



Windlesham Parish Council

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The Council Offices
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26th May 2022

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 31st May 2022 at 7.00pm** 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 or alternatively, if you wish to submit any questions or comment on any of the items on this agenda without attending, please email clerk@windleshampc.gov.uk by midday on Tuesday 31st May 2022. Please note that submissions for public participation will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting you must specify this to the Clerk in writing at the time of submission.

AGENDA

1. To elect the **Chairman of the Council** for the ensuing year and to
 - a) Receive the Chairman's Declaration of Acceptance of Office
 - b) Chairman to assume the Chair
2. To elect the **Vice-Chairman of the Council** and to receive the Vice Chairman's Declaration of Acceptance of Office.
3. The Chairman to open the meeting and to report **apologies for absence**.
4. **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).
5. **Public Question Time:** In accordance with Standing Orders a period not exceeding 20 minutes will be allowed for public participation.
6. **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.

7. **Council Minutes:** To approve as a correct record, the open minutes of the previous meetings held on 22nd March 2022 and 26th April 2022
8. **Committee and Sub-Committee Minutes:** To approve the open minutes and recommendations therein of the recent committee and sub-committee meetings and to review and adopt any recommendations and agreements contained therein:
 - a. Personnel Committee 22nd March 2022

To note the open minutes of the recent village committee and sub-committee meetings:

- Bagshot Committee – 1st March 2022
- Lightwater Committee – 8th March 2022
- Windlesham Committee – 9th March 2022

Note: The above Minutes have been ratified at the relevant Village Committee meetings.

9. **To appoint members to committees set up under the new committee system:**
 - a. Bagshot Village Committee
 - b. Lightwater Village Committee
 - c. Windlesham Village Committee
 - d. Personnel Committee
10. **Setting the dates, times and place of ordinary meetings of the Full Council and committees for the year ahead**
11. **Review of representation on or work with outside organisations**
12. **Review of Standing Orders**
13. **Review of Financial Regulations**
14. **Review of inventory of land and assets including buildings and office equipment**
15. **Review and confirmation of arrangements for insurance cover in respect of all insured risks.**
16. **Review of Council policies**
17. **Finance**
 - a. **Accounts for payment**
 - b. **Bank reconciliations**
18. **Year End Accounts and Audit:**

- a) Year-end internal audit report – to review and approve recommendations
- b) Annual Return (AGAR) – to review, approve and sign off the Annual Governance Statement for 2020/21
- c) Annual Return (AGAR) – to review, approve and sign off Accounting Statements for 2021/22

19. To receive written reports from:

- a. Surrey County Council;
- b. Surrey Heath Borough Council

20. Strategic Plan Working Party Update

21. To review procedures for reporting apologies for absence

22. College Ride Tree Works – to review quotes

23. Correspondence

24. 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.

CONFIDENTIAL

25. Hook Mill Lane Update

26. To discuss a Custodian Trustee request

27. Code of Conduct – To discuss