



CRANLEIGH PARISH COUNCIL

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

Village Way
Cranleigh
Surrey
GU6 8AF

09 May 2024.

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 16 May 2024 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 16, 2024 07:00 PM London

Join Zoom Meeting
<https://us06web.zoom.us/j/82421687331?pwd=wBzg0KzABeHHeahx3ilalAGE08Bir0.1>

Meeting ID: 824 2168 7331
Passcode: 523967

One tap mobile
+442039017895,,82421687331#,,,,*523967# United Kingdom
+442080806591,,82421687331#,,,,*523967# United Kingdom

Dial by your location

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- +44 208 080 6591 United Kingdom
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- +44 203 481 5237 United Kingdom
- +44 203 481 5240 United Kingdom

Meeting ID: 824 2168 7331
Passcode: 523967

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. ELECTION OF VICE CHAIRMAN
Recommendation:
 - **To elect a Vice Chairman.**
4. 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.**
5. PUBLIC SESSION
Recommendation:
 - **To note any comments from parishioners.**
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 Meetings held on 21 March 2024 and 18 April 2024.**
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 Finance Committee Minutes of 13 November 2023.
To receive and approve as a correct record the Personnel Committee Minutes of 29 February 2024.
To receive and approve as a correct record the Planning Committee Minutes of 11 March 2024 and 29 April 2024.
Recommendation:
 - **To receive the minutes listed above.**
11. COUNCIL STRUCTURE
 - To nominate Parish Councillors to Committees and Outside Bodies.
 - To appoint Committee Chairmen and Vice Chairman**Recommendation:**
 - **To nominate new Parish Councillor to Committees and Outside Bodies.**
 - **To elect Committee Chairmen and Vice Chairman.**

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 – amend 18a and 18c to £30,000
- Financial Regulations to NALC 2024 model.
- Investment Strategy
- General Reserves Policy with recommended amendments from the Finance Committee
- Fixed Asset Register
- Insurance Schedule
- Risk Management Strategy
- Risk Assessment
- Health and Safety Policy
- Terms of Reference for Committees and Scheme of Delegation
- 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 16 May 2024 to follow.
2. Bank Reconciliation for 30 April 2024 to follow.
3. Cashbook Reconciliation for 30 April 2024 to follow.
4. Internal Audit 01/04/23 – 31/03/24: To consider the recommendation of the Finance Committee and to approve the recommendations in the report from the Internal Auditor.
5. Internal Audit 01/04/23 – 31/03/24: To consider the scope effectiveness of Internal Audit – report from Cllrs N Sanctuary and C Walker.
6. Annual Governance and Accountability Return (AGAR) 01/04/23 – 31/03/24:
To consider the recommendation of the Finance Committee to approve the AGAR for financial year 01/04/23 – 31/03/24
 - 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 2024 to Friday 12 July 2024.
8. Earmarked Reserves: To consider the recommendation of the Finance Committee on the level and rationale for the earmarked reserves.
9. To review cashflow and investment with CCLA PSDF.
10. To review the fidelity guarantee.
11. To review the Council's banking arrangements and mandate.
12. To receive the Finance Committee's recommendation for variable direct debits.
13. To receive the Finance Committee's recommendation for the pre-approved contractors list.
(This item may be held in private and confidential session – reason: commercial in confidence)
14. To consider a grant application from the Kent, Sussex and Surrey Air Ambulance.

Recommendations:

1. To agree the expenditure list to 16 May 2024.
2. To approve the bank reconciliation to 30 April 2024.
3. To approve the cashbook reconciliation to 30 April 2024.
4. To consider the recommendations and approve the Internal Audit report for financial year 01/04/23 – 31/03/24.
5. To approve the report by Cllrs N Sanctuary and C Walker on the scope effectiveness of Internal Audit for financial year 01/04/23 – 31/03/24.
6. Annual Governance and Accountability Return (AGAR) 01/04/23 – 31/03/24:
To approve the AGAR for financial year 01/04/23 – 31/03/24
 - The Annual Governance Statement
 - The Accounting Statements
7. To approve the period of public rights to inspect the AGAR from Monday 03 June 2024 to Friday 12 July 2024.
8. To approve the level and rationale for earmarked reserves.
9. To review cashflow and investment with CCLA PSDF.
10. To review the fidelity guarantee.
11. To review the Council's banking arrangements and mandate.
12. To approve the variable direct debits.
13. To approve the pre-approved contractors list.
14. To consider a grant application from the Kent, Sussex and Surrey Air Ambulance.

15. OUTSIDE BODIES

To receive reports from outside bodies:

- Beryl Harvey Conservation Field
- Centenary Garden
- Community Speedwatch
- Recreation Users
- Youth Council
- Youth Music Club
- D-Day
- Dunsfold
- Leisure Centre
- Carnival

Recommendation:

- To note the reports.

16. CRANLEIGH NEIGHBOURHOOD PLAN

- To receive an update on Cranleigh Neighbourhood Plan.
- To receive a report on the PR Strategy for the Referendum from Cllrs D Nicholas and L Talmage.

Recommendation:

- To receive an update on Cranleigh Neighbourhood Plan.
- To agree the PR Strategy for the Referendum.

17. CRANLEIGH VILLAGE HEALTH TRUST

To make a proposal to the Cranleigh Village Health Trust for the use of the Paddock Field for recreation for the village.

Recommendation:

- To make a proposal to the Cranleigh Village Health Trust for the use of the Paddock Field for recreation for the village.

18. SURREY HILLS AONB REVIEW

To receive an update on the review.

Recommendation:

- **To receive an update on the review.**

19. PROJECTS

Update on:

- Snoxhall Machine Shed Planning Application – update on new application and to consider a quotation for a leylandii hedge to screen the storage compound.
- Snoxhall Pavilion Improvements – to receive an update from the Working Party on the potential pavilion design.
- Village Hall Community Ownership Fund – update on project and to consider a quotation for a hearing loop.
- Village Hall Community Ownership Fund – to apply for funding from round 4 for phase 2 Village Hall improvements to include the creation of a disabled toilet in the Committee Room and green room above the dressings rooms and kitchen.
- Village Hall – potential café.

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

Recommendation:

- **To note the updates.**
- **To consider a quotation for a leylandii hedge to screen the storage compound.**
- **To consider a quotation for a hearing loop.**
- **To apply for phase 2 Village Hall improvements from round 4 of the Community Ownership Fund and to agree match funding.**
- **To advertise café opportunity, consult with existing hirers and create licence agreement.**

20. SNOXHALL FIELDS PLAY PARK SANDPIT

To consider three quotations for a replacement sandpit and grant offer from The Betty Riseley Trust for Children.

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

Recommendation:

- **To consider three quotations for a replacement sandpit and grant offer from The Betty Riseley Trust for Children.**

21. SURREY HILLS REHAB LICENCE AGREEMENT

To receive a report from the Working Party on their meeting with Surrey Hills Rehab.

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

Recommendation:

- **To consider the terms of the licence agreement for Surrey Hills Rehab.**

22. STAFF MATTERS

To receive an update on the staff vacancy.

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

Recommendation:

- **To receive an update on the staff vacancy.**

23. DATE OF NEXT MEETING:

Parish Council Meeting

Thursday 27 June 2024.

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.