



CRANLEIGH PARISH COUNCIL

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

Village Way
Cranleigh
Surrey
GU6 8AF

11 May 2023.

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 **7.00pm on Thursday 18 May 2023 in the Council Chamber.**

Members of the public and press are entitled to attend this meeting in person and may also attend via zoom using this link:

To Join the Meeting:

Topic: Annual Council Meeting
Time: May 18, 2023 07:00 PM Greenwich Mean Time

Join Zoom Meeting
<https://us06web.zoom.us/j/87562363468?pwd=cXVvZ09jKzNmS0tRdHYwR3VMWEZvZz09>

Meeting ID: 875 6236 3468
Passcode: 738645
One tap mobile
+442034815237,,87562363468#,,, *738645# United Kingdom
+442034815240,,87562363468#,,, *738645# United Kingdom

Dial by your location
+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
+44 131 460 1196 United Kingdom

Meeting ID: 875 6236 3468
Passcode: 738645

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. APOLOGIES FOR ABSENCE.

Recommendation:

- To receive apologies and reasons for absence.

3. CO-OPTION OF NEW COUNCILLORS

To consider applications for the four vacancies on Cranleigh East Ward.

Recommendation:

- To receive applications from prospective new members and to decide on the co-option to fill the Parish Councillor vacancies for the Cranleigh East Ward.

4. ELECTION OF VICE CHAIRMAN

Recommendation:

- To elect a Vice Chairman.

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. PUBLIC SESSION

Recommendation:

- To note any comments from parishioners.

7. 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 20 April 2023.

8. CHAIRMAN'S REPORT

Recommendation: To note the report.

9. CLERK'S REPORT

Recommendation: To note the report.

10. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Recommendation: To note the reports.

11. MINUTES OF COMMITTEES

To receive and approve as a correct record the Finance Committee Minutes of 06 February 2023.

To receive and approve as a correct record the Personnel Committee Minutes of 06 February 2023.

To receive and approve as a correct record the Planning Committee Minutes of 03 April 2023.

Recommendation:

- To receive the minutes listed above.

12. 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.**

13. 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.**

14. 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 – recommendation from the Finance Committee to update clause 2.6 ‘*In the light of the declaration of a climate emergency by the Council in 2020, investment instruments should allow greater flexibility and diversity of investments.*’
- 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.**

15. THE GENERAL POWER OF COMPETENCE

Part 1 of the Localism Act 2011 applies a general power of competence to local authorities in England. Section 1 (1) of the Act provides that “a local authority has power to do anything that individuals generally may do”. The power extends to ‘eligible’ parish councils. Under the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* (SI 2012/965), an ‘eligible’ parish council is one in which at least two-thirds of the members have been elected (i.e. not co-opted) and it has a qualified Clerk.

In May 2023, eight members (two-thirds) were elected and the Council employs a qualified Clerk who holds the AQA Certificate in Local Council Administration and module 7 of CiLCA 2012.

Recommendation:

- **To adopt the General Power of Competence.**

16. FINANCIAL MATTERS

1. The expenditure list for 18 May 2023 to follow.
2. Bank Reconciliation for 30 April 2023 to follow.
3. Cashbook Reconciliation for 30 April 2023 to follow.
4. Internal Audit 01/04/22 – 31/03/23: To consider the recommendation of the Finance Committee and to approve the recommendations in the report from the Internal Auditor.
5. Internal Audit 01/04/22 – 31/03/23: To consider the scope effectiveness of Internal Audit – report from Cllrs N Sanctuary and C Walker.
6. Annual Governance and Accountability Return (AGAR) 01/04/22 – 31/03/23:
To consider the recommendation of the Finance Committee to approve the AGAR for financial year 01/04/22 – 31/03/23
 - 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 03 June 2023 to Friday 14 July 2023.
8. Investment Management advice – recommendation from the Finance Committee:
 - a. To recommend the investment options table to the Council.
 - b. To invite two companies to give a presentation to the Council.
 - c. To compare non-ESG investments.
9. To re-invest £100,000 on Treasury Reserve in the interim.

Recommendations:

1. **To agree the expenditure list to 18 May 2023.**
2. **To approve the bank reconciliation to 30 April 2023.**
3. **To approve the cashbook reconciliation to 30 April 2023.**
4. **To consider the recommendations and approve the Internal Audit report for financial year 01/04/22 – 31/03/23.**
5. **To approve the report by Cllrs N Sanctuary and C Walker on the scope effectiveness of Internal Audit for financial year 01/04/22 – 31/03/23.**
6. **Annual Governance and Accountability Return (AGAR) 01/04/22 – 31/03/23:**
To approve the AGAR for financial year 01/04/22 – 31/03/23
 - a. **The Annual Governance Statement**
 - b. **The Accounting Statements**
7. **To approve the period of public rights to inspect the AGAR from Monday 03 June 2023 to Friday 14 July 2023.**
8. **Investment Management advice:**
 - a. **To recommend the investment options table to the Council.**
 - b. **To invite two companies to give a presentation to the Council.**
 - c. **To compare non-ESG investments.**
9. **To re-invest £100,000 on Treasury Reserve in the interim.**

17. CORONATION CELEBRATION

To note feedback from the Coronation celebration and the royal visit of TRH The Duke and Duchess of Edinburgh and update on the budget and reserve allocation.

Recommendation:

- **To note the feedback and consider the budget and reserve allocation.**

18. LIONS CARNIVAL

To appoint Councillors for the Parish Council stand and to create the display.

Recommendation:

- **To appoint Councillors for the Parish Council stand and to create the display.**

19. DEPT FOR LEVELLING, HOUSING AND COMMUNITIES CONSULTATION ON THE INFRASTRUCTURE LEVY
<https://www.gov.uk/government/consultations/technical-consultation-on-the-infrastructure-levy>
Closing Date: 09 June 2023
Recommendation:
- **To submit a response.**
20. SURREY HILLS AONB REVIEW
To approve the draft submission prepared by the Council's planning consultant.
Closing date: 13 June 2023.
Recommendation:
- **To submit the response prepared by the Council's planning consultant.**
21. LIONS 50 PROJECT
To consider a request to support the Lions 50 Project to celebrate 50 years of Cranleigh Lions.
Recommendation:
- **To consider a request to support the Lions 50 Project.**
22. PROJECT INITIATION DOCUMENT
To receive the Project Initiation Document and update the Business Plan 2023 – 2027.
Recommendation:
- **To update the Business Plan 2023 – 2027.**
 - **The Finance Committee recommends to the Council to create a special project to look at the Council's earmarked reserves and CIL and to allocate them to projects in the Council's Business Plan.**
 - **The Finance Committee recommends to the Council to investigate placing the Village Hall into a charitable trust to open up grant funding for future improvements.**
23. RCEF COMMUNITY ENERGY FUND
Council to compile questions to invite our energy consultant to a future meeting.
Recommendation:
- **To compile questions for our energy consultant and to invite them to attend a future meeting.**
24. ASSETS OF COMMUNITY VALUE
To review nominations of Assets of Community Value.
Recommendation:
- **To review nominations of Assets of Community Value.**
25. WBC ASSET TRANSFERS
To review WBC offers of Asset Transfers.
Recommendation:
- **To review WBC offers of Asset Transfers.**
26. YOUTH MUSIC CLUB POLICY
To review the draft Youth Music Club Policy
Recommendation:
- **To adopt the Youth Music Club Policy**

27. SNOXHALL STORAGE COMPOUND

To review updated quotation and allocate funds the General Reserve.

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

Recommendation:

- **To appoint the contractor to build the storage compound and allocate funds from the General Reserve.**

28. WAVERLEY CITIZENS ADVICE BUREAU

To consider a request to vary the lease.

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

Recommendation:

- **To consider the request to vary the lease.**

29. DATE OF NEXT MEETING:

Parish Council Meeting Thursday 22 June 2023.

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.