

Assets
January 2022

Risk No.	Area	Risk	Level	Controls	Future Controls	Review Date	Responsibility	Separate Documentation
1	Assets	Protection of physical assets	M	<p>Assets recorded on Fixed Asset Register.</p> <p>Location of deeds and leases recorded on Fixed Asset Register.</p> <p>Ensure new purchases throughout the year are added to the Fixed Asset Register and insurance schedule.</p> <p>Ensure all assets on the Fixed Asset Register appear on the insurance schedule</p> <p>Buildings insured.</p>	<p>Fixed Asset Register available in Excel for staff, Councillors and members of the public to access.</p> <p>Local Authority Land Register is up to date and all properties are registered with HM Land Registry.</p> <p>A separate spreadsheet of additions and deletions is maintained to enable easy reconciliation for the statement of variances at year-end.</p> <p>Review insurance schedule every time the Fixed Asset Register is updated and reconcile in January prior to insurance renewal.</p> <p>Buildings insurance valuations should be done every three years. Properties re-valued in June 2019. Re-value all properties June 2024</p>	<p>January annually</p> <p>Ongoing</p> <p>January annually</p> <p>June 2022</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Fixed Asset Register</p> <p></p> <p>Insurance Schedule</p> <p>Valuation dates on Fixed Asset Register</p>
1.1	Assets	Security of buildings, equipment etc	H	<p>All buildings kept locked.</p> <p>Admin Clerk for F&P maintains key safe and register.</p> <p>Grounds Manager has separate key safe.</p> <p>Intruder alarms maintained on a service contract.</p>	<p>Blue metal key fobs for master keys, red metal key fobs for loan keys.</p> <p>New key sets created for loan of keys for hirers and contractors.</p> <p>Admin Clerks currently updating key register.</p>	<p>January annually</p>	<p>Admin Clerk FP</p> <p>GM</p>	<p>Key Register</p> <p></p>
1.2	Assets	Maintenance of buildings etc	M	<p>Detailed risk assessment of property and buildings annually for Health and Safety Risk Assessment in January.</p> <p>Weekly basic visual inspection of property and buildings for defects.</p>	<p>Update Risk Assessments annually and report any actions to the Clerk.</p> <p>Maintain written record of checks and any actions required.</p> <p>Notify the Clerk.</p>	<p>January annually</p> <p>Weekly</p>	<p>Clerk</p> <p>Contractor or through IPAD app.</p>	<p>Risk Assessment file.</p> <p>Inspection records</p>

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PAT Testing carried out annually.	Check certification is up to date for PAT testing operative. Ensure all electrical equipment is tested in buildings including hirers equipment. Maintain log of tested equipment.	December annually	Admin Clerk for F&P	PAT Testing Certificates
Future maintenance considered when setting the budget annually in October.	Look at capital reserves held for buildings.	October annually	Clerk GM	Reserves spreadsheet
The Admin Clerk for F&P requests a copy of all contractors public liability insurance certificates annually.	Contractors liability certificates will be requested as they require renewal.	Ongoing	Admin Clerk for F&P	Contractors Liability Certificates file
Fire Risk Assessments	Review Fire Safety Policy annually. Professional Fire Risk Assessments done in June 2020, due again June 2023	Jun-23	Clerk	Fire Risk Assessment file.
Fire Warden training	Ensure Fire Warden training is updated every three years	Done Jan 2022	Clerk GM	Staff records
Fire alarm systems	Automatic fire alarm and detection systems with remote monitoring and service contract. Key holding service for call outs.	January annually	Admin Clerk for F&P	Contracts file
Fire extinguishers	Provide training every three years for all staff on the use of fire extinguishers for a means of escape. Done Aug 2020 Ensure fire extinguishers are maintained on a service contract every August	Aug 2023	Admin Clerk for F&P	Staff records
		August annually	Admin Clerk for F&P	Contracts file

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			Electrical Safety in Buildings	Ensure all buildings have a five yearly electrical safety inspection by a NICEIC registered electrician. Use an electrician certified to work at height for five yearly inspection of Village Hall stage lighting and ceiling lights. Annual electrical safety inspection of Village Hall stage lighting - await safe access after building work.	Dec 2026 Due now	Admin Clerk for F&P	Electrical Safety Inspection File
			Electrical Safety in Floodlights, Sports Hall high level and Street lights	Ensure these items have a three yearly electrical safety inspection by a NICEIC registered electrician.	Dec 2024	Admin Clerk for F&P	Electrical Safety Inspection File
			Gas Safety in Buildings	Ensure all buildings supplied with gas have an annual inspection by a Gas Safe registered engineer. Check that it includes gas cooker and gas heaters in sports hall.	Feb annually	Admin Clerk for F&P	Gas Safety Inspection File
			Legionella control	Full Legionella Risk Assessments carried out every two years. Being done 08 Feb 2022 Ensure water systems are inspected as part of legionella control contract	February 2024 Annually	Admin Clerk for F&P	Legionella file
			Asbestos	Maintain asbestos register and provide a copy to all contractors working on buildings. Review asbestos inspection annually.	November annually	Admin Clerk for F&P	Asbestos file
			Contractors	Create a list of preferred contractors for essential maintenance of buildings and open spaces	January annually	Parish Clerk	Financial Regulations

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1.3 Assets	Vehicles	H	Licensing	Ensure all staff using vehicle have necessary licence to drive vehicle - obtain copy annually to check for disqualifications, convictions	November annually	Admin Clerk for F&P	Staff File
			Training	Ensure staff have training before commencing use of vehicle	Ongoing	Admin Clerk for F&P	Staff Training Records
			Tax and MOT	Ensure vehicle is taxed and has up to date MOT if required.	January annually	Clerk	Vehicle file
			Maintenance	Maintain schedule of routine and extraordinary maintenance	January annually	GM	Vehicle file
			Use on public highway	See Tractor/Trailer Risk Assessment before using vehicle on public highway	January annually	GM	Risk Assessment file.
1.4 Assets	Open Spaces	H	Weekly basic visual inspection of open spaces including benches and litter bins and play areas by contractor.	Weekly basic visual inspection of open spaces including benches and litter bins and play areas by contractor. Defects reported immediately verbally to Council Office.	Weekly	GM	Open Spaces Inspection records
			Annual inspection of play areas by Council's insurers as mandatory part of insurance cover. Records maintained.	Report filed electronically and in folder.	June annually	GM Admin Clerk for F&P	Open Spaces Inspection records
			New play equipment.	Grounds Manager to review report with Clerk and prioritise actions. Consider ROSPA post installation inspection and Risk Assessment.		Clerk	
			Two yearly health and safety inspections of all Parish Council trees.	Basic tree survey due	June 2022	Clerk	Tree Survey records
1.5 Assets	Cemetery	H	Weekly basic visual inspection of cemetery by Sexton.	Defects rectified immediately or reported to Council Office for further action	Ongoing	Sexton	
			Quarterly basic visual inspection by the Admin Clerk	Reported through IPAD app	Quarterly	Admin Clerk	Cemetery inspection records

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1.6	Allotments	L	Carry out Memorial Safety Inspections every five years	Memorial Safety	Memorial safety inspection training for staff completed in 2018. Use NAMM registered contractor to undertake memorial safety inspection.	June 2026	GM	Memorial Safety Inspection records
			Minimum memorial safety repairs.		Endeavour to contact memorial owners before commencing repairs. Ensure at least four weeks notice of repairs is given to members of the public and owners of memorials by advertising the inspection on posters, in the local press and Council website.	Ongoing from June 2021 inspection	Admin Clerk	Memorial Safety Inspection records
			Quarterly basic visual inspection by Admin Clerk.		Rectify any defects immediately or report defects requiring further action to Council Office.	Quarterly	Admin Clerk	Allotments Inspections file

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
2.1	Finance	Banking	M	<p>Petty cash book maintained.</p> <p>All expenditure supported by a receipt.</p> <p>Petty cash book balanced monthly and petty cash counted by two members of staff and book signed to agree cash and book balance. Petty cash spreadsheet presented with cheque for approval monthly.</p> <p>Petty cash receipts kept in accounts for payment file.</p> <p>Receipts recorded in Rialtus Suite Omega software.</p> <p>Payments by cheque require two signatories and signatories to initial cheque book stub. Clerk to countersign cheques.</p> <p>Accounts for payment circulated to all members of the Council and signed as approved by the Chairman at the Council meeting at which they are approved for payment.</p> <p>Approved accounts for payment filed with the signed minutes of the Council meeting.</p>			Clerk	
2.2	Finance	Financial Controls	M	<p>Bank accounts reconciled monthly against Omega.</p> <p>Cashbook reconciled monthly against Omega.</p> <p>Monthly bank reconciliation circulated to all Councillors and approved and signed by a Councillor other than the Chairman or a cheque signatory.</p>			Clerk	

Finance
January 2022

2.3	Finance	Internal Audit	M	Reserves updated each time there are movements to or from reserves, and included in the cashbook reconciliation.			Clerk	
				Monthly cashbook reconciliation circulated to all Councillors to enable members to understand Council's complete financial position monthly.			Clerk	
				Internal Auditor is appointed annually.		April annually	Clerk	
				Internal Auditor reviewed every three years in accordance with Financial Regulations.		Reviewed January 2022, new Internal Auditor appointed for 2022/23.	Clerk	
				Two internal audits conducted annually. October for mid year reconciliations and April for year-end accounts.			Clerk	
				Internal Auditor report circulated to all Councillors and advice considered by the Council. Appropriate action taken as considered necessary.			Clerk	
				Two Councillors appointed annually to review effectiveness of the Internal Audit.			Clerk	
				Internal Auditor reports sent to External Auditor with Annual Return.			Clerk	
				Spreadsheet of invoices issued maintained and record of payments received.			Admin Clerk for F&P	
				Monthly analysis of budget income and expenditure against actual income and expenditure and circulated to all Councillors.			Admin Clerk for F&P	
2.4	Finance	Budgetary Controls	M					

				Quarterly budget report on income and expenditure taken to Finance Committee.				Admin Clerk for F&P		
				Mid year reconciliation of budget income and expenditure against actual made to assist the Finance Committee with preparation of revenue budget for next year.				Admin Clerk for F&P		
2.5	Finance	Financial Records	M	The Council approves monthly accounts for payment and Chairman signs payments spreadsheet filed with minutes of the meeting.				Clerk		
				Where appropriate for large purchases, the power to make the expenditure is recorded in the minute approving the expenditure.				Clerk		
				Publish expenditure over £500 on Council website in accordance with the Code of Practice on Data Transparency				Clerk	Monthly	PC website
2.6	Finance	Salaries	M	Clerk calculates monthly salaries for submission to Mulberry & Co for payment to employees. Checked by Mulberry & Co.				Clerk	Monthly	
				Annual review of salaries conducted by Personnel Committee			Salaries budget signed by Personnel Committee Chairman once approved by Council.	Clerk	December with budget setting	
				Calculations for backdated pay increase carried out by Clerk before submission to Mulberry & Co for checking and payment.				Clerk		
				Payment of PAYE tax and NI			Clerk arranges payment to HIMRC in accordance with payments specified by Mulberry & Co	Clerk	Monthly	

Finance
January 2022

				Payment of superannuation	Clerk arranges payment to Surrey County Council in accordance with payments specified by Mulberry & Co	Monthly	Clerk	
2.7	Finance	Precept	M	Ensure precept claim is submitted to WBC by 31 January annually.		January annually	Clerk	
2.8	Finance	VAT - Comply with Customs and Excise Regulations	M	Input and output VAT recorded with every transaction in Omega financial software. Quarterly VAT return submitted electronically. Annual de-minimis calculation for VAT.			Clerk	
				Advice sought from HMRC Helpline when unsure. HMRC Guidance books in Council Office Library.	Calculation done by a contractor	April annually	Clerk	
2.9	Finance	Borrowing Approvals	L	None.			Clerk	
2.10	Finance	Charitable Funds	H	The Council nominates two Councillors to be individual Trustees of the Henry Smith charity. The Clerk is the Clerk to the Trustees. The Council is the Sole Managing Trustee of the Snoxhall Fields charity.	Councillors to ensure they declare any interests arising from their Trusteeship of the charity.		Clerk	
					The Council has a s297 agreement for a term of five years for the charity for Council to manage the charity's funds in its own bank account. External Auditor has confirmed this is satisfactory.	March 2024	Clerk	
				Ensure the Charity Commission annual return is submitted by 31 January annually.	Council submits annual return to Charity Commission for the Henry Smith charity and Snoxhall Field charity.	January annually	Clerk	

Finance
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2.11	Finance	Risk of consequential loss of income	M	Business interruption insurance cover to the sum of £35,000 for additional expenses which would provide for the cost of finding & renting new premises whilst the existing premises is rebuilt/repaired, associated staffing costs and reconstitution of computer records.				
				Location of some original deeds and leases are unknown. Copies and originals kept in filing cabinet in the Clerk's Office.	Identify safe storage of original deeds.			
2.12	Finance	Fidelity Guarantee	M	Level of Employee Dishonesty £750,000	Review Employee Dishonesty cover annually when insurance cover reviewed in January.	January annually	Clerk	

Liability
January 2022

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
3	Liability	Risk to third party, property	M	Public Liability insurance cover up to £10 million in place.				General Insurance File
3.1	Liability	Legal liability as consequence of asset ownership (Open Spaces, buildings, vehicles, cemetery, allotments)	H	Public Liability insurance cover up to £10 million in place.				General Insurance File
3.2	Liability	Hirers Liability	M	Ask commercial hirers for a copy of their liability cover. Ask outside hirers to provide the Council with a copy of their Event Safety Management plan	Ask for a copy of commercial hirer's public liability certificate.	Ongoing	Admin Clerk for F&P	Hirers Liability Certificates Records

Employer
January 2022

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
4	Employer Liability	Comply with Employment Law	M	NALC, LCR and The Clerk source of updates. Clerk is member of SLCC and attends regional conference and Surrey branch meetings. Clerk attends SACC Clerk's Networking Day and Legal and Finance Day and Clerks Forum		Quarterly	Clerk	
4.1	Employer Liability	Staff Handbook	L	Staff Handbook		Apr-22	Clerk	Staff Handbook
4.2	Employer Liability	Staff Appraisal	M	Hold annual appraisal with all employees individually. Find out if there are elements of their role that they have concerns about or difficulty in achieving.		June annually	Clerk	Staff files
4.3	Employer Liability	Staff Training	M	Linked with the Staff Appraisal – find out if there are any areas where staff might benefit from training. Consider Training Strategy for staff.	Training and Development Policy adopted.	April 2022	Clerk	Staff files
4.4	Employer Liability	Comply with Inland Revenue requirements	M	Ensure Mulberry & Co complete and submit a P35 Annual Return to HMRC before 19 May annually. Ensure Mulberry & Co supply all employees with a P60 annually.		May annually	Clerk	Payroll file
4.5	Employer Liability	Comply with Pension Regulations	M	Automatically enrol all eligible employees in to the LGPS Complete annual return to SCC	Re-enrolment date 01 February 2022 in progress	01-Feb-24	Clerk	Pension file

Employer
January 2022

4.6	Employer Liability	Personal Accident	M	Personal accident insurance cover limited to £100,000 for any one person.				Clerk	Insurance file
				Ensure Councillors over the age of 80 provide a letter from their GP.			January annually	Clerk	
				Ensure grounds staff wear appropriate protective and high visibility clothing at all times.	Review grounds staff protective and high visibility clothing annually and replace any worn or defective clothing.		January annually	GM	
				Maintain supply of safety gloves and equipment.	Review grounds staff protective and high visibility clothing and equipment annually and replace any worn or defective clothing and equipment.		January annually	GM	
				Appointed First Aiders.	Ensure appointed First Aiders training up to date. Ensure First Aid kits are kept up to date, used stocks replaced and out of date stocks replaced.		January annually	Admin Clerk for F&P Admin Clerk	Training Records
4.7	Contractors Liability	Personal Accident	M	Safe usage of chemicals.	Ensure COSHH assessments are kept up to date for all chemicals used. Remember to request COSHH assessments for contractor's cleaning materials too. DSEAR updated annually for machine shed chemicals.		January annually January annually	GM Clerk	COSHH Assessment records
				Lone Working	See separate Risk Assessment for lone working.			Clerk	
				Maintain safe systems of working records	Review for updates annually Ensure new employees sign safe system working acceptance		January annually	GM Clerk	Safe systems of working file
				Ask contractors for method statement of work and risk assessment			Ongoing	Admin Clerk for F&P	

Employer
January 2022

				Ask for details of professional registration.		Ongoing	Admin Clerk for F&P	
				Request copy of public liability insurance		Ongoing	Admin Clerk for F&P	
				Request copy of Health and Safety Policy and RAMS		Ongoing	Admin Clerk for F&P	

Legal
January 2022

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
5	Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Powers for large projects recorded in the minutes when project approved.			Clerk	
5.1	Legal Liability	Proper and timely reporting via the Minutes	M	Council and Committee meetings minuted. Draft minutes are distributed to all Councillors and then approved at next meeting. Chairman of Meeting signs minutes as a correct record. Minutes are kept in a loose leaf minute book. Pages are consecutively numbered by hand. Approved Minutes made available to press and public via the web site and library.			Clerk	
							Admin Clerk	
							Clerk	
5.2	Legal Liability	Responsibility	H	Ensure all staff are aware of their responsibility for a particular service provided by the Council and clear management reporting.			Clerk	

Propriety
January 2022

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
6	Councillors Propriety	Code of Conduct	H	All Councillors are required to abide by the Members' Code of Conduct adopted on 16 May 2019.	Maintain copies of signed declarations of acceptance of office and agreement to abide by the Code of Conduct.		Declarations of Acceptance of Office File
6.1	Councillors Propriety	Register of Members' Interests	H	Councillors are reminded at the start of every meeting by an agenda item to declare any interests or changes to their Register of Members' Interests.	Maintain copies of registers and send a copy to Waverley Borough Council.		Register of Members Interests File
6.2	Councillors Propriety	Register of Members' Interests	H	Ensure all Councillors complete the Register of Members' Interests update form every May	Maintain copies of update forms and send a copy to Waverley Borough Council.	May annually	Register of Members Interests File
6.3	Councillors Propriety	Registers of Interests and gifts and hospitality in place	H	Councillors are required to complete a Gifts and hospitality register on receipt of a gift or hospitality. Staff also maintain a voluntary register of gifts or hospitality.		Ongoing	Gifts and Hospitality Register
6.4	Councillors Propriety	Members Allowances	L	The Council has not adopted a Scheme of Members' Allowances.	No allowances can be paid.	May annually	Members Allowances File
6.5	Councillors Propriety	Member/Officer Protocol	H	The Council is bound by employment law. It is important that both members and staff remember the Council's protocol during meetings and at work in the Council office.	Supply all new members and staff with a copy of the Dignity at Work policy.		Councillor/Staff Protocol

Propriety
January 2022

6.6	Councillors Propriety	Dignity at Work Policy	H	Working for a Council can expose members, staff and the public to situations where allegations of bullying, harassment or anti-social behaviour can arise. The Council has adopted a policy to deal with such allegations.	Supply all new members and staff with a copy of the Dignity at Work policy.		Dignity at Work Policy
6.7	Councillors Propriety	Complaints	H	The Council has a policy for handling complaints made against the Council as a corporate body, individual Councillors and members of staff.			
6.8	Councillors Propriety	New Members	L	Provide all new members with the latest edition of the Members Manual			
6.9	Councillors propriety	Local Council Award Scheme	M	Consider accreditation.			

Form and Function
January 2022

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
7	Form and Function	Procedures	M	<p>Standing Orders are reviewed regularly, a check is made annually to see if NALC have updated Standing Orders.</p> <p>Financial Regulations are reviewed regularly, a check is made annually to see if NALC have updated Financial Regulations.</p> <p>This Risk Assessment is reviewed annually in January by the Clerk, then presented to the Council for approval.</p> <p>The insurance schedule is reviewed annually in January by the Clerk, then presented to the Council for approval.</p>	<p>NALC issued model Standing Orders in 2013, Standing Orders reviewed 04 May 2021.</p> <p>Financial Regulations reviewed May 2021</p>	<p>May annually</p> <p>May annually</p> <p>January annually</p> <p>January annually</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Standing Orders</p> <p>Financial Regulations</p> <p>Risk Assessment</p> <p>Insurance Schedule</p>
7.1	Form and Function	Legislation	M	<p>The Council subscribes to NALC for the latest changes in legislation.</p> <p>The Clerk attends the quarterly meetings of the Surrey branch of SLCC for updates on legislation.</p> <p>The Clerk attends the regional conference of SLCC for legislation updates.</p> <p>The Clerk is registered as a Fellow of the Institute of Local Council Managers and is completing a Continuous Professional Development Portfolio.</p>			Clerk	

Form and Function
January 2022

7.2	Form and Function	Council Records	H	Ensure all original deeds and leases are kept in safe custody.	Location of some original deeds and leases are unknown. Copies and originals kept in filing cabinet in the Clerk's Office.		Clerk	
				Ensure burial records are kept in fire safe cabinet.	Remotely monitored fire alarm system for the Council Office.			
				Ensure cloud computing is backed up daily.	Automatic remote backup to the cloud, 30 day retention.		Clerk	
				Prune Council Office filing annually. Move old files to archive boxes. Purge archive boxes annually. Lodge important documents and previous minutes in County Archive.		January annually	Admin Clerk	
				Freedom of Information Act 2000	Review annually the Council's FOI Publication Scheme. Respond to FOI requests within 20 working days, having regard to UK GDPR and the Data Protection Act 2018	May annually	Clerk	FOI Publication Scheme
7.3	Form and Function	Computer System	H	UK GDPR and Data Protection Act 1998	Maintain a log of requests. The Council has an annual contract with a contractor to provide Data Protection Officer support. Annual review of data sharing agreements. CCTV Policy for data requests and log maintained	May annually	Clerk	Data Protection Policy Data Sharing Agreements CCTV Policy
				The Council's computer system includes a key method of communication between members of the public and the Council – email. Maintain IT support contract to ensure this method of communication.	Council data now held in Sharepoint and backed up to the cloud.		Clerk	

Form and Function
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					Ensure regular anti-virus software updates to protect the Council's computer system from viruses, and to reduce the risk of the Council inadvertently transmitting a virus outside the Council.				November annually	Clerk	
7.4	Form and Function	Staff	H		One of the biggest risks to the Council is staff turnover. Ensure that there are systems in place to record essential data, roles and responsibility.					Clerk	
7.5	Form and Function	Staff	H		Stress in the workplace			Be vigilant for signs of stress in the workplace. Offer bespoke stress management support		Clerk	

New Projects
January 2022

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
8.1	Assets	Damage to assets through accident or poor practice	M	Ensure detailed scope of work is prepared prior to commencement of project.	Use of specialists or consultants where considered necessary.	Ongoing	Clerk	
8.2	Finance	Insufficient funds	M	Ensure details cost plan for project and separate cashbook maintained	Consider a contingency budget	Ongoing	Clerk	
8.3	Liability	Accident - claim	H	Ensure detailed scope of work is prepared.	Ensure staff are adequately trained for the task. Ensure volunteers are adequately trained and equipped for the task, and are supervised.	Ongoing	Clerk	
8.4	Employer	Accident	H	Provide details of all volunteers to insurance company and receive confirmation of cover Seek legal advice for the implementation of any new facilities that are governed by statute		Ongoing	Clerk	
8.5	Legal	Acting with the law	L	Ensure each stage of a project is approved by the Council.		Ongoing	Clerk	
8.6	Propriety	Reputation	M			Ongoing	Clerk	
8.7	Function	Record keeping	M	Create a separate file for a new project		Ongoing	Clerk	

**COVID-19
January 2022**

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
9.1	Assets	Outbreak of COVID-19 amongst hirers	H	Close building for 72 hours NHS Test and Trace QR codes Obtain hirer risk assessment and agreement to special conditions	Contractor to use fogging machine for deep clean Check hirer is meeting government requirements for their activity	Ongoing	Clerk	Server COVID-19
9.2	Finance	Reduction in hirers	H	Budget for 2022/23 prepared with reduced hire income	Apply for government support grants	Ongoing	Clerk	
9.3	Liability	Claims for COVID-19	L	Disclaimer notice at play park	Building rules displayed	Ongoing	Clerk	
9.4	Employer	Outbreak of COVID-19 amongst staff	M	Follow latest government guidance	Manage staff stress levels, provide support as needed	Ongoing	Clerk	
9.5	Legal	Acting with the law	M	Risk of fines if buildings or play parks open when government has ordered them to close	Monitor government communications	Ongoing	Clerk	
9.6	Propriety	Reputation	M	Take control steps in Council properties and open spaces to reduce the transmission of COVID-19	Monitor government communications	Ongoing	Clerk	
9.7	Function	Record keeping	M	Separate area on server to hold risk assessments for COVID-19	Hirer risk assessments obtained and agreement to special conditions of hire	Ongoing	Clerk	Server COVID-19

Local Councils

MTA Policy Schedule

14/09/2021

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details

Name of Council:	Cranleigh Parish Council
Correspondence Address:	Council Offices Village Way Cranleigh Surrey GU6 8AF
Business:	Local Council
Schedule produced on:	14/09/2021
The county association of local council you are affiliated to:	Not Declared
Population of Council Area:	15,000

Period of Insurance

Effective dates	From:	14 September 2021
	To:	31 July 2022
Renewal date:		01 August 2022
LTA Expiry Date:		14 September 2024

Your Insurance Adviser's Details

BHIB Limited
AGM House
3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

The Schedule details for each Section are shown in the following pages.

Premium Details

Annual Premium (excluding Terrorism):	£206.56
Insurance Premium Tax:	£24.79
Total Amount Due (excluding Terrorism):	£231.35
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Overall Annual Premium:	£206.56
Overall Insurance Premium Tax:	£24.79
Overall Amount Due:	£231.35

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£750,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Not Covered	Nil

Applicable to all Sections where stated.

Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	£4,462,995	£5,355,594
Contents	£132,507	£159,008
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Gates and Fences	£42,604	£51,124
Playground Equipment	£214,881	£257,857
CCTV Equipment	£35,629	£42,754
War Memorials	£75,000	£90,000
Ground Surfaces	£119,252	£143,102
Mowers and Machinery	£49,563	£59,475
Sports Equipment	£49,318	£59,181
Regalia	£1,714	£2,056
Terrorism	Not Insured	

Section Excess: £125

Excess in respect of all Subsidence claims: £1,000

Excess in respect of all Terrorism claims: Nil

Territorial Limits: Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Mitigation of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£10,000
In a locked safe at the Insured's premises out of business hours	£5,000
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£30,000
Item 2 - Additional Increased Cost of Working	Not Insured	
Item 3 - Standalone Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 4 - Loss of Rent Receivable	Not Insured	
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

	Sub-Limit of Indemnity
Extended Premises	
Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000
Extended Incident	
Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000
Excess	
Utilities	£500

Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses: £10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only:

Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability (<i>Personal Injury and or Property Damage caused by the Insured's Products</i>)	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Public and Products Liability Extensions - Sub-Limits		
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250		any one claim or series of claims arising out of any one Occurrence relating to Property Damage
	Nil		all other claims

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£750,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Sub-Limits	
		Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
Section 6	NCD & Excess Protection		Not Insured
		Loss of No Claims Discount	£500
		Application of Excess Protection	£250
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	Personal Accident		Insured
		Operative Time of Cover	Whilst carrying out official duties
	Scale of Compensation - Ages 16-75		
	1. Death		£100,000
	2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech		£100,000
	3. Permanent Total Disablement		£100,000
	4. Temporary Total Disablement		£200 per week
	5. Temporary Partial Disablement		£100 per week
	Excess period for items 4 & 5		14 days
	Maximum Benefit Period for items 4 & 5		104 weeks
	In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.		

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year.
To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

The following endorsements are applicable to your BHIB Local Councils Policy Wording, in addition to the cover provided under the BHIB Local Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:

The **Insurer** will pay for necessary and reasonable costs and expenses incurred by the **Insured** with the Insurer's consent for the lopping or removal of trees for which the **Insured** is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the **Property Insured**.

However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.

The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:

The **Insurer** will pay the reasonable costs of clearing and removing any property illegally deposited in or around the **Premises**.

The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[COVEX] - General Exclusions - Coronavirus

The following is added to the General Exclusions at the back of your policy booklet.

3. We will not provide cover for any claim in any way directly or indirectly caused by, resulting from or in connection with any of the following, regardless of any other cause or event contributing concurrently or in any other sequence:
 - a. Any Coronavirus (including but not limited to SARS-CoV, SARS-CoV-2 and MERS-CoV) or any disease caused by any Coronavirus (including but not limited to Severe Acute Respiratory Syndrome, COVID-19 and Middle East Respiratory Syndrome);
or
 - b. Any mutation or variation of any virus or disease listed under 1 above, or any other disease by any such mutated or varied virus,
including, without limitation to the scope of the foregoing:
 - i. Any measures taken by any governmental, public or other authority or any other person for the prevention, suppression, mitigation, cleaning or removal of any virus or disease referred to in a. or b. above,
or
 - ii. Any fear or threat of a. , b. or i. above.
- However, this Policy Exclusion does not apply in respect of the following Sections when insured by this policy
- a. Employers' Liability
 - b. Public and Products Liability
 - c. Fidelity Guarantee
 - d. Officials Indemnity
 - e. Personal Accident

[GDPRCLP] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

1. The **Insurer** will defend the legal rights of an **Insured Person** following civil action taken against the **Insured Person** for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The **Insurer** will also pay any compensation award made against the **Insured Person** under Section 13 of the Data Protection Act 1998) or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The Insurer will represent the **Insured** in appealing against the refusal of the Information Commissioner to register the **Insured's** application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the **Insured** is registered with the Information Commissioner in respect of Contingency 2B a)

[GDPRELPL] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the **Insurer** will indemnify the **Insured** and if the **Insured** so requests any **Person Entitled to Indemnity** in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation(Regulation(EU) 2016/679)under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the **Insurer**
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation(Regulation(EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an **Employee**
 - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an **Employee**
 - iii) to the extent that an indemnity is provided elsewhere in this **Policy**
- a. Item b) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an **Employee**
 - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an **Employee**
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the **Insured** during the **Period of Insurance**
- c. this Extension will not apply in respect of
 - i. the payment of fines or penalties
 - ii. the cost of replacing reinstating rectifying or erasing any data
 - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this **Policy**

[IL001] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted **Sums Insured** and/or Declared Values.

For **Contents** and other **Property** specifically described in the **Schedule** (other than **Stock**), the Retail Price index (or some other suitable index **the Insurers** decides upon) will be used. The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The **Insurer** will indemnify the **Insured** against;

1. death of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** or total and permanent disablement of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
3. illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the **Insured** which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one **Period of Insurance**.

In the event of a claim under this Extension the **Insured** must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The **Insured**
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred and or the persons employed to replace **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** is directly or indirectly caused by or results from:
 - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
 - (b) the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
 - (c) pregnancy or any condition connected with pregnancy or childbirth
 - (d) any criminal act by the **Insured** or the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

[SKATE] - Skate Park Endorsement

If in relation to any claim you have failed to fulfil any of the following conditions, You will lose Your right to indemnity payment for that claim.

You must ensure that in connection with skateboard parks

1. all structures including the skating surfaces
 - a. are manufactured and installed to the appropriate standard and maintained in good condition
 - b. are inspected by a competent person at least weekly and
 - i. all defects or risks to health or safety immediately rectified
 - or
 - ii. the structure taken out of use
2. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. You will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use.

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities in the Skateboard Park unless caused by defects in the structure

Long Term Undertaking - Expiry Date 01 August 2023

Reduced Premium

In consideration of the reduced premium at which this insurance is written You have agreed to an undertaking to offer at each renewal until the expiry date stated in the Schedule the insurance under this Policy, on the terms and conditions in force at the expiry of each Period of Insurance and to pay the premiums annually it being understood that

- a. We shall be under no obligation to accept an offer made in accordance with this undertaking
- b. The Sums Insured or Limits of Indemnity may be reduced at any time to correspond with any reduction in value or business.

The above -mentioned undertaking applies to any policy or policies which may be issued by Us in substitution for this Policy.

Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include BHIB Insurance Brokers, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s)). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the information we have collected.

How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information

and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow, G64 2QR. Telephone: 0345 300 0597. Email PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

If you have taken a product out with us online or by telephone you can also use the European Commission's Online Dispute Resolution for logging complaints. To use this service the European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: <http://ec.europa.eu/odr>

Financial Services Compensation Scheme

Aviva are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations, depending on the type of insurance and circumstances of your claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the United Kingdom, Channel Islands or Isle of Man in which you, the policyholder, normally live or (if applicable) the first named policyholder normally lives, or
2. In the case of a business, the law applying in that part of the United Kingdom, Channel Islands or Isle of Man where it has its principal place of business, or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Material Circumstances

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

1. disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
2. make such disclosure in a reasonably clear and accessible manner; and
3. ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion..

Claims since inception of this policy

Any claim which has been reported to Insurers under this policy is deemed to have been included in this Statement of Facts and does not need to be separately shown within the claim section of this document.

						Add Charity	Add Council	Remove Charity	Remove Council	Council	Charity	Combined
01/04/2021					Opening Balance					2101537	1779337	3885924
04/05/2021	Add	Section			Defibrillators		4625			2106162	1779337	3885499
04/05/2021	Add	General Contents			Defib cabinet Village Hospital		425			2106587	1779337	3885924
06/05/2021	Add	Mowers/machinery			Timemaster mower		1174			2107761	1779337	3887098
21/06/2021	Add	CCTV			New column on football field		14264			2122025	1779337	3901362
26/07/2021	Add	General Contents			Musical instruments		5000			2127025	1779337	3906362
27/07/2021	Add	CCTV			2 PTZ play park and Centenary Garden	£2,000.00				2127025	1781337	3908362
10/08/2021	Add	General Contents			Meeting IT equipment		£2,100.00			2129125	1781337	3910462
24/08/2021	Add	Play Equipment			Train	£10,595.37				2129125	1791932	3921057
24/08/2021	Add	Sports Equipment			Floodlights		14998.43			2144124	1791932	3936055
24/08/2021	Add	Sports Equipment			Fencing, goals, dugouts		83079			2227203	1791932	4019134
14/09/2021	Add	General Contents			AED x 2		2650			2229853	1791932	4021784
22/12/2021	Add	Mowers/machinery			Flail		2456.12			2232309	1791932	4024241
14/01/2022	Remove	CCTV			System				2300	2230009	1791932	4021941
14/01/2022	Remove	CCTV			Hard Drive				454	2229555	1791932	4021487
14/01/2022	Remove	CCTV			PTZ				1350	2228205	1791932	4020137
14/01/2022	Add	CCTV			Village Hall system		3514.99			2231720	1791932	4023652
14/01/2022	Add	CCTV			ANPR	889.64				2231720	1792822	4024541
02/02/2022	Add	General Contents			Defib cabinet Onestop		450			2232170	1792822	4024991
07/02/2022	Add	Street Furniture			Street light	3595				2232170	1796417	4028586

Category	Council	Charity	Insurance
Buildings	£1,788,001	£1,605,249	£5,355,594
General Contents	£110,099	£11,829	£159,008
Street Furniture	£47,004	£16,550	£120,000
Gates and Fences	£25,327	£10,976	£51,124
Playground Equipment	£33,810	£134,965	£257,857
CCTV	£17,779	£16,847	£42,754
War Memorials	£0	£0	£0
Other Surfaces	£4,390	£0	£143,102
Mowers & Machinery	£75,335	£0	£59,475
Sports Equipment	£128,726	£0	£59,181
Regalia	£1,698	£0	£2,056
	£2,232,169.65	£1,796,416.54	£6,250,151.00

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Land & Buildings	tennis courts	x2 courts	includes bridge		£1.00		£0.00
Land & Buildings	Lych gate	cemetery			£5,948.00		£29,345.97
Land & Buildings	land adjoining pc offices	park land			£1.00		£0.00
Land & Buildings	land on tennis courts		includes bridge		£1.00		£0.00
Land & Buildings	Cemetery workshop	insurance value	01/01/1998		£92,312.00		£53,071.00
Land & Buildings	Parish Council Offices	insurance value	1/1/1980		£82,897.00		£265,874.00
Land & Buildings	Village Hall	insurance value			£1,269,005.00		£1,884,060.00
Land & Buildings	Youth Centre	insurance value			£0.00	£540,080.00	£716,919.00
Land & Buildings	Snoxhall Pavilion & machine shed			insurance value	£0.00	£1,065,169.00	£946,047.00
Land & Buildings	allotments	beryl harvey field	with covenant		£1.00		£0.00
Land & Buildings	cricket field	snoxhall(donated)	with covenant		£1.00		£0.00
Land & Buildings	football field	snoxhall(donated)			£1.00		£0.00
Land & Buildings	allotments	elmbridge rd			£1.00		£0.00
Land & Buildings	Scout hut	peppercom			£1.00		£0.00
Land & Buildings	BMMF	donated			£1.00		£0.00
Land & Buildings	Guldes hall	peppercom			£1.00		£0.00
Land & Buildings	Village Way Toilets	insurance value			£84,140.00		£127,737.00
Land & Buildings	CAB building	peppercom		insurance value	£253,024.00		£294,605.00
Land & Buildings	Land adjoining village hall	bricked area			£1.00		£0.00
Land & Buildings	Band Room	peppercom			£1.00		£0.00
Land & Buildings	cemetery	burial grounds			£1.00		£0.00
Land & Buildings	Common Toilets	insurance value		WBC owned	£1.00		£53,071.00
Land & Buildings	flowerbeds	village area	CPC responsible		£0.00		£0.00
Land & Buildings	flowerbeds	outside village hall	CPC responsible		£0.00		£0.00
Land & Buildings	war memorial	village area	WBC & CPC responsible		£0.00		£0.00
Land & Buildings	cemetery road & paths				£1.00		£0.00
Land & Buildings	storage container		4/29/2019		£200.00		£2,090.00
Land & Buildings	Shed	beryl harvey field			£460.00		£460.00
					£1,788,001.00	£1,605,249.00	£4,372,168.97

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
General contents	access platform ladder	hinchman	6/1/2011	hinchman	£660.00		£728.13
General contents	wallgate washer x3 VV	wallgate	7/1/2020		£1.00		£1.10
General contents	Coat of arms & scroll		4/1/2007	college of heraldry	£8,000.00		£8,825.86
General contents	cleaning equipment	various		insurance value	£1,200.00		£1,323.88
General contents	millennium tapestry	village hall	made by locals		£1,615.00		£1,671.40
General contents	projector screen	dell	4/1/2007	dell	£810.00		£893.62
General contents	hand tools	various	1988-2016	various	£2,000.00		£2,206.46
General contents	chemsafe	chemsafe	6/1/2010	spaldings	£1,079.00		£1,190.39
General contents	fuel bund	tuffa 1350slbfs	9/1/2006	tuffa tanks	£755.00		£832.94
General contents	access platform ladder	litelift 6.1	3/11/2016	screwfix	£1,599.00		£1,764.07
General contents	generators x2	ipax 1500lb sdmo3000	1/1/2016 1/1/2008	screwfix	£710.00		£783.29
General contents	powertools	dewalt dcz298ct-gb evolution r210cms titan ttb286csw titan ttb276drl titan ttb290sdr erbauer erb666grd erbauer erb373rsp titan ttb291pln	2005 - 2016	screwfix	£800.00		£882.59
General contents	ladders 1 & steps x3 ramps x1	lyle	2010-2016	screwfix	£750.00		£827.42
General contents	fertiliser spreader	scotts 2000	1/1/2012	rigby taylor	£800.00		£861.94
General contents	gas cooker	falcon dominator	2/1/2006	CJB	£0.00	£1,543.00	£1,702.29
General contents	double sink unit	stainless steel	1/1/1990	Insurance value	£0.00	£600.00	£661.94
General contents	x2 prep tables	stainless steel	1/1/1990	Insurance value	£0.00	£600.00	£661.94
General contents	large cleaners unit		1/1/1990	Insurance value	£0.00	£600.00	£651.62
General contents	boilers	glowworm	1/1/1995		£0.00	£4,000.00	£4,412.93
General contents	floor coverings	refs room & main hall	8/1/2015	mitchell & sons	£0.00	£3,911.00	£4,314.74
General contents	appliances	fridge, dish washer, microwave,	2005-2010	various	£0.00	£675.00	£744.88
General contents	curtains & back drops	Insurance value	01/09/2017	A&H	£5,000.00		£5,408.00
General contents	stage lighting		01/02/2000	brady & renaud	£1,737.00		£1,816.31
General contents	folding tables x42		01/03/2009	GLS dudley ltd	£3,406.00		£3,757.61
General contents	upright fridge	dixELL	1/1/2012		£600.00		£661.94
General contents	water heater	Insurance value	8/1/2008		£750.00		£827.42
General contents	gas cooker	stott benham	9/1/2013	brakes bros	£1,075.00		£1,185.97
General contents	warming cabinet	victor	1/1/1996		£500.00		£551.62
General contents	boilers	Insurance value	8/1/2003		£15,000.00		£16,548.48
General contents	projector screen		2/1/2015	ms visual	£762.00		£840.66
General contents	chair trolley x1		3/1/2013	rosehill	£617.00		£670.37
General contents	plane	upright	donated		£550.00		£606.78
General contents	chairs x 279	red upholstered	3/27/2006	rosehill	£10,000.00		£11,032.32
General contents	chair trolley x6	s-48-19	3/27/2006	rosehill	£1,989.00		£2,194.33
General contents	table trolley		1/1/2014		£1,000.00		£1,103.23
General contents	PA & loop system		1/1/2006		£2,652.00		£2,925.77
General contents	stage lighting		12/22/2015	ron jimmerson	£1,150.00		£1,268.72
General contents	heating system	Insurance value	8/1/2004		£7,000.00		£7,722.62
General contents	sink units x2	stainless steel	1/1/1996		£1,000.00		£1,103.23
General contents	x1 large x1small pre table	stainless steel	1/1/1996		£600.00		£661.94
General contents	medium prep table x3	stainless steel	1/1/1996		£900.00		£992.91
General contents	x4 shelf units	stainless steel	1/1/1996		£600.00		£661.94
General contents	wheel coat rack x4		1/1/1996		£500.00		£551.62
General contents	cranleigh crest	N/A	1/1/1996		£500.00		£551.62
General contents	vallender crest	N/A	1/1/1996		£500.00		£551.62
General contents	wallgate washer x2 TC	wallgate			£1.00		£1.10
General contents	ball net	N/A	11/1/2013	olympic gym	£2,917.00		£3,218.13
General contents	appliances	fridge, freezer, cooker, dish washer			£1,500.00		£1,654.85
General contents	boilers		1990-1991		£1,000.00		£1,103.23
Office contents	honour boards x2		1/1/1986		£1,000.00		£1,103.23
Office contents	x3 filing cabinet				£600.00		£661.94
Office contents	office heating system		12/1/2007	hw electric	£1,458.00		£1,606.61
Office contents	computers x 4	dell	1/1/2015	dell	£2,000.00		£2,206.46
Office contents	telephone system	BT	4/1/2015	BT			£0.00
Office contents	map draw	N/A	pre 1988	Insurance value	£500.00		£551.62
Office contents	x3 swivel chairs		2010-2016		£750.00		£827.42
Office contents	laptop x2	dell	12/1/2016	net com IT	£1,200.00		£1,323.88
Office contents	x10 small filing cabinet				£1,000.00		£1,103.23
Office contents	chairs x13	compact plus	10/10/2007	rosehill	£500.00		£551.62
Office contents	chamber tables						£2,206.46
Office contents	desks x 3						£1,323.88
Office contents	Artwork	3 paintings					£1.10
Office contents	Photocopier	Sharp MX3061FK	11/27/2019	KCS Professional	£1,656.11		£1,656.11
Office contents	Defibrillators and cabinets Three Horseshoes, White Hart, Richard Onslow, One Stop, Village Hospital	Zoll AED Plus Defibsafe	4/28/2021	SJA			
	Defib Cabinet	Defibsafe	4/28/21	SJA	£5,075.00		£5,075.00
General contents	Musical instruments		7/26/2021		£5,000.00		£5,000.00
General contents	Meeting IT equipment		8/10/2021	Netcom	£2,100.00		£2,100.00
Office contents	Defibrillators and cabinets The Common Public Conveniences and Snaxhall Pavilion	Zoll AED Plus Defibsafe	9/14/2021	First Rescue			
					£2,650.00		£2,650.00
					£110,099.11	£11,829.00	£136,193.03

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
General contents	cctv system	Whole system	10/1/2018	CIA	£0.00	£13,957.09	£14,515.37
General contents	CCTV	4 PTZ and column	6/21/2021	CIA	£14,264.00		£14,264.00
General contents	CCTV	2 PTZ	7/27/2021	CIA		£2,000.00	£2,000.00
General contents	CCTV	CIA Village Hall syst	1/13/2022	CIA	£3,514.99		£3,514.99
General contents	CCTV	ANPR No 2	1/13/2022	CIA		£889.64	£889.64
					£17,778.99	£16,846.73	£35,184.00

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Gates and fences	BMMF fencing		1/1/2011		£6,000.00		£6,619.39
Gates and fences	fencing	compound areas	1/1/2013		£1,000.00		£1,103.23
Gates and fences	fence	N/A	1/1/2012	kcl landscaping	£0.00	£4,500.00	£4,964.54
Gates and fences	Tennis court fencing				£8,846.00		£9,759.19
Gates and fences	x7 gates & posts	N/A	2012-2016	AVS fencing	£875.00		£965.33
Gates and fences	cemetery fencing				£1,000.00		£1,103.23
Gates and fences	recreation fencing				£7,606.00		£8,391.18
Gates and fences	recreation fencing	post and rail	7/12/1905	Grasstex		£2,591.00	£2,591.00
Other surfaces	play park extension mulch		24/06/2020	Eibe	0	£3,885.00	£3,885.00
					£25,327.00	£10,976.00	£39,382.10

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Mowers/machinery	Mole plough		4/20/2018		£0.00		£0.00
Mowers/machinery	garden mower	hayter 13/30	6/1/1999	murrey	£903.00		£0.00
Mowers/machinery	pedestrian mower x2	shanks 48	5/1/2007	withybush farm	£1,200.00		£1,323.88
Mowers/machinery	stihl combi & hedgecutter	stihl	12/1/2008	withybush farm	£509.00		£561.55
Mowers/machinery	mini trailer		3/1/2013	sch supplies	£2,938.00		£3,241.30
Mowers/machinery	Main Tractor	New Holland/T3020	01/05/2013	Oakes Bros	£18,500.00		£0.00
Mowers/machinery	finishing mower	major	6/1/2007	Oakes Bros	£1,475.00		£1,627.27
Mowers/machinery	quadruply groomer	sisis	11/1/2004	sisis	£1,737.00		£1,916.31
Mowers/machinery	fertiliser spreader	wessex	6/1/2003	Oakes Bros	£700.00		£772.26
Mowers/machinery	tractor spiker	sisis	1/1/1995	cranleigh school	£500.00		£551.62
Mowers/machinery	scarifier	Auto rotorake mk5	7/1/1998	sisis	£3,525.00		£3,888.89
Mowers/machinery	pedestrian mower	hayter 48	6/1/2005	mowers online	£527.00		£581.40
Mowers/machinery	pedestrian sprayer	team sprayers scout	4/1/2007	pitchcare	£890.00		£981.88
Mowers/machinery	pedestrian mower x2	shanks 48	5/1/2009	mowers online	£1,282.00		£1,414.34
Mowers/machinery	pedestrian spiker	plugga	4/1/2007	dj turfcare	£1,600.00		£1,765.17
Mowers/machinery	pedestrian vac	bearcat	4/1/2007	abbey garden	£1,280.00		£1,412.14
Mowers/machinery	stihl combi & hedgecutter	stihl	5/1/2009	mowers online	£535.00		£590.23
Mowers/machinery	back pack blower	echo	5/1/2009	mowers online	£529.00		£583.61
Mowers/machinery	roller mower	major	10/1/2011	af wiltshire	£4,800.00		£5,295.51
Mowers/machinery	ride-on mower	john deere	11/1/2011	mowers online	£4,052.00		£0.00
Mowers/machinery	stihl combi & strimmer	stihl	11/1/2012	mowers online	£896.00		£767.85
Mowers/machinery	foam bout marker	tramline	6/1/2012	kellands	£716.00		£789.91
Mowers/machinery	tractor trailer		3/1/2013	Oakes Bros	£3,400.00		£3,751.00
Mowers/machinery	sweeper/collector	tomlin	4/1/2016	Oakes Bros	£6,500.00		£7,171.00
Mowers/machinery	tractor tipper trailer	J A Silk	4/29/2019	J A Silk	£2,650.00		£1,102.40
Mowers/machinery	road trailer	forrester df8	5/27/2009	tools online	£1,445.00		£1,595.00
Mowers/machinery	powerflow collector	john deere	9/10/2015	mowers online	£970.00		£1,070.14
Mowers/machinery	Chipper	Jansen BX42-S	5/3/2018	Woodmanstore	£1,350.00		£0.00
Mowers/machinery	tractor sprayer	allman	1/1/1986	Oakes Bros	£1,500.00		£1,654.85
Mowers/machinery	Tractor Crane	Multec	4/29/2019	Multec	£225.00		£0.00
Mowers/machinery	Tractor transport box	Multec	4/29/2019	Multec	£350.00		£0.00
Mowers/machinery	Leaf Vacuum	Billy Goat	2/20/2020	ATS	£1,521.00		£1,521.00
Mowers/machinery	Multi mower	Stigma	2/2/2021	Cheltenham Mowe	£750.00		£750.00
Mowers/machinery	Line markers x 2	Bow Com	2/2/2021	Bow Com	£1,100.00		£1,100.00
Mowers/machinery	Small trailer	Screwfix	2/2/2021	Screwfix	£450.00		£450.00
Mowers/machinery	Multi-tool - pruner/blower/cu	Screwfix	2/2/2021	Screwfix	£600.00		£600.00
Mowers/machinery	Mower	Timemaster TW21811	5/6/2021	Godfrey	£1,174.00		£1,174.00
Mowers/machinery	Tractor mounted fail	Wincanton	12/22/2021	Zaros	£2,456.12		£2,456.12
					£75,335.12	£0.00	£52,460.62

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Other surfaces	tennis courts						£30,890.50

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
play park equipment	teen shelter		3/1/2009	kompan	£0.00	£3,060.00	£3,375.89
play park equipment	argo		3/1/2009	kompan	£0.00	£1,517.00	£1,673.60
play park equipment	starsurfer		3/1/2009	kompan	£0.00	£1,592.00	£1,756.35
play park equipment	rock-it		3/1/2009	kompan	£0.00	£1,592.00	£1,756.35
play park equipment	bloqx		3/1/2009	kompan	£0.00	£10,000.00	£11,032.32
play park equipment	supanova		3/1/2009	kompan	£0.00	£3,040.00	£3,353.83
play park equipment	egg cup spinner	red	2/1/2011	kompan	£0.00	£780.00	£860.52
play park equipment	egg cup spinner	blue	2/1/2011	kompan	£0.00	£780.00	£860.52
play park equipment	rock n cross		11/1/2008	kompan	£0.00	£6,649.00	£7,335.39
play park equipment	multiplay		12/1/2009	kompan	£0.00	£25,500.00	£28,132.42
play park equipment	nest swing		11/1/2008	playdale	£0.00	£1,870.00	£2,063.04
play park equipment	toddler swings	topset		kompan	£0.00	£1,941.00	£2,141.37
play park equipment	net mountain			hags play	£0.00	£6,326.00	£6,979.05
play park equipment	crisscross	net climber		kompan	£0.00	£858.00	£946.57
play park equipment	toddler slide			kompan	£0.00	£1,369.00	£1,510.32
play park equipment	sandworks	sand pit		kompan	£0.00	£6,723.00	£7,417.03
play park equipment	you&me springer			kompan	£0.00	£586.00	£646.49
play park equipment	small bridge	billygoat gruff		kompan	£0.00	£782.00	£862.73
play park equipment	safety surfacing	play park			£0.00	£20,000.00	£22,064.64
play park equipment	Snake swing		6/24/2020	Eibe			
play park equipment	Aerial runway		6/24/2020	Eibe			
play park equipment	Inclusive swing		6/24/2020	Eibe	£0.00	£27,474.00	£27,474.00
Outside equipment	storage container	expanda store	6/1/2006	extra space	£1,000.00		£1,103.23
Outside equipment	Two handmade oa	bespoke	08/23/18		£3,985.00		£4,144.40
Outside equipment	dugouts & stand	N/A	1/1/1998	insurance value	£10,000.00		£11,032.32
Outside equipment	storage container	expanda store	11/1/2004	extra space	£1,066.00		£1,176.05
Outside equipment	storage container	shipping containe	10/1/2008	container man	£1,535.00		£1,693.46
outside equipment	Parking ticket machine		5/14/2018	WBC	£0.00	£1,931.00	£4,867.20
Outside equipment	fitness equipment	air skier	1/1/2010	fresh air fitness	£1,005.00		£1,108.75
Outside equipment	fitness equipment	bench press	1/1/2010	fresh air fitness	£2,093.00		£2,309.06
Outside equipment	fitness equipment	rower	1/1/2010	fresh air fitness	£1,329.00		£1,466.20
Outside equipment	youth shelter	N/A	8/1/2008	monster	£6,695.00		£7,386.14
Outside equipment	fitness equipment	Arm & Pedal Biki	12/10/2018	fresh air fitness	£1,217.00		£1,265.68
Outside equipment	fitness equipment	Elliptical trainer	12/10/2018	fresh air fitness	£1,461.00		£1,519.44
Outside equipment	fitness equipment	Double sit-up box	12/10/2018	fresh air fitness	£1,395.00		£1,450.80
Outside equipment	Outdoor table tenn	Ping	2/20/2020	Ping	£1,029.00		£1,029.00
Outside equipment	train	Eibe	8/31/2021	Eibe		£10,595.37	£10,595.37
					£33,810.00	£134,965.37	£184,389.52

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Sports equipment	football goal	senior size	1/1/2011	mark harrod	£1,000.00		£1,103.23
Sports equipment	football goal	senior size	1/1/2007	edwards	£510.00		£562.65
Sports equipment	football goal	senior size	1/1/2005	mark harrod	£510.00		£562.65
Sports equipment	football goal	senior size	1/1/2005	mark harrod	£510.00		£562.65
Sports equipment	flood- lights		1/1/1999	carmel electrical	£28,119.00		£31,021.78
Sports equipment	flood- lights	LED	8/24/2021	Centurian	£14,998.43		
Sports equipment	Pitch Improvements	fencing, dugouts, goal posts	8/24/2021	Centurian	£83,079.00		
					£128,726.43	£0.00	£33,812.96

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Street furniture	x1 lighting column		7/1/2007	EDF	£2,445.00		£2,697.40
Street furniture	Two Wisley Benches	Wisley	7/31/2018		£4,800.00		£4,992.00
Street furniture	Steel Screen		7/31/2018		£1,500.00		£1,560.00
Street furniture	millennium sculpture	outside village hall	CPC responsible		£15,000.00		£16,548.48
Street furniture	flag pole	war memorial	CPC responsible		£1,000.00		£1,103.23
Street furniture	notice board	post office	CPC owned		£0.00		£0.00
Street furniture	Red telephone kiosk		11/16/18	BT	£1.00		£3,120.00
Street furniture	Red telephone kiosk		11/16/2018	BT	£1.00		£3,120.00
Street furniture	tree guards x2	bespoke	2000-2002	local forge	£2,500.00		£2,758.08
Street furniture	seat	broxap	3/1/2013	broxap	£701.00		£773.37
Street furniture	litter bins x4	nexus city	6/6/2015	glasdon	£1,640.00		£1,809.30
Street furniture	litter bins x6	RLA/5	6/6/2015	wybone	£2,250.00		£2,482.27
Street furniture	picnic tables x4	enviropol	11/1/2008	glasdon	£0.00	£2,488.00	£2,744.84
Street furniture	seats x4	enviropol	9/1/2008	glasdon	£0.00	£1,772.00	£1,954.93
Street furniture	bins x 3	guppy	9/24/2010	glasdon	£0.00	£732.44	£732.44
Street furniture	picnic table x2	enviropol	2/1/2016	glasdon	£0.00	£1,045.00	£1,152.88
Street furniture	lighting columns x 11		6/21/2005	edf	£0.00	£5,320.00	£16,138.98
Street furniture	8m lighting column		5/18/2007	edf	£0.00	£1,598.00	£1,762.96
Street furniture	column between 9 & 10	Case	2/7/2022	Case		£3,595.00	£3,595.00
Street furniture	litter bins x5	elclipse	2/1/2016	advanced scape	£1,045.00		£1,152.88
Street furniture	bollards		8/1/2007	street furnishings	£545.00		£601.26
Street furniture	notice board	COOP	CPC owned		£500.00		£551.62
Street furniture	seats x2 village hall x1 guide hall		9/1/2010		£576.00		£635.46
Street furniture	seat		12/21/2017	glasdon	£500.00		£540.80
Street furniture	oak benches	bespoke	5/30/2018	English Woodlands	£2,000.00		£3,203.20
Street furniture	Poppy sculpture	bespoke	5/30/2018	RM Hillam	£5,000.00		£5,408.00
Street furniture	bus shelter	High Street	5/28/2019	SCC	£5,000.00		£5,200.00
					£47,004.00	£16,550.44	£86,339.38

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
General content	Badges(civic regalia)	chairman & vice		vaughtons	£1,070.00		£1,070.00
General content	Seal		10/1/2008	cygnet insignia	£628.00		628



CRANLEIGH PARISH COUNCIL

17 February 2022.

Corporate Policy
Waverley Borough Council
The Burys
Godalming
GU7 1HR

Dear Sirs

Community Governance Review January 2022

Thank you very much for giving Cranleigh Parish Council the opportunity to participate in the Community Governance Review consultation.

The Parish Council considered your consultation document at its meeting on 17 February 2022 and would like to make the following comments:

Number of Parish Councillors

The Parish Council is satisfied with the current representation from 12 Parish Councillors.

Parish Wards

The current structure of Cranleigh Parish Council is 5 Parish Wards:

Cranleigh East	5 Councillors
Cranleigh West	4 Councillors
Cranleigh Elmbridge	1 Councillor
Cranleigh North	1 Councillor
Cranleigh Rural	1 Councillor

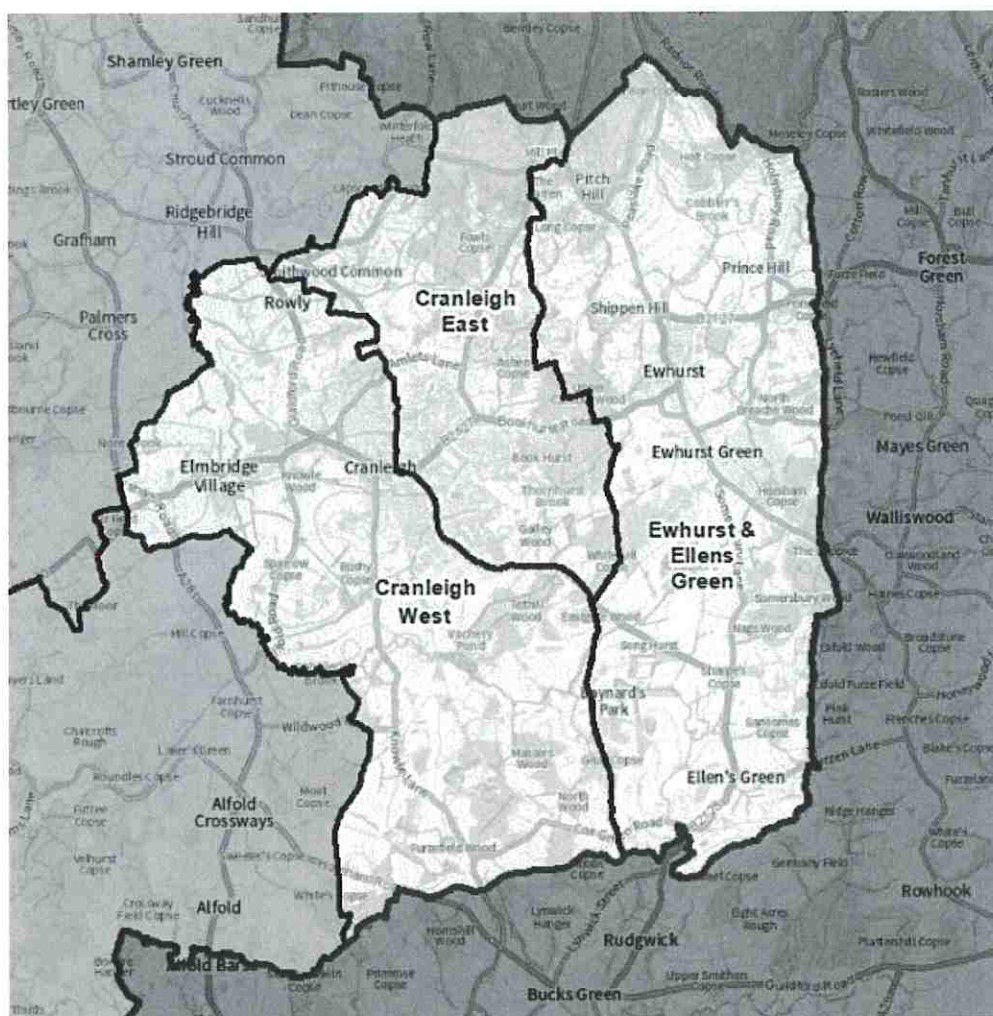
Cranleigh Elmbridge, North and Rural had uncontested elections in May 2019.

The Parish Council has used the LGBCE Review of Waverley Borough Council to inform its response. The review proposes two Borough Wards for Cranleigh:

- Cranleigh East
- Cranleigh West

Please refer to the map overleaf.

Cranleigh, Ewhurst & Ellens Green



Ward name	Number of councillors	Variance 2027
Cranleigh East	3	7%
Cranleigh West	2	10%
Ewhurst & Ellens Green	1	-4%

The Parish Council has extracted the electorate data for 2020 and projected data for 2027 for Cranleigh as the table below:

Polling District	Parish/Town	Parish Ward	No of Cllrs	Electorate 2020	Projected Electorate 2027	No of Electors per Cllr 2027
ACEB	Cranleigh	Elmbridge	1	340	362	362
ACEC	Cranleigh	Rural	1	83	91	91
CEA/CEB	Cranleigh	East	5	5175	6168	1234
CWA	Cranleigh	West	4	3430	4165	1041
SGCB	Cranleigh	North	1	247	575	575

The Parish Council has carefully considered electoral equality, as some Parish Wards are currently significantly overrepresented in Cranleigh.

The Parish Council would like to propose reducing the number of Parish Wards from 5 to 2 utilising the same Ward boundaries as the Borough Boundary Review Map on the previous page. This has the benefit of being simpler for members of the public to understand their local representation at Parish and Borough Council level.

To reduce the Parish Wards, the Parish Council recommends:

- Adding Elmbridge and Rural to Cranleigh West
- Adding North to Cranleigh East

The impact of these changes can be seen below on representation:

Polling District	Parish/Town	Parish Ward	No of Cllrs	Electorate 2020	Projected Electorate 2027	No of Electors per Cllr 2027
CEA/CEB	Cranleigh	East	7	5422	6743	963
CWA	Cranleigh	West	5	3853	4618	923

In summary, the Parish Council would like to reduce the number of Parish Wards from 5 to 2 and to align those Wards with the Borough Ward Boundaries for Cranleigh East and Cranleigh West, represented by 7 Parish Councillors in Cranleigh East and 5 Parish Councillors in Cranleigh West.

Yours faithfully

CRANLEIGH PARISH COUNCIL

Beverley Bell FSLCC MIET leng
PARISH CLERK



If you find the text in this form difficult to read we can supply it in a format better suited to your needs

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

APPLICATION FOR STREET TRADING CONSENT

To: Head of Environmental Health and Community Safety, Waverley Borough Council,
The Burys, Godalming, Surrey, GU7 1HR

I hereby make application under the provisions of section 3 and schedule 4 of the above Act for consent to sell or offer or expose for sale the articles stated below, in the open air within the area of Waverley Borough Council.

This application is for (please tick)	New Application	Yes	Renewal	
If a renewal application please provide the number on the current consent	Application for 2021 Markets was submitted by Cranleigh Chamber of Commerce and approved on 3 rd June Ref [REDACTED] but ran out in December 2021			
The type of consent being applied for (please tick)	Sole Trader		Special/Community Events	Yes
If special/community events please state the number of stalls/traders to be present	Number of stalls between 25 and 30 but up to a maximum of 40 stalls			

I submit the following particulars for consideration:

1.	Applicant Full name	Wendy Varcoe	Date of Birth	[REDACTED]
2.	Trading as	Surrey Hills Enterprises Community Interest Company		

3.	Home Address (inc. postcode) (for sole traders)	
4.	Address of organiser (if a community/ special event)	
5.	Daytime telephone number	
6.	E-mail	
7.	Address where articles are stored (if applicable)	N/A
8.	Proposed trading location/address*	Cranleigh High Street, Cranleigh
<p><i>* For special/community event applications please provide the details of all of the traders separately as part of your application.</i></p> <p>To give an indication of the type of stalls in 2022, the stall holders who attended last year are shown on the attached sheet.</p>		
9.	Type of vehicle(s) to be used. If a sole trader please also give accurate dimensions of each vehicle (in metres)	Stall holders - Trading will be in Gazebos set up and run by local businesses offering local food, drink, arts and crafts
10.	Registration no. or identification mark	N/A
11.	Full details of articles to be sold. Also include size of any receptacles to be used, e.g. baskets, kiosk, tables, etc.	The Markets are showcasing local food, drink, arts and Crafts. Members of Surrey Hills who meet the Surrey Hills standards of local, quality and sustainability will attend the market and their attendance is via an application process, approved if they meet the standards and provide copies of their insurance certificate and Risk Assessment. In addition, local businesses who aren't Members of Surrey Hills can attend up to 3 Markets in any one year, if they meet the above standards. Stall holders will trade in their own Gazebos normally in 3m by 3m Gazebos but some up to 6m x 6m Gazebos. The Stall holders will be located at pre agreed locations along the High Street in liaison with Cranleigh Chamber of Commerce. Stall locations are shown on the enclosed Map but exact locations may change depending on liaison with High Street stores and shops.

12.	Proposed times of trading (please include frequency, times of day, days per week, months of the year)	<p>The Markets were developed for the first time in 2021 as a joint initiative between Surrey Hills Enterprises and Cranleigh Chamber of Commerce with the aim of increasing footfall on Cranleigh High Street and supporting local businesses.</p> <p>In 2022, they will run on the first Saturday of the month starting in March and excluding September with trading from 10am to 4pm and set up from 8am.</p> <p>The dates are: 5th March, 2nd April, 7th May, 4th June, 2nd July, 6th August, 1st October, 5th November, 3rd December</p>
13.	Insurance Company and Policy No.	<p>[REDACTED]</p> <p>[REDACTED]</p>
14.	If a food business please provide the name of the local authority you are registered with	

I enclose:

1. A passport style photograph of myself (sole traders only)
2. Photographs showing the sides, back and front of each vehicle (sole traders only). If you are an existing trader please provide a photo of the vehicle(s) in the trading location.
3. A plan/map image showing all locations that I have applied to trade in, which shows sufficient details to identify the location of the proposed site.
4. A copy of valid public liability insurance for trading/the event providing cover to a minimum amount of 5 million pounds. The person applying for street trading consent is responsible for providing this insurance, individual applicants (sole traders), or the organiser (special/community events).
5. If a food trader(s) - a copy of correspondence showing that I am/they are registered with a local authority as a food business and/or have achieved a minimum FSA food hygiene rating score of level 3 or above.
6. Information on measures that will be put place to make sure trading is undertaken in a COVID-secure manner (sole traders only), or
An event management plan(s) detailing how the event(s) will be run safely and without causing nuisance to the area, as well as a completed COVID19 checklist(s) for the event(s) (special/community events only).

7. Confirmation that if trading from privately owned land that the land owner has given permission for me to trade/the event to go ahead there.

I confirm that:

- I will pay the required fee within 48hours of submitting this application. I am aware that failure to provide the required fee will result in my application not being processed.
- I am aware that the required fee is payable per trading site.
- I will display a notice at the proposed trading location(s) notifying local residents and businesses of my intention to trade there if a consent is granted. I will provide a photo of this being displayed at the location within 48hrs of submitting this application to environmentalhealth@waverley.gov.uk. (not required for itinerant street traders such as ice cream vans who do not trade from any specific locations)
- I am aware that if valid objections are received to my application, the application will need to be considered and determined by Waverley Borough Council's Licensing SubCommittee. This may delay a street trading consent being granted.

Signed

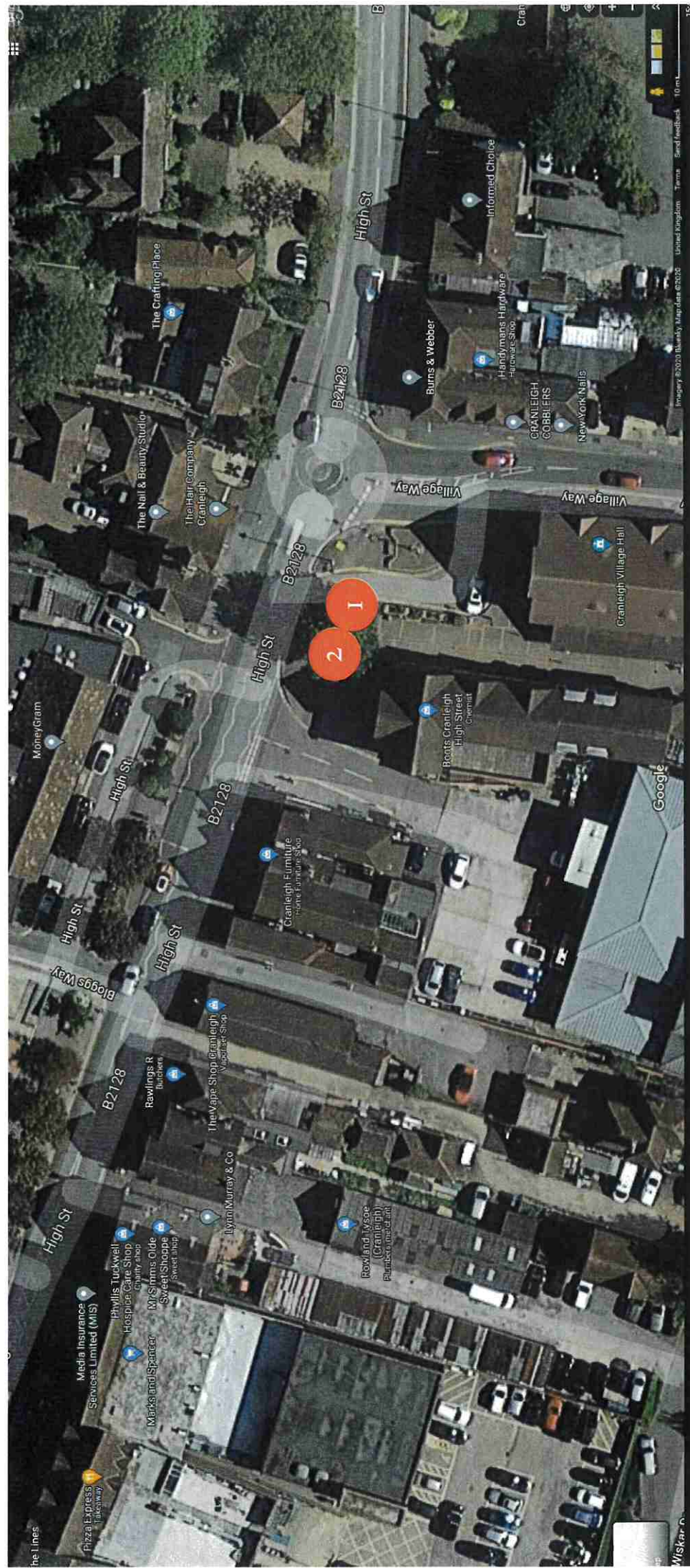
Print Name Wendy Varcoe..... Date 22nd January 2022

Notes:

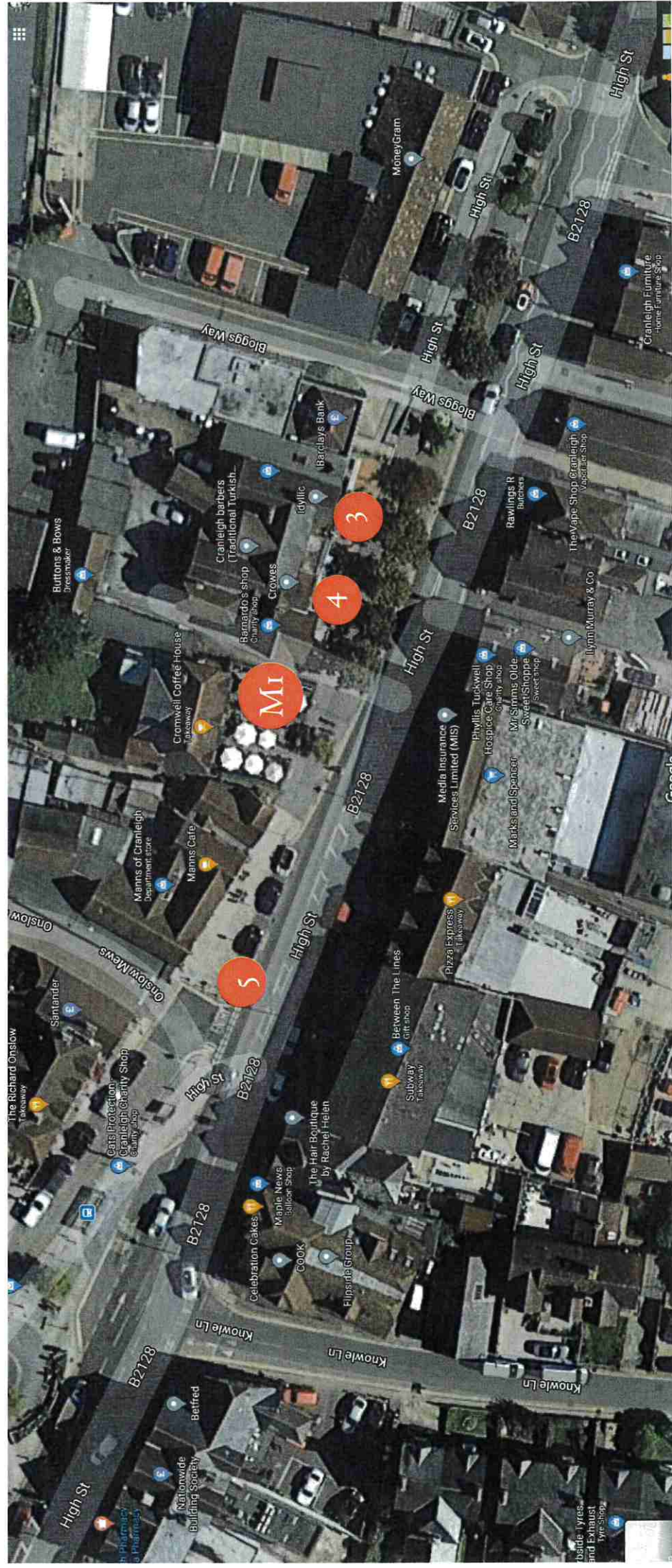
Fees are reviewed annually and may be found on the Council's website or by contacting the Environmental Health Service.

Making a deliberately false statement in connection with any application is an offence punishable on summary conviction by fine of up to £400.

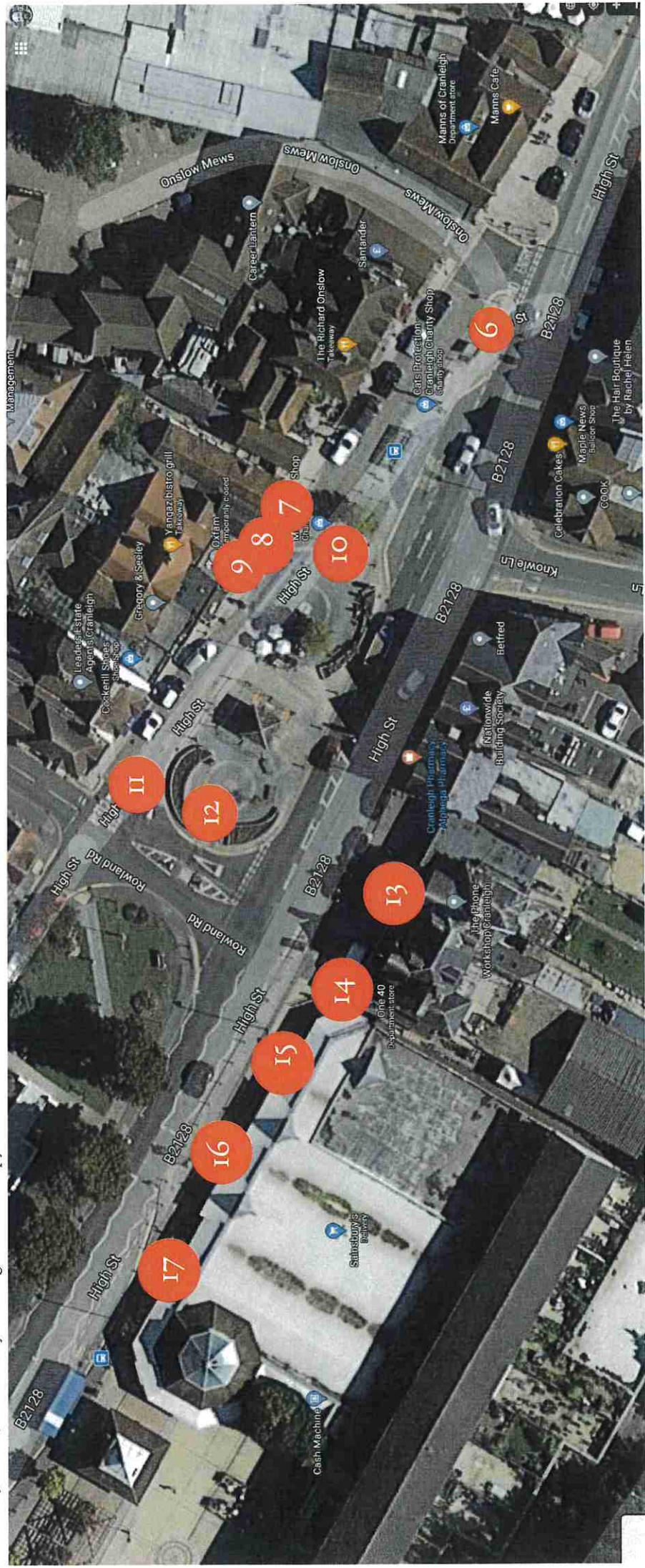
I & 2 - Outside Boots



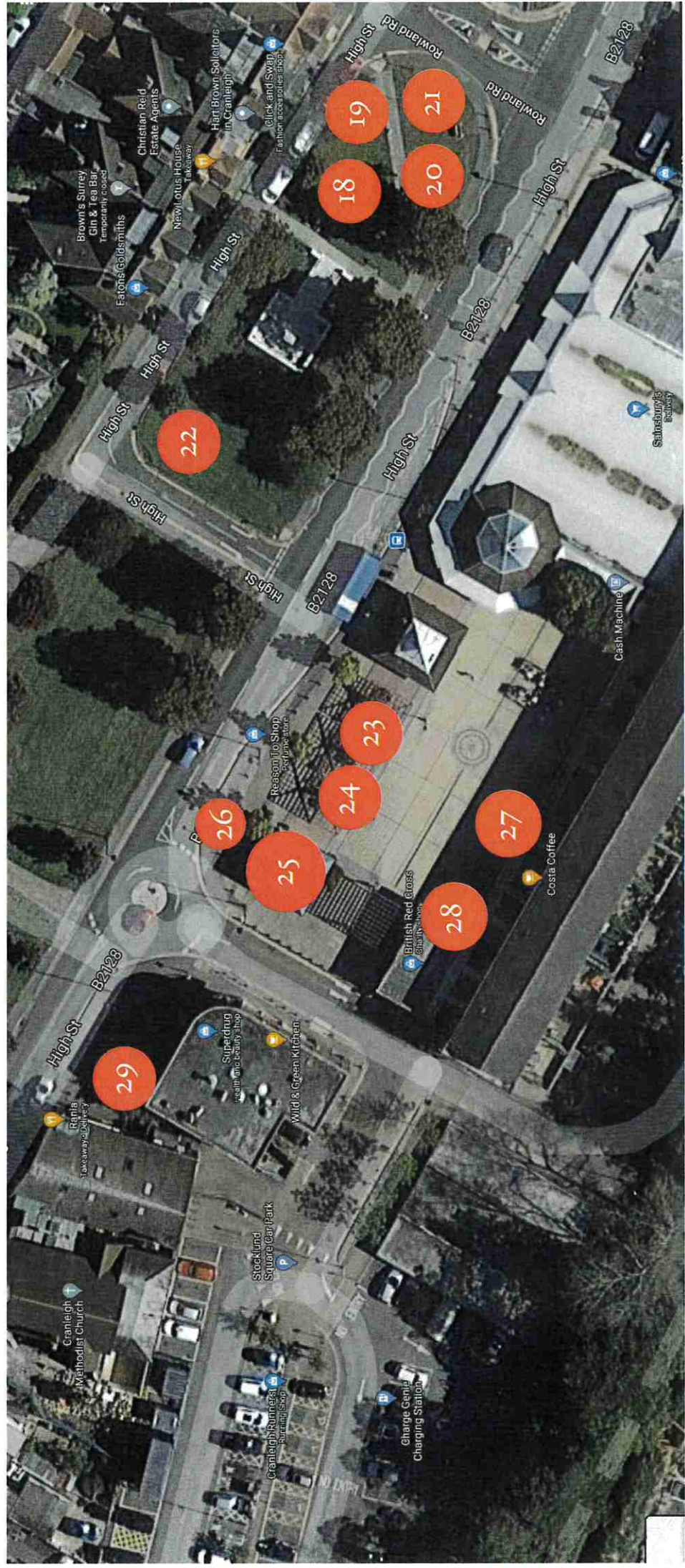
- 3 & 4 - opposite Idyllic, against stone wall
- M1 - music venue at Cromwells
- 5 - Space where pavement curves outside Manns



- 6 - by Cranleigh School notice board
- 7, 8 & 9 - outside closed shops in Fountain Square
- 10 - in Fountain Square pedestrianised area, where Christmas Lights stage usually goes
- 11 - in first part of closed road (Fountain Square service road)
- 12 - in Fountain Square between seating areas
- 13 - outside closed shop next to ONE40
- 14 - corner of ONE40 and Sainsburys
- 15, 16 & 17 - Sainsburys frontage under canopy



- 18, 19, 20 & 21 - By War Memorial on grass
- 22 - Behind War Memorial
- 23, 24, 25, 26 - In Stocklund Square
- 27 - Outside closed charity shop
- 28 - Corner by old Natwest Bank
- 29 - Outside Superdrug



Cranleigh's Surrey Hills Artisan Markets

March – December 2022

COVID-19 RISK ASSESSMENT CHECKLIST

Location

Cranleigh High Street North including Stocklund Square and Fountain Square.

Date

Saturdays, 10-4pm trading & 8am – 10am set-up / 4pm – 5pm take-down

- 5th March
- 2nd April
- 7th May
- 4th June
- 2nd July
- 6th August
- 1st October
- 5th November
- 3rd December

Nature of Markets

Cranleigh's Surrey Hills Artisan Markets are outdoor 'Market style' events, as part of supporting local businesses in the Surrey Hills and increasing footfall within the High Street.

The Organisers

This is a joint event between Cranleigh Chamber of Commerce and Surrey Hills Enterprises CIC. An Event Management Plan has been prepared.

Thinking about the Risk

The organisers recognise that COVID-19 is a national public health emergency. The organisers have taken action to assess and manage the risks to health and safety of COVID-19 and in particular the risks to the stall holder participants, their customers, and other shoppers and visitors. While the organisers recognise that it is impossible to completely eliminate the risk of COVID-19, they believe that they have read and understood the Surrey CC Covid Event guidance and considered the risks and prepared everything reasonably practicable to minimise them, recognising one cannot completely eliminate the risk of COVID-19.

This event is an entirely Outdoor Event which will be the greatest mitigation factor.

Each event participant is required to agree to the Organisers Risk Check List and to submit their personal Risk assessment. This is the Event Organisers Covid-19 Risk Checklist.

It is difficult to assess the number of attendees, but we would estimate that number to be a maximum of 1,000 over a period of 6 hours each day, stretched over a physical distance of half a mile on both sides of the pavement, effectively one mile. It is not an event which will attract large clusters of people at the same time altogether in one area. Over this period, it is likely that there will only be a few people at any one time gathered at any one stall.

COVID-19 CHECK LIST

The not-for-profit Organisers have read, understood and endeavoured to comply with the relevant Health Protection Regulations 2020 and the Surrey COVID-19 Checklist for Events.

- All reasonable measures have been taken to limit the risk of transmission of Covid-19 in attendees including Staff, Volunteers, Suppliers/delivery drivers, Performers, Attendees, and information stall holders.
- There are controls in place to mitigate the risk of transmitting COVID-19.
- The organisers know of no other gatherings in the area at the same time; minimising the likelihood of a cumulative impact of other gatherings in the area at the same time or pre/post event where additional mitigation measures may be needed to reduce the risk of transmission of COVID-19.
- The Event Management Plan includes a site map, duration of event, attendee capacity and how staff and stewards maintain COVID secure measures at all times during the event.
- The event's booking regulations demonstrate how outdoors social distancing will be maintained at all times.
- Test and Trace - Contact details for those stall holders present at the event will be recorded and stored for 21 days, to assist NHS Test and Trace with requests for the data if needed.
- Communication with attendees - Reasons for short notice cancellation are likely to be inclement weather or a rise in Covid infections necessitating a change in government instructions. A decision will be taken at least three days beforehand and social media will be the main source of information for potential attendees. Each event participant will be emailed, texted or phoned to advise of cancellation.
- The plan demonstrates that the event can be delivered safely without the involvement of the emergency services. The event is small enough and taking place over so many hours that crowd management is not deemed to be a risk. However, should it become so, the Event organisers and stewards will manage the gathering diplomatically.
- Emergency medical assistance measures are outlined in the Event Management Plan and Emergency procedures sheet.

Financial Risk

The event organisers are aware that the event may need to be cancelled if the COVID-19 situation changes and that they will be responsible for all financial losses. The stall holders make a small contribution of £30 for Surrey Hills Members and £50 a day for non-Surrey Hills Members and the only costs involved are staff time in organisation.

Track and Trace

Each event participant has been required to submit names and contact details of all participants on the day. If those people are changed or increased on the day, the additional names will be taken and recorded by the organisers. Each stall holder has been required to download their QR code so that it can be displayed at the Market for customers to use with their NHS App. The stall holders have been asked to encourage such downloading.

Participants Booking Regulations

An email to each participant will be sent prior to the event outlining the detail below that they will adhere to the following advice. Where Stewards spot that such advice is not being followed, the Steward will firstly speak with the stall holder and secondly has the power to close the stall or stop the performance with immediate effect.

1. We have asked participants to commit to ensuring that if they or their staff or volunteers feel unwell that they stay at home and do not attend the Fair. If a Steward spots that a participant is unwell he will close the stall down and ask the participant to leave.
2. We have asked the participants to commit to ensuring that cleaning materials are on their stalls to be used to regularly clean their counters and at points where customers may often come into contact.
3. Masks - Stall holders will be asked to wear masks during the event and will continue to wear masks during set up and close down and such activity will be scheduled in turn to minimise making contact with other participants.
4. Due to the outdoor nature of the Market it is not possible to ask participants to regularly wash their hands. However, the participants have been asked to bring sanitisers with at least 60% alcohol content to regularly clean their own hands and offer to customers to do the same.
5. Each stall will be separated by at least 1 metres. Counters and tables will separate sellers from customers by a minimum 2 metres depending using the width of the table as a physical barrier. Stall holders will be asked to stand back from customers. It will not be possible to erect plastic shielding screens, but stall holders will be wearing masks.
6. Queues, should they build up, will be managed by both the stall holder and the Stewards to maintain a 2-metre distance between waiting customers. Each steward will manage a number of stalls within a specific area of the market.
7. Payment for goods at the stalls will be by contactless card. Those receiving cash will sanitise their hands between transaction.
8. Stall holders will be asked not to raise their voices with each other or with customers.
9. There will be no additional pinch points caused by the event in the High Street where several people may gather.
10. Stewards will be trained and briefed on COVID-19 secure measures and protected from the risk of COVID-19 transmission. Stewards will be provided with paper instructions, to be carried on the days, on how to maintain social distancing, on how to seek medical help and on how to manage social distancing breaches by stall holders.
11. Event entry and exit points - This is an outdoor event. Attendees and participants will enter and leave the High Street from a number of entrances and exits, north and south, east and west. There is very unlikely to be peak traffic congestion because the event is at the weekend and schools and commuters will not be on the move.

21 January 2022

Wendy Varcoe MBE, Surrey Hills Enterprises, Executive Director

Risk assessment for Cranleigh's Surrey Hills Artisan Markets 2021

Dates of 2022 Markets - 5th March, 2nd April, 7th May, 4th June, 2nd July, 6th August, 1st October, 5th November, 3rd December

Company name: Cranleigh Chamber of Commerce & Surrey Hills Enterprises CIC

Assessment carried out by: W Varcoe

Date assessment was carried out: 21st January 2022

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Not being informed of Covid-19 and other Risk Assessment Advice	Stall holders, customers, participants catching or spreading the virus	Send an email to all participants with the Joining instructions listing the Covid safety measures needed to take part and asking for confirmation in writing that they will confirm their acceptance	W Varcoe	2 weeks prior to event	
Social Distancing	Customers and staff catching and/or spreading the virus	Check that the stall holders ensure people maintain social distancing at their stall.	Stewards	Throughout day of the market	

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Check that stall holders wear masks	Stewards	Throughout day of the market	
		Check that plenty of antibacterial hand liquid with at least 60% alcohol content available for customers and staff	Stewards	Throughout day of the market	
		Check that stall holders and customers use hand sanitiser every time cash or goods change hands, or leaflets are handed out.	Stewards	Throughout day of the market	
		Discourage groups forming at the stalls	Stewards	Throughout day of the market	
		Check that stall holders maintain social distancing (at least two metres) from customers.	Stewards	Throughout day of the market	
		Check that stall holders remove all waste personally and take home for disposal	Stewards	At end of the day and include within the Stall holder Joining instructions	
		Do not allow anyone to work on the stall if he or she feels unwell.	Stewards	Prior to set-up	

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Where possible have one member of staff taking payment and another handling the goods	Stall holders	Throughout day of the market	
Getting or spreading coronavirus through food and drink tastings on the stalls	Customers	<p>The use of individual tasting cups, which are disposed of immediately after use, is permissible.</p> <p>All food/drink from which the tastings are provided will be covered/sealed between the service of the tasting samples to minimise the risk of contamination from airborne particles and/or aerosol transmission.</p> <p>Signage must be displayed to advise that the tasting cups are for single use only.</p>	<p>Include in the stall holder joining instructions</p> <p>Stewards</p>	<p>Wendy Varcoe</p> <p>Throughout the day</p>	
Unstable stall	Customers and Staff by flying objects or furniture falling over.	Check that all four corners of Gazebo or other covers are well secured and with sufficient weights.	Stewards	A safety check of all stalls prior to opening at 10am on the day	
		Check that all products, boxes, table, chair and other furniture are well secured.	Stewards	A safety check of all stalls prior to opening at 10am on the day	

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	Trip hazard	Check that no guys attached to the gazebos or if used ensure that they are well highlighted as a hazard	Stewards	A safety check of all stalls prior to opening at 10am on the day	
Use of vehicle	Vehicle may hit pedestrians	Ensure during unloading of stock that the way is clear and pedestrians advised of the hazard and drive carefully	Stewards	At the beginning and end of the event during unloading and loading	
	Obstruction	Ensure no vehicles are obstructing disabled people or causing bottlenecks for pedestrians	Stewards	At the beginning and end of the event during unloading and loading	
		Ensure that vehicles move away and park safely and legally, not on the pavement.	Stewards	At the beginning of the day prior to event opening	
Fire	Staff, stall holders & customers	Stall holder or steward to call 999 to request Fire Brigade. Steward to use 2-way radios to inform Event Organiser and put in place evacuation of the Market stall holders and customers away from the affected area.	Stewards or stall holder Stewards	Vigilance throughout event	

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Ensure all stewards are briefed on the procedures to ensure safe evacuation	Event Organiser	Emergency procedures sheet given to all Stewards prior to the Market and a briefing of stewards on the morning prior to the opening.	
Accident or illness	Staff, stall holders & customers	Add details to the emergency procedures sheet and ensure all staff are briefed on actions needed if there is a medical emergency Walkie Talkies to enable communication between staff in case of an emergency Police to be notified the details and dates of the event	Event Organiser	Prior to the event and on the morning prior to opening Throughout the event 1 month prior to event	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

CRANLEIGH PARISH COUNCIL – STANDING COMMITTEES AND OBSERVERS ON OUTSIDE BODIES 2021/22

Parish Council	Finance Committee (Max. 7)	Planning Committee (Max. 12)	Personnel Committee (Max. 5)	Neighbourhood Plan Committee (Max. 6)	Property & Asset Committee (Max. 12)
Rosemary Burbridge Philip Chapman Rob Denton Cathy Gould Steve Jeacock Dave Nicholas Nigel Sanctuary Liz Townsend Rowena Tyler Clive Walker George Worthington	Philip Chapman* Rob Denton** Dave Nicholas Nigel Sanctuary Liz Townsend Rowena Tyler Clive Walker	Rosemary Burbridge Dave Nicholas Nigel Sanctuary Marc Scully** Rowena Tyler* Clive Walker George Worthington	Rosemary Burbridge** Cathy Gould Nigel Sanctuary Marc Scully Rowena Tyler*	Cathy Gould Steve Jeacock Nigel Sanctuary** Liz Townsend *	Rosemary Burbridge Rob Denton Cathy Gould Steve Jeacock Dave Nicholas* Marc Scully Clive Walker George Worthington**

* Chairman

** Vice Chairman

PARISH COUNCIL OBSERVERS				
Acute Treatment Centre	Observer	Deputy	Reserve	
Chamber of Commerce	Rowena Tyler	Cathy Gould		
Cranleigh Arts Centre	Nigel Sanctuary	Rob Denton		
Cranleigh Brick and Tile Liaison Group	Rowena Tyler	Nigel Sanctuary	Cathy Gould	
Cranleigh Community Fund	Nigel Sanctuary	Rowena Tyler		
Cranleigh In Bloom	Rosemary Burbridge			
Cranleigh Flood Forum	Rosemary Burbridge, vacancy			
Cranleigh Library	Steve Jeacock, Marc Scully, Liz Townsend			
Cranleigh Networking Group	Rosemary Burbridge, Rob Denton			
Cranleigh Vallendar Club	Rowena Tyler, Liz Townsend			
Cranleigh Neighbourhood Watch	Nigel Sanctuary			
Dementia Friendly Cranleigh	Vacancy			
Dunsfold Advisory Group	Rowena Tyler			
Gatwick - CAGNE	Nigel Sanctuary			
Internal Audit	Vacancy			
Remembrance Day	Nigel Sanctuary, Liz Townsend			
Rowleys	Rowena Tyler			
Rural Services Network	Nigel Sanctuary			
SSALC	Liz Townsend, Rowena Tyler			
Surrey Police	Rosemary Burbridge			
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	Liz Townsend, vacancy			
Waverley Cycle Forum	Nigel Sanctuary, vacancy	Rowena Tyler		
WBC Town and Parish Planning Forum	Dave Nicholas, George Worthington			
Wey & Arun Canal	Steve Jeacock, Liz Townsend, vacancy, vacancy			
Youth Council	Rosemary Burbridge, vacancy			
Henry Smith Charity - 2 Councillors + 3 Independent members	Beverley Bell, Nigel Sanctuary, Liz Townsend, Rowena Tyler			
	Rosemary Burbridge	Nigel Sanctuary		
	Brian Cheesman	Roy Glasper	Michael Trent	

If you cannot attend a meeting please ensure that you alert either the deputy or the office so that Parish Council Representation is ensured.

WORKING GROUPS	
Challenger	Task related working group
Centenary Gardens Management Group	Task related working group
Leisure Working Party	Task related working group
Recreation Users Group	Task related working group
Meeting with Civic Society and WBC	Task related working group
Climate Change	Task related working group
Skate Park Working Party	Task related working group
One Public Estate	Task related working group
High Street Working Party	Task related working group