



Sarah Walker
Clerk to the Council
Email: sarah.walker@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 BUSINESS PLANNING COMMITTEE

Held on Tuesday 25th September 2018 at 6.45pm in the Council Chamber

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Trentham	P	Halovsky-Yu	P	Stacey	A
Chambers	-	Malcaus Cooper	P	Reynolds	P
				Sturt	A

In the Chair: Cllr Halovsky-Yu

In attendance: Sarah Walker – Clerk to the Council

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

.....

BUS/18/01 To elect the Chairman and Vice-Chairman of the Committee for the ensuing year

Cllr Malcaus Cooper nominated, Cllr Reynolds seconded and **all agreed to elect Cllr Halovsky-Yu as Chairman of the Committee.**

Cllr Halovsky-Yu took the chair.

Cllr Reynolds nominated, Cllr Malcaus Cooper seconded and **all agreed to elect Cllr Trentham as Vice Chairman of the Committee.**

BUS/18/02 Apologies for absence

Apologies were received from Cllrs Stacey and Sturt.

BUS/18/03 To review and agree the terms of reference for the Committee

A terms of reference document prepared by Cllr Halovsky-Yu had been circulated.

It was resolved to adopt the terms of reference as shown at Appendix A.

BUS/18/04 Declarations of interest

No declarations of interest were made.

BUS/18/05 Public question time

No members of the public were present.

BUS/18/06 Exclusion of the press and public

There were no items to be considered.

BUS/18/07 To review and qualify the visioning results in order to draw up a business plan

The Committee started to work through the list of responses to the community survey and to qualify each in or out, depending on where the responsibility lay for each item.

It was agreed this would be completed by each Committee member ahead of the next meeting and a single combined spreadsheet would be presented at the next meeting.

There being no further business, the meeting closed at 19.27.

Windlesham Parish Council

Business Plan Committee – Terms of Reference

The role of the Business Plan Committee is to ensure that Windlesham Parish Council maximises the opportunity presented to it to, in a timely manner, develop and deliver over the next 12 months on the strongest business plan possible, based on feedback from the Community Business Plan Priorities Survey (itself the result of a Parish Council wide Visioning Exercise). And, to provide a balanced offline and online communications plan that ensures that the Parish Council and the local community are apprised of progress and delivery throughout the 12month project time period on matters relating to the Business Plan.

1. Membership of the committee will consist of a minimum of 6 members, with a minimum of 1 representative from each village. All other Councillors may act as nominated substitutes.
2. The Chairman and Vice-Chairman of the Council, if not nominated members of the committee, may attend as ex-officio members.
3. Membership of the committee will be determined at the Full Council in June 2018 and casual vacancies shall be filled from the membership of the Full Council.
4. Non-members of the Council may be members of the committee.

FUNCTIONS:

- a. Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- b. Appoint sub-committees or working parties to undertake any specific project work as required.
- c. The committee shall have spending powers to a maximum of £3,000 per agenda item. The committee shall make recommendations to Full Council on all expenditure in excess of this sum.
- d. Consider and make representations on the plan.
- e. Make representations on questions notified to the Parish Council and attend public inquiries if considered necessary.
- f. Represent the Council upon all matters relating to local authority development plans that may overlap or be affected with the Business Plan elements.
- g. To recommend all matters in relation to the Business Plan elements to Full Council.
- h. Consider any Neighbourhood Planning and Village Design Statements as it shapes the Business Plan so that delivery is in harmony with them.
- i. Develop and maintain a list of Business Plan elements that will need continuous Council maintenance and management.
- j. Make requests for and negotiate payments to support the delivery of Business Plan elements for recommendation to Full Council.
- k. Draft the Business Plan budget and provide this to Full Council for review and approval.
- l. Undertake project work outside of the above remit as directed by Full Council where relevant to do so in connection with the development, delivery and communication of the Business Plan.
- m. Review the Terms of Reference annually and make recommendations to Full Council.

The Chairman of the Committee shall:

- a. Agree the minutes of the Business Plan Committee at each Full Council meeting, subject to approval.

September 2018