



CRANLEIGH PARISH COUNCIL

Tel: 01483 272311
Website: www.cranleigh-pc.gov.uk

Village Way
Cranleigh
Surrey
GU6 8AF

18 May 2022.

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend the annual meeting of the Parish Council to be held at **6.30 pm on Thursday 26 May 2022 at the Council Chamber.**

Members of the public and press are entitled to attend this meeting in person but are encouraged to join the meeting via zoom using this link:

To Join the Meeting:

Topic: Annual Council Meeting
Time: May 26, 2022 06:30 PM Greenwich Mean Time

Join Zoom Meeting
<https://us06web.zoom.us/j/86231082056?pwd=cXFOQWhsQVJCaERrRFNDMFB0Zzdydz09>

Meeting ID: 862 3108 2056
Passcode: 545664
One tap mobile
+441314601196,,86231082056#,,,,*545664# United Kingdom
+442034815237,,86231082056#,,,,*545664# United Kingdom

Dial by your location
+44 131 460 1196 United Kingdom
+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom
+44 203 901 7895 United Kingdom
+44 208 080 6591 United Kingdom
+44 208 080 6592 United Kingdom
+44 330 088 5830 United Kingdom

Meeting ID: 862 3108 2056
Passcode: 545664

Beverley Bell FSLCC
Parish Clerk
To all Members

AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING

1. ELECTION OF CHAIRMAN
Recommendation:
 - **To elect a Chairman.**
2. ELECTION OF VICE CHAIRMAN
Recommendation:
 - **To elect a Vice Chairman.**
3. APOLOGIES FOR ABSENCE.
Recommendation:
 - **To receive apologies and reasons for absence.**
4. PUBLIC SESSION
Recommendation:
 - **To note any comments from parishioners.**
5. DECLARATIONS OF INTEREST
Recommendation:
 - **To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.**
6. PARISH COUNCIL MINUTES
Distributed separately.
Recommendation:
 - **The Council to approve and the Chairman to sign as a correct record, the Minutes of the Parish Council Meeting held on 28 April 2022 and the Minutes of Extraordinary Parish Council Meeting held on 11 May 2022.**
7. CHAIRMAN'S REPORT
Recommendation:
 - **To note the report.**
8. CLERK'S REPORT
Recommendation:
 - **To note the report.**
9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS
Recommendation:
 - **To note the reports.**
10. MINUTES OF COMMITTEES
 - **To receive and approve as a correct record the Planning Committee Minutes of 25 April 2022.****Recommendation:**
 - **To receive the minutes listed above.**

11. COUNCIL STRUCTURE

- To nominate new Parish Councillor to Committees and Outside Bodies.
- To appoint Committee Chairmen and Vice Chairman
- To appoint a new Data Subject Access Request Committee, agree Terms of Reference and nominate members

Recommendation:

- **To nominate new Parish Councillor to Committees and Outside Bodies.**
- **To elect Committee Chairmen and Vice Chairman.**
- **To appoint a new Data Subject Access Request Committee, agree Terms of Reference and nominate members.**

12. CALENDAR OF MEETINGS

To consider and approve the calendar of meetings for the year as attached, and delegate authority to the Clerk to amend calendar as and when necessary.

Recommendation:

- **To approve the calendar of meetings for the year, and delegate authority to the Clerk to amend calendar as and when necessary.**

13. COUNCIL POLICIES AND PROCEDURES

Review of the following Council policies and procedures in accordance with Standing Order 5j:

- Standing Orders – review in accordance with latest NALC model issued 29 April 2022
- Financial Regulations
- Investment Strategy
- Fixed Asset Register
- Insurance Schedule
- Risk Management Strategy
- Risk Assessment
- Health and Safety Policy
- Terms of Reference for Committees and Scheme of Delegation (including update for urgent matters clarification)
- Publication Scheme for the Freedom of Information Act 2000
- Code of Practice for Handling Complaints
- Press Policy

Please see our website for policies www.cranleigh-pc.gov.uk

Recommendation:

- **To approve and adopt the Policies and Procedures listed above in accordance with Standing Order 5j.**

14. FINANCIAL MATTERS

1. The expenditure list for 26 May 2022 to follow.
2. Bank Reconciliation for 30 April 2022 to follow.
3. Cashbook Reconciliation for 30 April 2022 to follow.
4. Internal Audit 01/04/21 – 31/03/22: To consider the recommendation of the Finance Committee to approve the recommendations in the report from the Internal Auditor.
5. Internal Audit 01/04/21 – 31/03/22: To consider the scope effectiveness of Internal Audit – report from Cllr N Sanctuary.
6. Annual Governance and Accountability Return (AGAR) 01/04/21 – 31/03/22:
To consider the recommendation of the Finance Committee to approve the AGAR for financial year 01/04/21 – 31/03/22
 - a. The Annual Governance Statement
 - b. The Accounting Statements
7. Exercise of Public Rights – To approve the period of public rights to inspect the AGAR from Monday 13 June 2022 to Friday 22 July 2022.
8. Recommendation from the Finance Committee to re-allocate the sum of £6,100 from the Youth Service Agreement EMR to the Youth Shelter EMR.

9. Recommendation from the Finance Committee to re-allocate the sum of £85,000 from the General Reserve to the Business Plan.
10. To allocate £1,200 from the General Reserve to a Town Twinning Reserve.

Recommendations:

1. To agree the expenditure list to 26 May 2022.
2. To approve the bank reconciliation to 30 April 2022.
3. To approve the cashbook reconciliation to 30 April 2022.
4. To consider the recommendations and approve the Internal Audit report for financial year 01/04/21 – 31/03/22.
5. To approve the report by Cllr N Sanctuary on the scope effectiveness of Internal Audit for financial year 01/04/21 – 31/03/22.
6. Annual Governance and Accountability Return (AGAR) 01/04/21 – 31/03/22:
To approve the AGAR for financial year 01/04/21 – 31/03/22
 - o The Annual Governance Statement
 - o The Accounting Statements
7. To approve the period of public rights to inspect the AGAR from Monday 13 June 2022 to Friday 22 July 2022.
8. To re-allocate the sum of £6,100 from the Youth Service Agreement EMR to the Youth Shelter EMR.
9. To re-allocate the sum of £85,000 from the General Reserve to the Business Plan.
10. To allocate £1,200 from the General Reserve to a Town Twinning Reserve.

15. SNOXHALL FIELDS CHARITY SERVICE LEVEL AGREEMENT

To commence review of the Service Level agreement due for renewal 01 April 2023.

Recommendation:

- To review the Service Level Agreement and appoint a solicitor to issue new agreement.

16. GENERAL DATA PROTECTION REGULATIONS 2019

Renewal of the consultancy for Data Protection Officer and Subject Access Request support.

Recommendation:

- To appoint a consultant to provide Data Protection Officer and Subject Access Request support.

17. WBC COMMUNITY GOVERNANCE REVIEW

[draft recommendations](#)

Closing Date: 10 June 2022

Recommendation:

- To submit a response to this consultation.

18. LETTER TO THAMES WATER

To consider the draft letter.

Recommendation:

- To consider whether to send the letter to Thames Water.

19. WBC STREET TRADING APPLICATIONS

Swirls in Stocklund Square Closing Date: 14 June 2022

Bring and Braai on the Common Closing Date: 13 June 2022

Recommendation:

- To submit a response to the consultations.

20. CORONAVIRUS
- To consider removal of the coronavirus page on the Council website
 - To consider the future of the Street Champions Scheme
- Recommendation:**
- **To remove the coronavirus page on the Council website**
 - **To consider the future of the Street Champions Scheme.**
21. UKRAINE
- Recommendation:**
- **To provide free venue hire for English lessons.**
 - **To support the ‘One Cranleigh’ project.**
22. PLATINUM JUBILEE
Update on the Beacon Lighting, Picnic in the Park and Queen’s Green Canopy
- Recommendation:**
- **To note the update.**
23. CRANLEIGH CARNIVAL
Update from Working Party on Carnival Stand preparations
- Recommendation:**
- **To consider any budget implications of the Carnival Stand.**
24. COMMUNITY SHOWCASE
Saturday 02 July 2022 10.00am to 12noon at Cranleigh Village Hall
- Recommendation:**
- **To note the update from the Clerk.**
25. CHRISTMAS LIGHTS SWITCH ON
To consider helping to organize the Christmas Lights Switch On with the Chamber of Commerce and consider any budget implications.
- Recommendation:**
- **To consider helping to organize the Christmas Lights Switch On with the Chamber of Commerce and consider any budget implications.**
26. CEMETERY RULES AND REGULATIONS
To review the Cemetery Rules and Regulations and Memorial Wall Policy
- Recommendation:**
- **To adopt the revised Cemetery Rules and Regulations and Memorial Wall Policy**
27. ALLOTMENT LICENCE AGREEMENT
To review the Allotment Licence Agreement
- Recommendation:**
- **To adopt the revised licence agreement**
28. WBC PROPOSED ASSET TRANSFERS
- Extension to Elmbridge allotments
 - Highway verge in Elmbridge Road
 - Lashmere play area and open space
 - Cranleigh Mead
 - Summerlands open space and verges
 - Cranleigh Common including bonfire site, cricket field, war memorial and Fountain Square
 - The Obelisk
 - Lucks Green

(This item may be held in confidential session – reason: commercial in confidence)

Recommendation:

- **To consider the maps and extent of land to be transferred to the Council.**

29. SNOXHALL PAVILION

To consider Business Plans from two potential hirers

(This item may be held in confidential session – reason: commercial in confidence)

Recommendation:

- **To consider the hire requests.**

30. STAFF MATTERS

Staff Grading Review

(This item may be held in confidential session – reason: staff in confidence)

Recommendation:

- **To consider the Staff Grading Review**

31. DATE OF NEXT MEETING:

Thursday 23 June 2022

Please note that the agenda and all associated papers can be found on the Parish Council website. Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated no-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.