 comparative for Box 9, with an explanation.

CONCLUSION: We are satisfied this internal control objective has been met, subject to the recommendation above.

I. BANK AND CASH

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective I. See "Sources and references" at the end of this report.

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Evidence examined: bank mandates; bank reconciliations and bank statements at 30 September 2026; balance sheet at 9 November 2026; financial regulations; minutes.

Bank accounts and mandate

The council holds seven accounts. Accounts with Santander, Skipton and RBS were closed during the year. Each mandate has four signatories and was last updated in March 2026. Balances per the balance sheet were:

Account	31 March 2026	9 November 2026	Notes
Barclays current	£42,119	£2,931	
Barclays deposit	–	£246,809	Former Santander funds
Unity Trust Bank current	£85,886	£40,053	
Unity Trust Bank deposit	£348,168	£724,836	
Cambridge & Counties Bank	£241,992	£246,290	180-day notice
Hampshire Trust Bank	£71,210	£143,831	
Redwood Bank	£71,074	£72,030	35-day notice
Santander and Skipton	£273,412	–	Closed in the year
Total	**£1,133,861**	**£1,476,780**	

Reconciliations

We reviewed the reconciliation at 30 September 2026. It was signed by councillors and the RFO, the bank statements were signed and agreed, and there were no outstanding items. No exceptions were identified.

Financial regulation 2.6 requires that "at least once in each quarter … a member other than the Chair shall be appointed to verify bank reconciliations". On 23 June 2026 the Finance & General Purposes Committee resolved that Cllr Malcaus Cooper, or Cllr Willgoss in her absence, would sign off the reconciliations (minute FIN/26/08). The reconciliations for January to May 2026 were presented at that meeting without a verifier being recorded. Cllr Willgoss verified the reconciliations for June to September 2026 on 12 October 2026 (papers for 27 October 2026, item 8). The April and May reconciliations were therefore not verified within the quarter.

Deposit protection and investment of balances

The council's budget exceeds the eligibility limit for the Financial Services Compensation Scheme, and the investment strategy (section 2.4) records that its deposits are not covered. At 9 November 2026 the council held £764,889 with Unity Trust Bank, 52% of its cash. On 29 September 2026 the Finance & General Purposes Committee resolved that the RFO transfer £300,000 from the Unity deposit account, £100,000 to each of Hampshire Trust Bank, Cambridge & Counties Bank and Redwood Bank (minute FIN/26/19). The balances at 9 November 2026 show that this transfer had not yet been made.

CONCLUSION: We are satisfied this internal control objective has been met

J. YEAR END ACCOUNTS

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective J. See "Sources and references" at the end of this report.

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

Evidence examined: Rialtas income and expenditure account, detailed income and expenditure by budget heading and balance sheet at 9 November 2026.

Accounting basis

The council's gross income and expenditure exceed £200,000, so the accounts are prepared on an income and expenditure basis. The reports produced during 2026/27 use the same basis, and debtors (£129), VAT due (£12,450) and damage deposits held (£1,000) are recorded on the balance sheet.

Statements prepared during the year

We reviewed the reports run on 9 November 2026. Income of £663,340 and expenditure of £346,932 agree between the income and expenditure account and the detailed report by budget heading. The general fund analysis reconciles the opening general reserve of £331,724 to the closing balance of £706,604 after net transfers from earmarked reserves of £58,472. The balance sheet total of £1,488,357 agrees to total general and earmarked reserves.

Year-end accounting statements

The council's year-end accounting statements will be tested at the final visit. That testing will cover the AGAR Section 2 figures, the reconciliation of Box 7 to Box 8, year-end cut-off, the restated Box 9 comparative (objective H) and the reserves apportionment for the community governance review (objective D).

CONCLUSION: We are satisfied this internal control objective has been met. Year-end testing will be carried out at the final visit.

K. LIMITED ASSURANCE REVIEW

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective K. See "Sources and references" at the end of this report.

Internal audit requirement

If the authority certified itself exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.

Audit findings

Exemption from limited assurance review

The council did not certify itself exempt for 2025/26. Its income and expenditure exceed £25,000, and the external auditor issued a limited assurance report dated 31 July 2026 (Section 3).

CONCLUSION: The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

L. PUBLICATION OF INFORMATION

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective L. See "Sources and references" at the end of this report.

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation.

Audit findings

Evidence examined: council website on 8 November 2026; agendas and minutes; Transparency Code publications.

Which regime applies

The council's gross income and expenditure exceed £200,000 (2026/27 budget: income £682,578, expenditure £720,511). The Local Government Transparency Code 2015 therefore applies. The council has a dedicated transparency page.

Meetings, agendas and minutes

We tested the agendas for all 12 Full Council meetings and both Finance & General Purposes Committee meetings held between 20 January and 27 October 2026. Each gave at least three clear days' notice, counting from the date printed on the agenda and excluding Sundays and bank holidays. No agenda contained an "any other business" item.

Website review

We reviewed the council website against the publication requirements of the relevant legislation:

Requirement	Source	Finding
Notices and agendas of meetings	Public Bodies (Admission to Meetings) Act 1960, as amended	Agendas published for every Full Council and committee meeting tested (Full Council page).
Minutes of meetings	Proper practice and publication scheme	Draft minutes published for all meetings to 5 October 2026. The Planning Committee link for 16 October 2026 opens the minutes of 22 September 2026.
Officer decision records	Openness of Local Government Bodies Regulations 2014	None published, although decisions were delegated to the Clerk on 1 September 2026 (minutes C/26/70 and C/26/71).
Registers of members' interests	Localism Act 2011, section 29	Published for every member (Windlesham, Lightwater, Bagshot).
AGAR 2025/26 Sections 1 and 2, notice of public rights	Accounts and Audit Regulations 2015, regulation 15	Notice dated 2 June 2026 and AGAR published on 2 June 2026.
AGAR 2025/26 external auditor report and notice of conclusion	Accounts and Audit Regulations 2015, regulation 16	Section 3 dated 31 July 2026 and notice of conclusion published before 30 September 2026.
AGARs for the previous five years	Accounts and Audit Regulations 2015	Published for 2015/16 to 2025/26 (financial information page).

Requirement	Source	Finding
Publication scheme	Freedom of Information Act 2000, section 19	Publication scheme readopted 20 January 2026.
Transparency Code – quarterly items	Local Government Transparency Code 2015	Expenditure over £500 published to 30 September 2026. Contracts and tenders last updated March 2026 and does not include the Webb Groundworks contracts. No procurement card data, although the council uses a Barclaycard.
Transparency Code – annual items	Local Government Transparency Code 2015	Land and buildings, grants, organisation chart and members' allowances published and up to date at the time of the audit.

We also noted that the council publishes its budget, budget monitoring reports, reserves policy and an annual report. These are good practice.

Recommendations:
L1 – Update the contracts register each quarter

CONCLUSION: We are satisfied this internal control objective has been met, subject to the recommendations above.

M. EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective M. See "Sources and references" at the end of this report.

Internal audit requirement

The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Evidence examined: notice of public rights for 2025/26; minutes of the meeting approving the AGAR.

Period for the exercise of public rights

Inspection – key dates	2025/26 Actual
Date AGAR signed by council	28 April 2026 (minutes C/25/242 and C/25/243)
Date inspection notice issued	Tuesday 2 June 2026
Inspection period begins	Wednesday 3 June 2026
Inspection period ends	Tuesday 14 July 2026
Correct length (30 working days)	Yes – 30 working days counted (20 in June, 10 in July)
Common period included (first 10 working days of July)	Yes – 1 to 14 July 2026

We are satisfied the requirements of this control objective were met for 2025/26, and assertion 4 on the Annual Governance Statement should therefore be answered yes by the council.

The notice is dated after the AGAR was approved, and the weekdays printed on it are correct. The minutes of 28 April 2026 do not record the dates of the period. The external auditor named is PKF Littlejohn LLP.

CONCLUSION: We are satisfied this internal control objective has been met.

N. PUBLICATION REQUIREMENTS

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective N. See "Sources and references" at the end of this report.

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2026 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2025/26, approved and signed, page 4*
- *Section 2 - Accounting Statements 2025/26, approved and signed, page 5*

Not later than 30 September 2026 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Evidence examined: 2025/26 AGAR, notice of public rights, notice of conclusion of audit and Section 3 on the council website.

Publication of the 2025/26 AGAR

The notice of the period for the exercise of public rights and the 2025/26 AGAR were published on the council's financial information page on 2 June 2026, ahead of the 30 June deadline. The Annual Governance Statement was approved on 28 April 2026 (minute C/25/242), and the accounting statements, signed by the RFO on 21 April 2026, at the same meeting (minute C/25/243).

The external auditor, PKF Littlejohn LLP, issued its report on 31 July 2026. The report was unqualified and records no other matters (Section 3). The notice of conclusion of audit was published on the website ahead of the deadline, and the report was accepted by council on 22 September 2026 (minute C/26/80).

CONCLUSION: We are satisfied this internal control objective has been met.

O. DIGITAL AND DATA COMPLIANCE

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective O. See "Sources and references" at the end of this report.

Internal audit requirement

The authority complied with laws, regulations and proper practices relating to digital and data compliance.

Audit findings

Evidence examined: council website; accessibility statement; IT policy; privacy notice; data audit report; ICO register.

Email and devices

The council uses a generic email address on its own domain (clerk@windleshampc.gov.uk), and all 18 councillors use addresses on the windleshampc.gov.uk domain (contact page). All councillors have been issued with council iPads.

Website accessibility

The accessibility statement refers to WCAG 2.2 AA and declares the site partially compliant. It was prepared in March 2026, and the website was last tested in March 2026 by Vision ICT Ltd, the site's designer. The statement gives no review date.

IT policy

The council has an IT policy, adopted on 25 November 2025 with a review date of November 2026. Review of policies was deferred on 22 September 2026 (minute C/26/84).

Data protection

The council is registered with the Information Commissioner's Office (reference ZA092011). The data protection officer service was reappointed on 19 May 2026 (minute C/26/18). The website privacy notice was last updated in May 2018.

An external firm, GDPR-Info Ltd, completed a data audit in August 2026 (£500). The report was taken to council on 27 October 2026 (minute C/26/118). It contains action items for the council, which will be turned into an action plan.

CONCLUSION: We are satisfied this internal control objective has been met.

P. TRUSTEESHIP

Source: Annual Governance and Accountability Return 2026/27, Annual Internal Audit Report, internal control objective P. See "Sources and references" at the end of this report.

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

Evidence examined: Lightwater Recreation Ground Trust pages and papers; earmarked reserves report; Charity Commission register.

Trusteeship

The council is the managing trustee of Lightwater Playing Fields and Recreation Ground, with Fields in Trust as custodian trustee, under a memorandum of agreement entered into on 1 April 2025 for five years (Lightwater

Recreation Ground Trust papers, 28 April 2026). The papers record that the recreation ground was voluntarily removed from the register of charities and cannot be reinstated. The council meets separately as trustee.

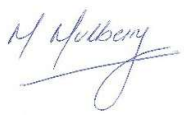
The trust has no bank account of its own. Its costs are met from the council's budget (Lightwater Pavilion & Recreation, £13,644 to 9 November 2026) and from an earmarked reserve of £122,603.

Our search of the Charity Commission register found no registered charity naming the council as trustee. The council is seeking specialist legal advice on matters arising under the memorandum of agreement (agenda of 27 October 2026, item 10).

CONCLUSION: We are satisfied this internal control objective has been met

Should you have any queries, please contact me directly on mark@mulberrylas.co.uk.

Yours sincerely



Mark Mulberry
On behalf of Mulberry Local Authority Services Ltd

Appendix: Basis of the internal audit

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. Where we have provided other support to the council, a separate individual will be assigned as the internal auditor to maintain that independence.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority's internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority's approval of the Annual Governance Statement.

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 25 years' experience in the financial sector with the last 15 years specialising in local government.

In accordance with paragraphs 4.9 to 4.11 inclusive of the SAPPP Practitioners' Guide, we confirm that your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

We further confirm that Mulberry Local Authority Services Ltd, as experienced sector specialist internal auditors, is competent to complete the internal audit process.

We remind the council of the requirements of paragraph 4.11 of the SAPPP Practitioners' Guide requiring councils to review the independence of the appointed internal auditor annually.

Engagement letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2026/27 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk.

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

We assessed the inherent risk of error or misstatement within the council's financial systems as low because the council uses a sector-specific accounting system with integrated ledgers, the roles of Clerk and RFO are separate, payments require approval by the Clerk and a councillor and release by two people at the bank, and

the external auditor's report for 2025/26 was unqualified with no other matters. Our testing combined walk-through tests of the key controls with tests of a sample of transactions back to supporting documents and bank statements. The samples, and the periods they cover, are stated in each section.

This approach is designed to confirm that key controls operated effectively throughout the period under review. It does not provide assurance over every transaction.

Sources and references

The internal control objectives quoted in this report are taken from the Annual Internal Audit Report in the AGAR. The legislation and guidance relied on are listed below. Links were correct at the date of this report.

Document	Relied on for	Public source
Annual Governance and Accountability Return (AGAR) 2026/27, Form 3	The internal control objectives A to P and the Annual Governance Statement assertions	Issued to each authority by its appointed external auditor. The council's completed AGAR is published on its own website.
Practitioners' Guide 2026/27 (Smaller Authorities Proper Practices Panel)	Proper practices for governance and accounts	nalc.gov.uk
Accounts and Audit Regulations 2015 (SI 2015/234)	Internal audit, review of internal control, exercise of public rights, publication of the AGAR	legislation.gov.uk/uksi/2015/234
Local Government Act 1972	Declarations of acceptance of office (s.83), delegation (s.101), section 137, meetings and summons (Schedule 12)	legislation.gov.uk/ukpga/1972/70
Local Government (Electronic Communications) (England) Order 2015 (SI 2015/5)	Consent to receive the summons in electronic form	legislation.gov.uk/uksi/2015/5
Public Bodies (Admission to Meetings) Act 1960	Public notice of meetings	legislation.gov.uk/ukpga/Eliz2/8-9/67
Localism Act 2011, section 29	Publication of the register of members' interests	legislation.gov.uk/ukpga/2011/20/section/29
Openness of Local Government Bodies Regulations 2014 (SI 2014/2095)	Records of decisions taken by officers	legislation.gov.uk/uksi/2014/2095
Freedom of Information Act 2000, section 19	Publication scheme	legislation.gov.uk/ukpga/2000/36/section/19
Transparency Code for Smaller Authorities	Mandatory publication where turnover does not exceed £25,000	gov.uk/government/publications/transparency-code-for-smaller-authorities
Smaller Authorities (Transparency Requirements) (England) Regulations 2015 (SI 2015/494)	Makes the Transparency Code for Smaller Authorities mandatory	legislation.gov.uk/uksi/2015/494
Local Government Transparency Code 2015	Mandatory publication where turnover exceeds £200,000	gov.uk/government/publications/local-government-transparency-code-2015
Procurement Act 2023	Procurement thresholds and notices	legislation.gov.uk/ukpga/2023/54
VAT Notice 749: Local authorities and similar bodies	VAT recovery under section 33	gov.uk/guidance/local-authorities-and-similar-bodies-notice-749
Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (SI 2018/952)	Website accessibility	legislation.gov.uk/uksi/2018/952
Web Content Accessibility Guidelines (WCAG) 2.2	Accessibility standard	w3.org/TR/WCAG22

Item 15 – Bagshot Memory Garden Grant

Full Council – 24 November 2026

Purpose of Report

To seek Council approval for an appropriate method of paying the £500 grant awarded to the Bagshot Memory Garden Working Party, which does not hold its own bank account.

Action

Council is asked to consider the options below and approve the preferred method of payment of the £500 Bagshot Memory Garden grant.

Background

At its meeting on 9 November 2026, the Civic Amenities Committee approved a grant of £500 to the Bagshot Memory Garden Working Party.

It has subsequently become apparent that the Working Party does not have its own bank account and is therefore unable to receive the grant directly.

Considerations

As the grant was awarded to the Bagshot Memory Garden Working Party, the Council should ensure that any alternative payment arrangement provides a clear audit trail and demonstrates that the funds are used for the purpose for which the grant was awarded.

The RFO has considered this matter, and the following options are available:

1. Payment to Bagshot Society

The £500 grant could be paid to Bagshot Society on behalf of the Working Party, subject to the Council receiving appropriate evidence confirming that:

- the Bagshot Memory Garden Working Party is affiliated to Bagshot Society;
- Bagshot Society has agreed to receive and administer the £500 grant on behalf of the Working Party; and

- the funds will be held and used for the Bagshot Memory Garden project.

A copy of the relevant Bagshot Society minutes confirming these arrangements would provide an appropriate audit trail and evidence that the Society has formally accepted responsibility for the funds.

2. Reimbursement of expenditure

The Working Party could purchase the approved items and submit the relevant invoices or receipts to the Council for reimbursement. This would provide evidence that the grant funding had been applied directly to the Memory Garden project.

3. Payment to an individual

The grant could be paid into the personal bank account of a nominated member of the Working Party, provided that all members of the group give written agreement to this arrangement. This option carries greater financial control and audit risk and is therefore not recommended where a suitable alternative arrangement is available.

Item 17 - Clerk's Update

Full Council 24th November 2026

Purpose of Report

To provide Council with an update on current operational matters, projects and workstreams.

SHBC Polling District and Polling Places Consultation

The Council's response to the Surrey Heath Borough Council Polling District and Polling Places Consultation has been submitted and is on the website.

Cyber Insurance and IT Support

Work is continuing to enable the Council to sign up to cyber insurance cover. Quotes are currently awaited for comprehensive IT support to assist with compliance with the insurer's cyber security requirements.

Lightwater Recreation Ground Trust

Legal advice in relation to the Lightwater Recreation Ground Trust is awaited.
In addition, quotations have been sought for separate legal advice in relation to the Memorandum of Agreement (MoA), and these are also awaited.

Events

New event application forms and supporting documents are being developed to make the process for holding events on Council/Trust land clearer and more consistent. Once finalised and tested, they will be available to event organisers who have requested them.
Provisional dates for the 2027 Lightwater Fete and Scouts Bonfire and Fireworks Event have been entered into the events diary to reserve the dates, subject to the appropriate application and approval processes.

Annual Parish Meeting

The Annual Parish Meeting has been scheduled for 10 March 2027. Arrangements for the hall booking are being progressed.

Community Awards

Residents have been invited to submit nominations for the Council's Community Awards. At the time of writing, approximately five nominations have been received, including one junior nomination.

War Memorial Conservation Works

Due to the proximity of Lightwater war memorial to the highway, the Council is currently establishing the requirements of the highway's authority in relation to the logistics and safe delivery of the proposed conservation works.
The original quotation was based on works to all three memorials being undertaken as one programme. The highways requirements may therefore affect the anticipated start date.

The Operations Coordinator will continue to progress this and intends to discuss with the conservator whether work could commence on the other memorials in the meantime, should this be practicable within the existing quoted price.

Windlesham Cemetery Greenspace Procurement
The procurement process for the Windlesham Cemetery greenspace contract is nearing completion, and the contract is due to be awarded with a start date of the 7th December.

Christmas Trees and Lights
The Christmas trees and lights are scheduled to be in situ in readiness for the Christmas light switch-on events by Friday 27 November 2026.

School Lane Field Playground
Replacement playground equipment at School Lane Field was installed on 17 November 2026.

Asset Transfer Consultation
The Bagshot and Lightwater Asset Transfer Consultation closes at the end of November. At the time of writing, 79 responses have been received.

Digital communications and promotion have included:

- launching the consultation through SurveyMonkey;
- regular promotion through the Parish Council's Facebook page, including a paid-for post to increase reach;
- promotion through the Parish Council's Instagram account;
- information on the Parish Council website; and
- sharing the consultation with local Facebook groups covering Bagshot and Lightwater.

Media and Publications have included
Information sent to local publications and community magazines for inclusion, including:

- Roundabout Magazine Lightwater – missed deadline but editor has assured she will share posters and information
- Round & About Bagshot & Lightwater
- Community Ad Lightwater

Cllr Steven will also staff a stand at the Lightwater Fayre in the Square.

Engagement will continue until the consultation closes.

Reschedule January Full Council

Members are aware that the Council will need to hold a Full Council meeting earlier in January to agree the budget and precept. To accommodate this, the scheduled Finance meeting on the 12th January 2027 will be replaced by a Full Council meeting.

The agenda will be quite substantial; however, the original Full Council meeting scheduled for 19 January will be retained, and any business not completed on 12 January will be dealt with then. If all business is completed on 12 January, the meeting on 19 January could be cancelled.

Item 18 – Correspondence

Full Council 24th November 2026

Request Regarding Disabled Access at Lightwater Recreation Ground Car Park

Purpose of Report

To inform Council of correspondence received regarding access to the dropped kerb at the Lightwater Recreation Ground car park and to confirm how the request is being progressed.

Background

The Council has received a request asking whether zigzag/no-parking markings could be introduced to prevent vehicles parking immediately adjacent to, or obstructing, the dropped kerb within the Recreation Ground car park.

The request arose following an incident where an elderly resident was reportedly unable to use the dropped kerb with her wheelchair-using husband because a vehicle was parked in the relevant space. This resulted in her having difficulty assisting him over the standard kerb in order to reach their vehicle.

The request is therefore intended to help maintain clear and accessible use of the dropped kerb for wheelchair users and others with reduced mobility.

Committee Consideration

As the matter relates to the Lightwater Recreation Ground, the current Chair of the Lightwater Recreation Ground Trust Committee, Cllr Malcaus-Cooper, has been informed of the request.

The matter will be placed on the agenda for consideration by the Lightwater Recreation Ground Trust Committee at its next meeting. The Committee meeting will be convened once the Council has received the legal advice currently awaited in relation to the hire of the Recreation Ground.

Recommendation

Council is asked to note the correspondence received, that the Chair of the Lightwater Recreation Ground Trust Committee has been informed, and that the request will be referred to the Committee for consideration at its next meeting.