

CRANLEIGH PARISH COUNCIL MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

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These Financial Regulations were adopted by the council at its meeting held on 17 February 2022.

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon

as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance committee and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £2,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination

of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
- c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital

Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by two members of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The

approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate

will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the members. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

~~6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.~~

OR

6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

~~8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.~~

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- vii. The Council will have access to a list of pre-approved contractors (preferred suppliers) which can be used to supply routine services or can be contacted to provide essential maintenance and servicing or emergency services.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders,⁴18 and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

⁴ Based on NALC’s Model Standing Order 18d ©NALC 2018

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

~~15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.~~

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. Charities

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

~~We write as Cranleigh Parish Council with is extremely concerned about concern regarding the continual disruption to water supplies, surface water flooding and inadequate customer service caused by failings in Thames Water infrastructure for the village of Cranleigh.~~

~~As you will be aware, Cranleigh has experienced a large number of water supply interruptions and falls in pressure, often requiring bottled water distribution. This month, queues of people were left to stand in over 35 degree heat for 4 litres of water per household. As residents have no choice for an alternative provider and cannot vote with their feet, it is to be expected that they want to see that Thames Water is held to account.~~

~~Incidents experienced fall into categories that might form the basis of service level standards against which benchmarks could be set and measured:~~

- ~~1) Burst mains/pipes;~~
- ~~2) Water pressure drops;~~
- ~~3) Water supply outages~~
- ~~4) Sewage odour (Elmbridge Sewage Treatment Works);~~
- ~~5) Sewage discharges (104 of 124 in the Guildford constituency during 2021)~~
- ~~6) Leaking reservoirs (Lambs Wood);~~
- ~~7) Ageing asbestos based products in the water distribution system~~
- ~~8) Disconnected and inaccurate incident reporting and response.~~

~~The Council requests access to both a plan that resolves the ongoing multiple issues in the village, alongside a system of service level monitoring to understand what Thames Water use to measure and assess its priorities in providing clean water and prevent untreated sewage entering our watercourses.~~

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~~The action we would like from this letter is:~~

- ~~1) A meeting to discuss
 - ~~a. The schedule for planned repairs and upgrade to the Cranleigh Water Distribution system,~~
 - ~~b. Access to the service level standards, benchmarks and monitoring reports that Thames Water use to monitor and schedule activity for maintaining the water supply~~
 - ~~c. Access to the standards, benchmarks and monitoring reports for the discharge of sewage into the local rivers~~~~
- ~~2) An explanation of what capacity the local water supply and treatment has to support current housing and businesses and future development~~
- ~~3) Comments on how incident reporting can be improved and connected.~~

~~The recent publicity regarding the village will not have escaped Thames Water Directors' notice, but it ~~disguises-is~~ indicative of a rising sentiment of distress and anger felt locally after many years of unaddressed complaints and the real concern. ~~People are now at risk of~~ being left without water on a regular basis. ~~More residents, are commenting on the juxtaposition of the list of Thames Water's failures against the distribution of bonuses and dividends to directors and shareholders. In~~~~

short, people-residents and the Parish Council have had enough and want-demand a system that works and grows with the expansion of the village.

We-The Council wants Thames Water directors to-assure-us-why-assurance that they believe-can confirm that their system can-will cope with new developments in the village with the existing infrastructure without further interruptions in supply, sewage overflows into our local river network and odours emitting from the Elmbridge Road Sewage Treatment Works affecting its current customers.- The council is aware that you have a statutory duty to connect new housing to your network, however, in light of local inadequacies in both our water supply and sewerage infrastructure, the Council feels that the time is overdue for you to contact the government Minister for the Department for Levelling Up, Housing and Communities and highlight the need for an infrastructure first approach to development. As you can probably imagine, it is hard to accept it is extremely difficult to justify to residents that many new dwellings can be automatically connected to the current infrastructure-your approval of new planning applications, when the pipes are bursting, the odours are emitting from Elmbridge Sewage Treatment Works (STW), the water pressure is inconsistent and localised flood patterns have changed for the worse-sewage discharges appear to be increasing in the river network. It is even more frustrating for the Council and its residents of-when the-your incident reporting system also fails to accurately recognise-this-correctly record and monitor these issues. This creates deep frustration and further undermines- confidence in Thames Water's ability to deliver an adequate service.

What the council and its residents want in order to help address infrastructure and service improvement is access both to a plan that resolves the ongoing multiple issues in the village from broken water pipes, alongside a system of service level monitoring to help us understand what Thames Water use to measure and assess its priorities in providing clean water and treated sewage in Cranleigh.

Cranleigh Parish Council are part of the legal and infrastructure support systems for the village. It is important that we know, understand and are able to communicate to our residents what Service Level Standards and the thresholds Thames Water monitor and act against in maintaining the water supply and treatment standards. We want to know what units of measurement you use to monitor whether the water you supply meets your standards of delivery and against which you and we should hold you to account.

In Cranleigh, we have experienced many and frequent problems. These seem naturally to fall into categories that might form the basis of service level standards against which benchmarks could be set and measured:

- 1) Burst mains/pipes (Horsham Road, Woodland Road, High Street, Village Way, Sherrydon and others);
- 2) Water pressure drops throughout January to May 2022;
- 3) Water supply outages, the most drastic being the nationally publicised loss in August during a heatwave.
- 4) Sewage odour (Elmbridge treatment works);
- 5) Sewage discharges (104 of 124 in the Guildford constituency during 2021)
- 6) Leaking reservoirs (Bookhurst Road);
- 7) Asbestos-based products in the water distribution system

Disconnected and inaccurate incident reporting and response. The Council requests the following:

- 1) A public meeting to discuss

- a. The schedule for planned repairs and upgrade to the Cranleigh Water Distribution system.
 - b. Access to the service level standards, benchmarks and monitoring reports that Thames Water use to monitor and schedule activity for maintaining the water supply
 - c. Access to the standards, benchmarks and monitoring reports for the discharge of sewage into the local rivers
- 2) An explanation of what capacity the local water supply and treatment has to support current housing and businesses and future development
 - 3) Comments on how incident reporting can be improved and connected.

The Council looks forward to hearing from you.

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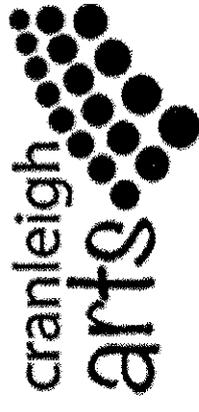
8) —

The village has experienced a surprisingly large number of supply outages and falls in pressure that have required trucks to appear with bottled water distribution. This emergency measure has often been inadequate, as in the recent full village outage when queues of people were left to stand in 35 degree heat for 4 litres of water per family per day. In addition, failures in incident reporting are also undermining confidence in Thames Water Service; as when a burst main, on the junction of Redcroft Walk and Horsham Road, was reported by more than one consumer, only for later callers to be told that no issue had been reported at all. These incidents add to consumer frustration and they feel little prospect of resolution which, in turn, compounds the anxiety. As residents have no choice for an alternative provider and cannot vote with their feet, so to speak, it is only natural that you will be held to account.

As a substantial corporation, Thames water must have access to data, records and trends in reported incidents and complaints. Likewise, you will have analysis of the capacity and demand on the known distribution and sewerage system. Many of the current problems seem to stem from failing to see and understand the performance versus the standards set for this infrastructure and operations. With this data and ongoing reporting, shortfalls can be identified and causes and solutions sought. We are keen to work with you towards this, as the current approach of fielding complaints and patching issues as they arise is clearly not effective and results in a continuum of failure, frustration and lack of confidence. More residents, of late, have been noticed commenting on the juxtaposition of the list of failures against the bonuses and dividends paid to directors and shareholders.

Please can we meet with a representative to discuss what can be done so that we can report this to our residents. We seek to understand how we can gather data, analyse, assess and contribute to a plan of the solutions and investment needed for the expanding community in Cranleigh.

Yours faithfully



Cranleigh Arts Centre

The case for investment

SECRETARY NEWS 1971/72

Arts centre in cash crisis

By Alan Golders

CRANLEIGH Arts Centre's funding crisis has resulted in job cuts and a dramatic change in the direction of the programme.

Efforts are being made to secure a new sponsor and the public will be invited to play an active part in the direction of the programme.

A rallying cry has been issued for people to contribute towards the centre and provide financial backing.

In the meantime, the centre has lost all but one of the remaining part-time staff and the programme will be cut to a minimum.

Like Britain, however, for the centre, which has established a reputation for its work in the community and its role in the arts, the situation is a dramatic one.

Events, workshops and activities are being held in the centre and the public will be invited to play an active part in the direction of the programme.

It also provides the home for the regular and highly acclaimed programme. For local people, it has been a lifeline since its inception.

As a result of the financial crisis, the centre has had to make a decision on whether to continue or to close.

However, the dramatic drop in income has meant that the centre is now in a cash crisis.

Businesses and individuals are being asked to contribute towards the centre and provide financial backing.

While a spokesman for the centre has said that the community support is still strong, the situation is a dramatic one.

The centre has established a reputation for its work in the community and its role in the arts, the situation is a dramatic one.

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future for the arts centre, with a view to securing a new sponsor and providing financial backing.

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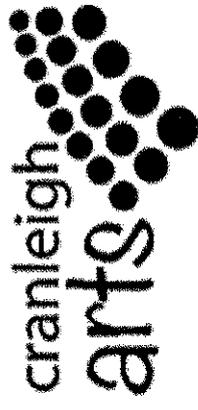
Events, workshops and activities are being held in the centre and the public will be invited to play an active part in the direction of the programme.

History

- Charity foundation. 45 year evolution from 'arts interest' group.
- 1998 lottery-funded investment in auditorium, 120 seated capacity.
- But, scale and business model producing insufficient cash flow.
- Expanded activity increased operating and financial risks.
- Struggle to afford paid staff in key roles.
- Financial deterioration leading to insolvency in 2006.
- Ongoing inability to generate sufficient cash or maintain appropriate Free Reserves.
- Trustee Board's continuing struggle to keep the ship afloat.

Arts Centre, January 2022

1. Improved financial resilience post restructure - 'washing face' at operating level. Free Reserves (+10x) to £140k.
2. 2017 restructure cut costs, focused on cash generation. 'Nothing at a loss' unless subsidy in place.
3. Investment in ticketing and web site platforms plus core refurb'.
4. Pre-Covid saw good annual increases in sales, audiences, activity.
5. Ramping up but (marginally) loss making after 18-month Covid closure.
6. Main focus today on stronger marketing platform to generate cash and bolstering operating resilience.
7. But, volume sensitive, pay too low and over-reliance on Volunteers and Trustees in key roles.



Cranleigh Arts Centre

The next 25 years

What is needed to succeed for the long term, and why

Cranleigh Arts needs to invest circa £750k to expand seated capacity and 'future proof'.

CA can be 'future ready', deliver its charitable mission and ethos, 'paying its own way', by:

1. Investment in 100% + increase in seated capacity to 300.
2. Generating more income on stable costs base.
3. Afford more paid staff in key positions, improving operational resilience.
4. Grow Free Reserves to further underpin financial resilience.
5. Satisfy growing demand on facilities while generating cash internally for investment.
6. More high quality 'delivery for the Community'.

Why? (1 of 2)

- CA is one of two Community Pillars (with the Leisure Centre). Both are viable local businesses and economic contributors.
- CA is the cultural, entertainment and arts hub in Cranleigh and surrounding villages.
- Established centre of excellence and monopoly provider.
- Punches well: 'image, profile, reputation and standing'.
- Economic value added and business 'pull' into Cranleigh.
- Delivers for Cranleigh outside the Public Purse.
- Needs to 'grow' with Cranleigh (new housing), otherwise stasis and decline.
- A strategic error not to invest in success, leveraging existing assets.

Why? (2 of 2)

Finally ...

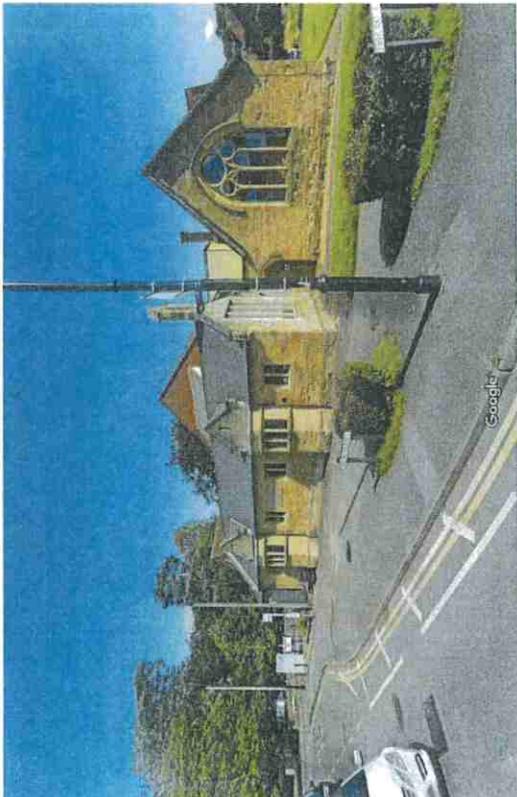
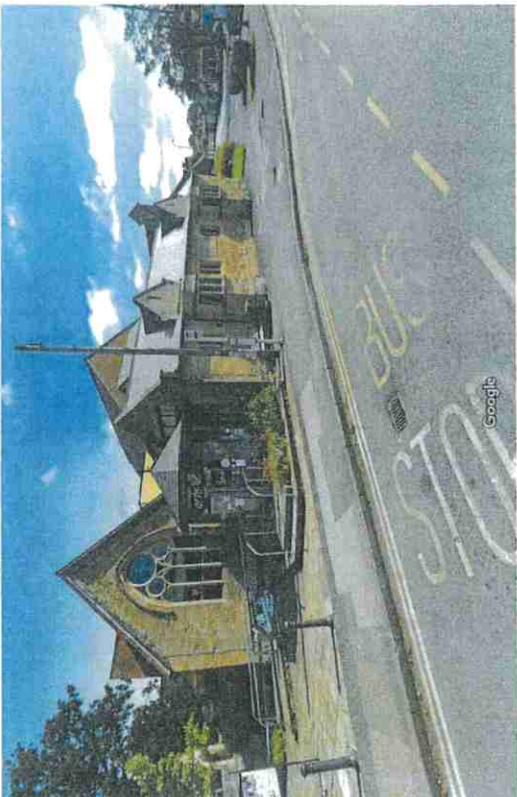
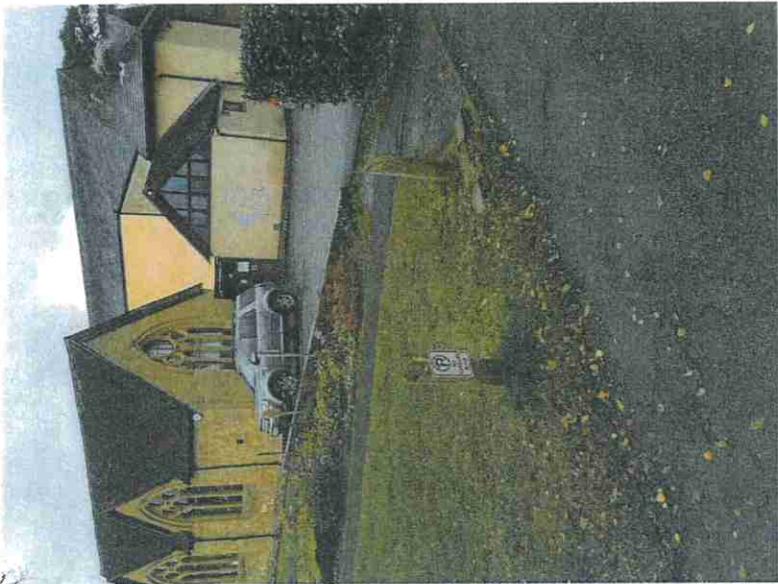
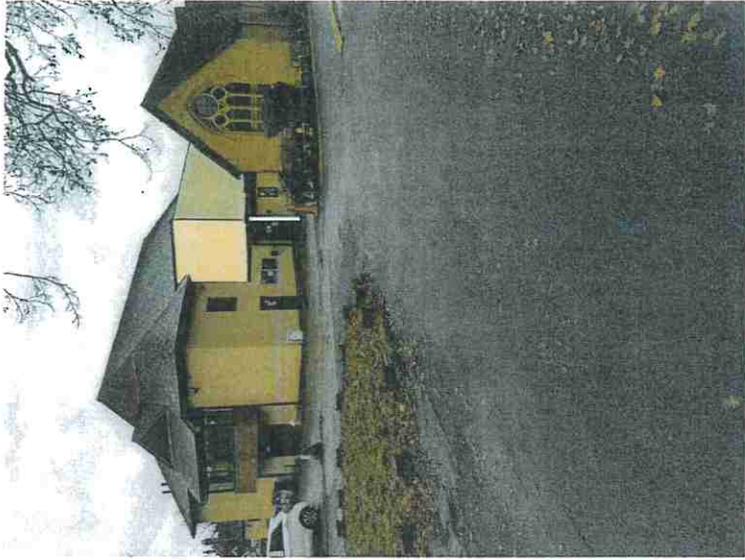
Cranleighans have pride in the Arts Centre. But, through lack of investment and poor management it can fail again. The negative impact on confidence and on the image of Cranleigh would be great.

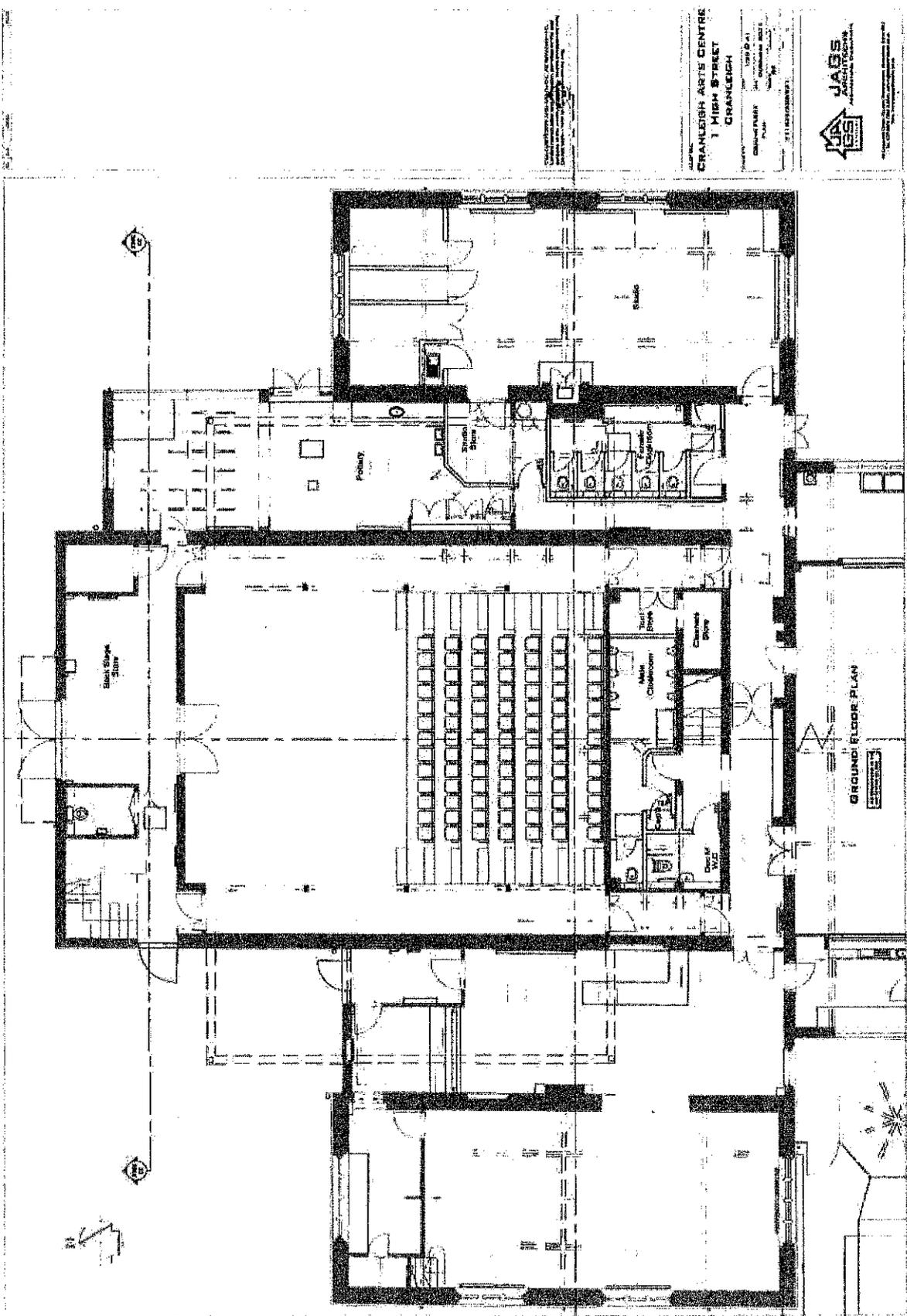
And, if Cranleigh Arts Centre did not exist, you would have to build one.



The Vision

Expansion 300

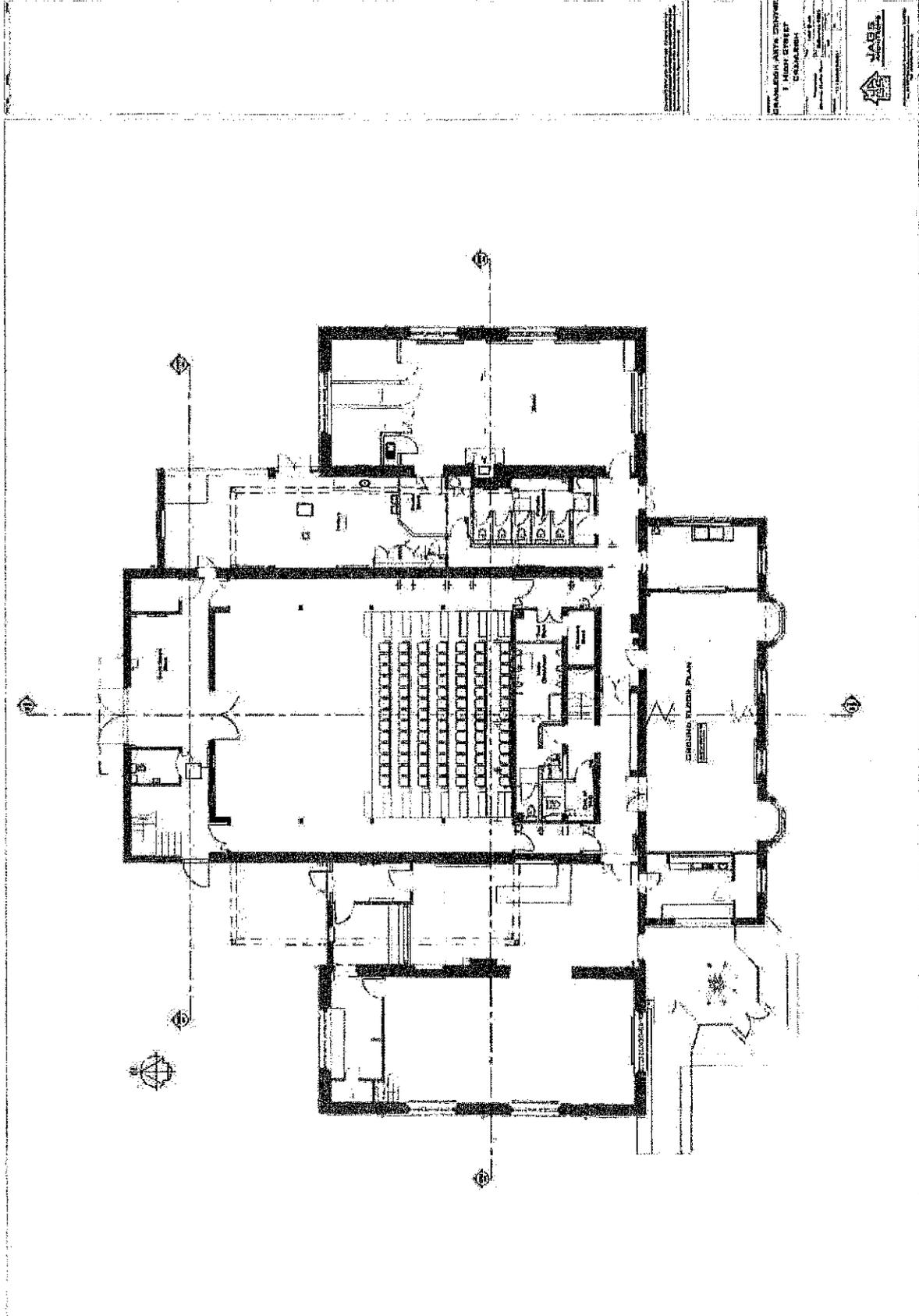


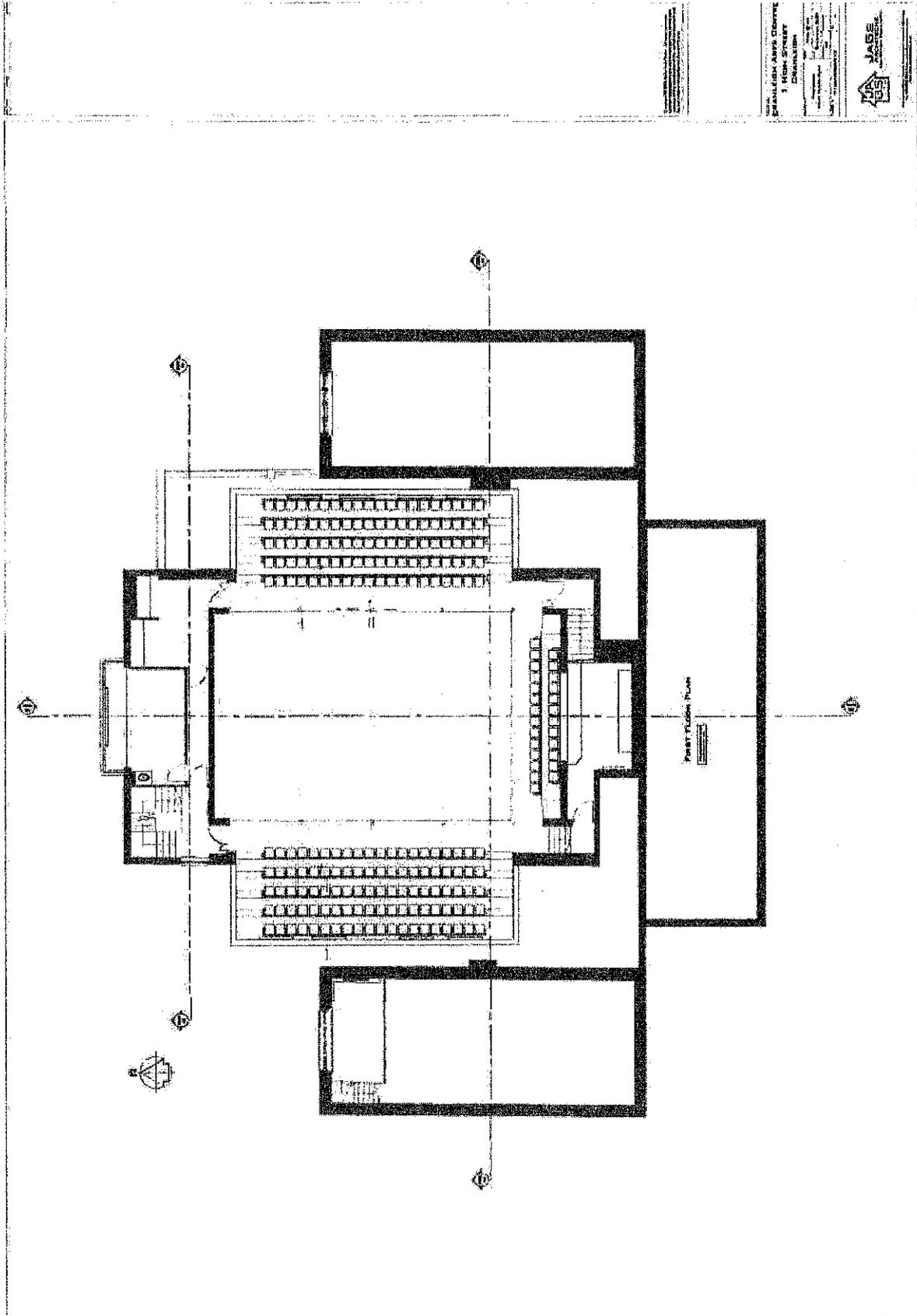


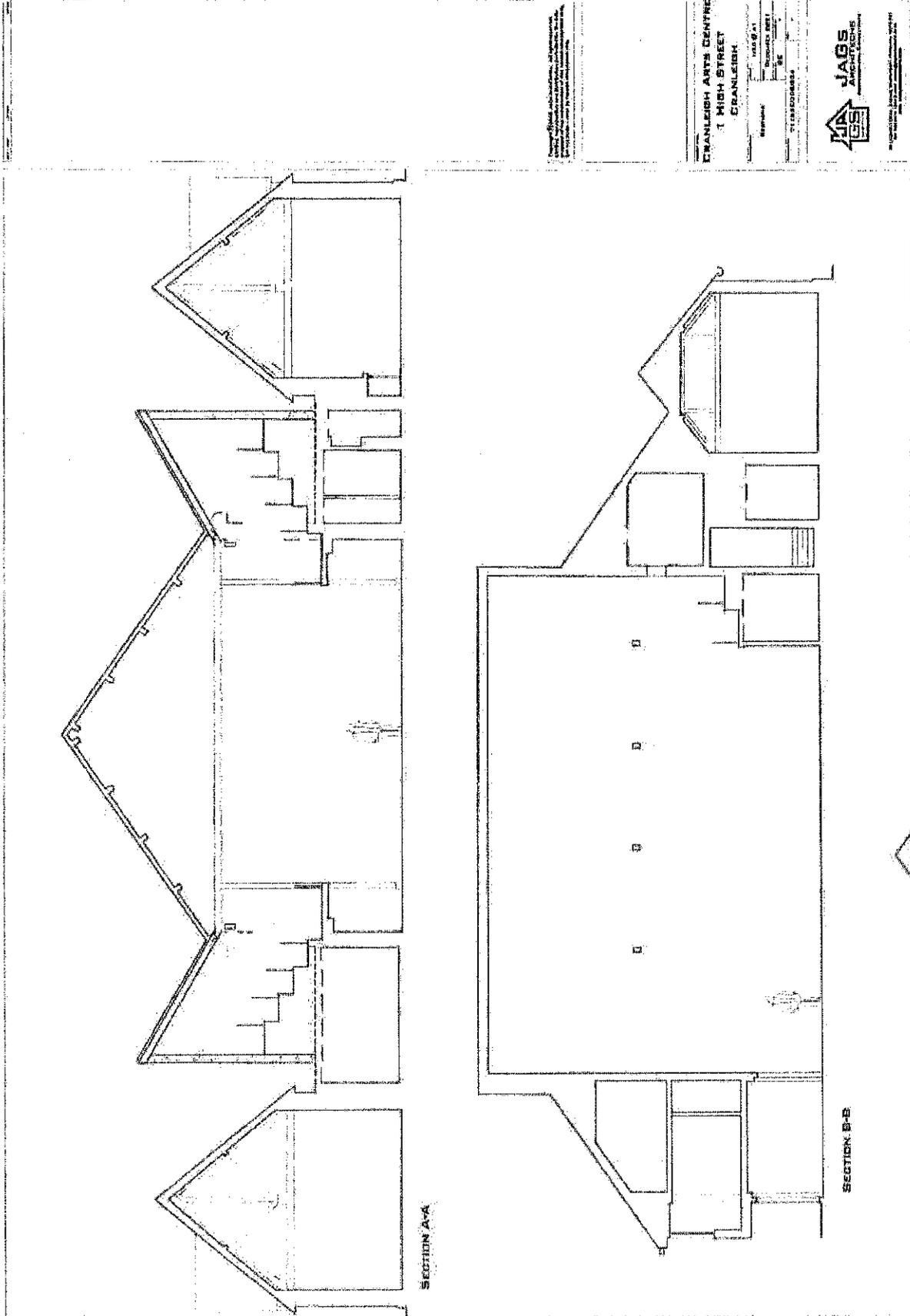
CRANLEIGH ARTS CENTRE
1 HIGH STREET
CRANLEIGH

DATE: 13/06/11
DRAWN BY: J. HARRIS
CHECKED BY: J. HARRIS
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SECTION A-A

SECTION B-B

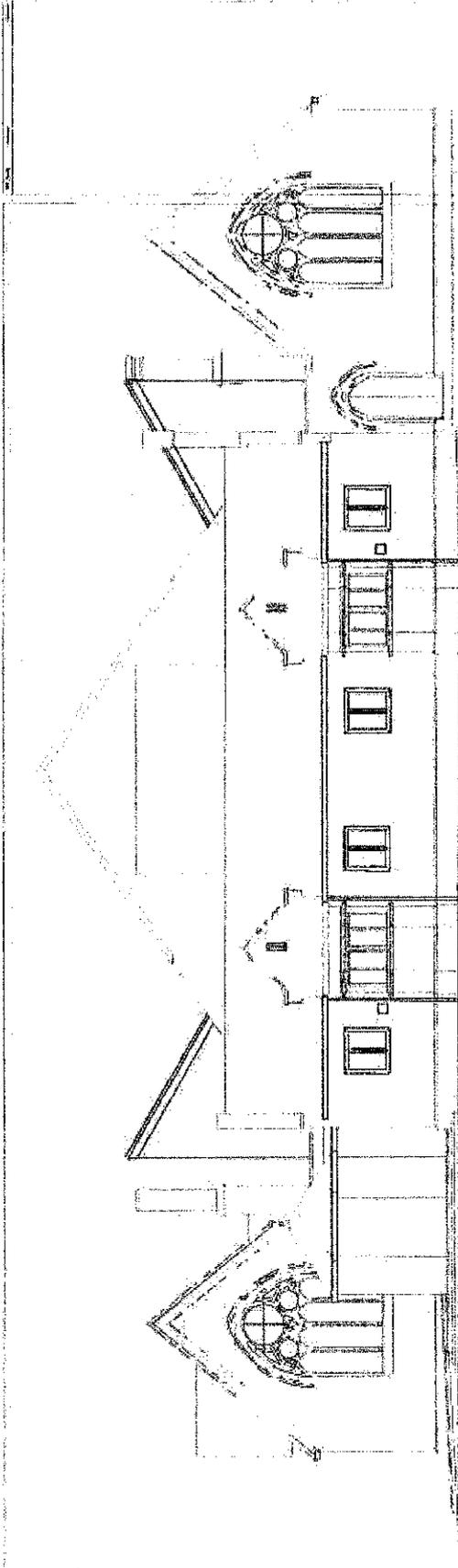
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CRANLEIGH ARTS CENTRE
1 HIGH STREET
CRANLEIGH

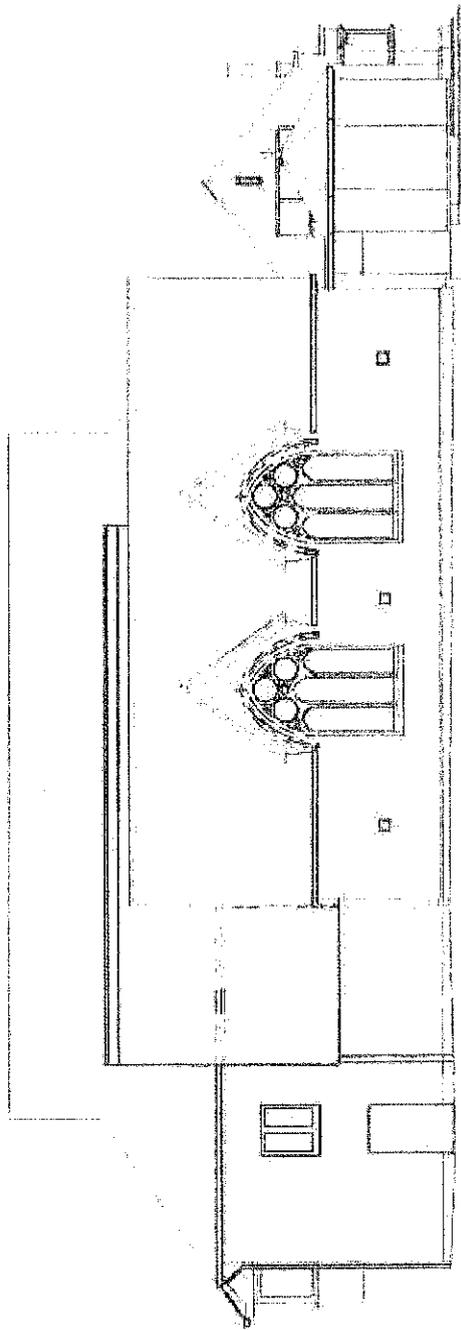
Telephone: 01246 811111
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Website: www.cranleigharts.co.uk



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100 High Street, Cranleigh, Surrey, GU9 0PE
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SOUTH ELEVATION



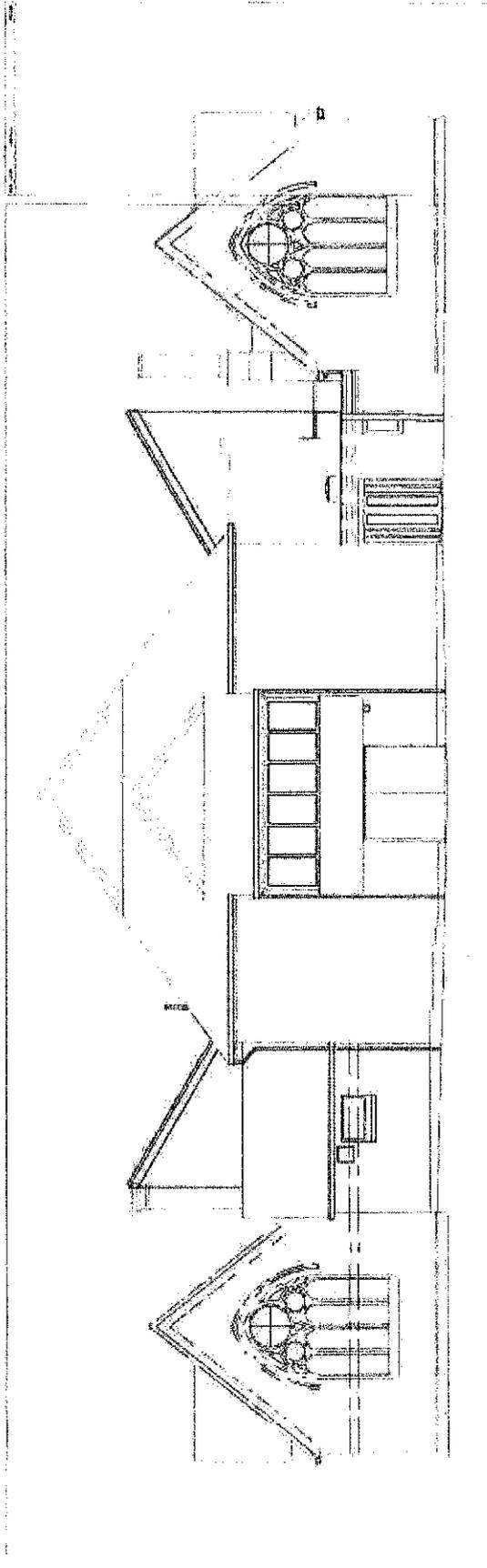
WEST ELEVATION

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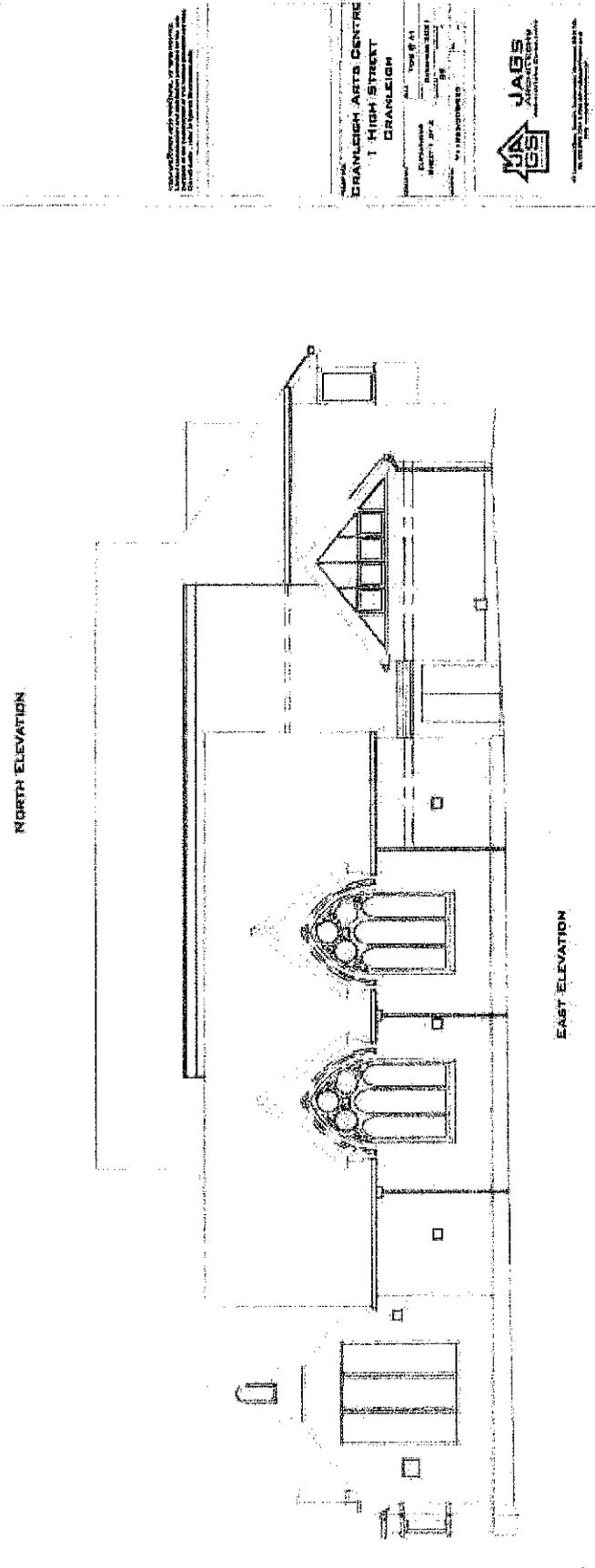
CRANLEIGH ARTS CENTRE
1 HIGH STREET
CRANLEIGH

DATE: 12/06/14
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CHECKED BY: JAGS





NORTH ELEVATION



EAST ELEVATION

ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
 ALL WORK IS TO BE IN ACCORDANCE WITH THE BUILDING REGULATIONS.
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING SERVICES.
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING STRUCTURE.
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CRANLEIGH ARTS CENTRE
 1 HIGH STREET
 CRANLEIGH

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**Assessment of Building Reinstatement Cost
for Insurance Purposes**

of

Property Assets of Cranleigh Parish Council

Prepared by:

Oxborough Chartered Surveyors
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1 INTRODUCTION

In accordance with instructions received from Ms Beverley Bell of Cranleigh Parish Council and confirmed by their signed confirmation of instructions dated 21st July 2022, we have inspected the property assets of Cranleigh Parish Council in order to carry out a reinstatement cost assessment for building insurance purposes on a day one basis and confirm our recommendations.

A site plan is attached as Appendix 2 and a photographic schedule of the property assets as Appendix 1.

The property assets are known as:

- Village Hall, High Street, Cranleigh GU6 8AT
- Council Office, Village Way, Cranleigh GU6 8AF
- Snoxhall Pavilion and Machine Shed, Knowle Lane, Cranleigh GU6 8JW
- Car Park at Snoxhall Playing Fields
- Snoxhall Youth Centre, Knowle Lane, Cranleigh GU6 8JW
- Cemetery Machine Shed, Dewlands Lane, Cranleigh GU6 7AD
- CAB Office, Village Way, Cranleigh GU6 8AF
- Public Conveniences Village Way, Cranleigh GU6 8AF
- Public Conveniences, The Common, High Street, Cranleigh GU6 8QB
- Lych Gate, Dewlands Lane Cemetery, Cranleigh GU6 7AD

2 INSPECTION

The inspection was undertaken by Tim Oxborough MRICS on 24th August 2022.

3 PROPERTY ASSETS

3.1 Village Hall, High Street, Cranleigh GU6 8AT

3.1.1 Description

The property comprises a village hall originally constructed in the 1930s primarily of brick beneath a pitched clay tiled roof with possible later side extensions during the 1980s using the same materials.

Elevations are primarily constructed of brick incorporating elements of faux timber framing with large leaded-light windows.

Internally, the walls are predominantly plastered in the public areas with significant plaster detailing to the ceiling in the main hall.

3.1.2 Situation

The property fronts onto the High Street in Cranleigh and is surrounded by pedestrian walkways on the west and south sides and the public highway to the north and east. There are other commercial buildings in the vicinity but none physically adjoining the subject property.

3.1.3 Accommodation

Internally, the property comprises of a two-storey high main hall with a small mezzanine balcony level, front reception area, male and female w/c's, catering kitchen, two dressing rooms with showers and

wc's and further equipment storage rooms. There is a stage to one end of the main hall with associated curtain rigging, loft access structures and a basic stage lighting and audio system.

The Village Hall extends to a gross internal area of 465 square metres.

3.2 Council Offices, Village Way, Cranleigh GU6 8AF

3.2.1 Description

The property is a single storey office building primarily constructed of brickwork with internal blockwork partitions beneath a pitched tiled roof. The elevations incorporate uPVC double-glazed windows and external doors.

3.2.2 Situation

The property fronts onto an open space and thereafter the public highway with adjoining commercial properties to the north elevation.

3.2.3 Accommodation

Internally, the property comprises of two offices, small domestic kitchen, male and female w/c's, storage cupboards and a main meeting room.

The Council Offices extends to a gross internal area of 89 square metres.

3.3 Snoxhall Pavilion and Machine Shed, Knowle Lane, Cranleigh GU6 8JW

3.3.1 Description

The property comprises a traditional single-storey sports pavilion originally constructed in the 1980s of brick beneath a pitched tiled roof with internal blockwork partitions together with an adjoining machinery shed constructed of brick beneath a traditional flat felt-covered roof. The elevations incorporate uPVC double-glazed windows and timber external doors with a roller shutter door to the front of the machinery shed. Externally, there is a tarmac car park adjacent to the property providing 45 car parking spaces.

3.3.2 Situation

The property is accessed via a private track to Snoxhall Fields and the adjoining property adjoins the north elevation.

3.3.3 Accommodation

Internally, the sports pavilion comprises of a main hall with self-contained bar and catering kitchen, two team changing rooms with showers, a further referee changing room with shower and w/c, male and female w/c's, storage rooms and office. There is a DDA compliant wc which is accessed externally with an appropriate concrete access ramp. The machinery shed comprises an open plan store and workshop.

The Snoxhall Pavilion extends to a gross internal area of approximately 267 square metres and the Machinery Shed to a gross internal area of 66 square metres. The surrounding car park area extends to a gross area of approximately 1,600 square metres.

3.4 Snoxhall Youth Centre, Knowle Lane, Cranleigh GU6 8JW

3.4.1 Description

The property comprises a Sports Hall with integral reception facilities originally constructed in the 1990s primarily of brick beneath a pitched tiled roof. The elevations incorporate uPVC double-glazed windows and timber external doors.

3.4.2 Situation

The property is accessed via a private track to Snoxhall Fields and the adjoining property adjoins the north elevation.

3.4.3 Accommodation

Internally, the property comprises of a main double-height sports hall, large reception area with integrated domestic kitchen and male/female changing rooms and w/c's.

The Youth Centre extends to a gross internal area of 280 square metres.

3.5 Cemetery Machine Shed, Dewlands Lane, Cranleigh GU6 7AD

3.5.1 Description

The property comprises a single storey brick-built machinery shed beneath a pitched tiled roof with double access doors to the front and a single pedestrian door to the rear.

3.5.2 Situation

The property is accessed through the cemetery off Dewlands Lane and there are no adjacent properties.

3.5.3 Accommodation

Internally, the property comprises an open plan machinery store and workshop, a small office and W/C.

The property extends to a gross external area of 33 square metres.

3.6 CAB Office, Village Way, Cranleigh GU6 8AF

3.6.1 Description

The property comprises a single storey office building primarily constructed of brick with internal blockwork partitions beneath a pitched tiled roof. The elevations incorporate uPVC double-glazed windows and external doors.

3.6.2 Situation

The property fronts onto an open space and thereafter the public highway with adjoining commercial properties to the south elevation.

3.6.3 Accommodation

Internally, the property comprises of five meeting rooms, W/C's and a main office with domestic kitchen.

The CAB Office extends to a gross internal area of 99 square metres.

3.7 Public Conveniences at Village Way, Cranleigh GU6 8AF

3.7.1 Description

The property comprises a brick built single storey public convenience block beneath a pitched and tiled roof with timber external doors to either end.

3.7.2 Situation

The property fronts onto the public highway, there are no adjacent properties.

3.7.3 Accommodation

Internally, the property comprises of self-contained male and female w/c's.

The property extends to a gross external area of 32 square metres.

3.8 Public Conveniences at The Common, High Street, Cranleigh GU6 8QB

3.8.1 Description

The property comprises a brick built single storey public convenience block beneath a pitched and tiled roof with timber external doors to either end and rendered elevations.

3.8.2 Situation

The property fronts onto the public highway, adjacent properties are adjoining on the north elevation.

3.8.3 Accommodation

Internally, the property comprises of self-contained male, female and disabled w/c's.

The property extends to a gross external area of 13 square metres.

3.9 Lych Gate, Dewlands Lane Cemetery, Cranleigh GU6 7AD

3.9.1 Description

The property comprises a traditional Lych Gate constructed around a bespoke structural timber framed with rendered infills sat on a brickwork base beneath a pitched and tiled roof.

3.9.2 Situation

The property fronts onto Dewlands Lane, there are no adjacent properties.

3.9.3 Accommodation

The property is open to front and back with a clay tiled floor.

The property extends to a gross external area of 12 square metres.

4 **DECLARED VALUE FOR INSURANCE PURPOSES**

We have been advised of the reinstatement values that are currently being used for the property assets, however due to the recent significant cost increases in the construction industry as a whole, it is likely that certain elements currently have insufficient cover in place.

We would advise that the cover is amended for the forthcoming year based on the sums insured for each of the property assets as follows:

Property Asset	Current Assessment (£)	Updated Assessment (£)
Village Hall	1,868,310.56	2,336,000.00
Council Office	279,749.99	322,000.00
Snoxhall Pavilion and Machine Shed	970,020.66	1,165,000.00
Snoxhall Car Park	Unknown	265,000.00
Snoxhall Youth Centre	715,584.54	859,000.00
Cemetery Machine Shed	61,247.04	71,000.00
CAB Office	314,240.00	362,000.00
Public Conveniences at Village Way	126,296.00	146,000.00
Public Conveniences at The Common	74,256.00	86,000.00
Cemetery Lych Gate	28,217.28	33,000.00

5 **SUMMARY**

Please be advised that this report does not constitute any form of valuation nor should it be considered as such; it is an assessment of building reinstatement cost for insurance purposes only.

Signed

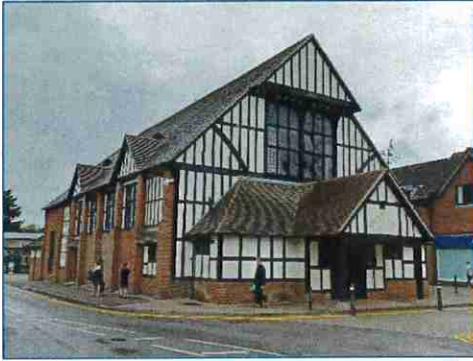
(Tim Oxborough MRICS)

Date

8th September 2022

- Appendices:**
1. Photographic Schedule
 2. Location Plan

Appendix 1 – Photographic Schedule



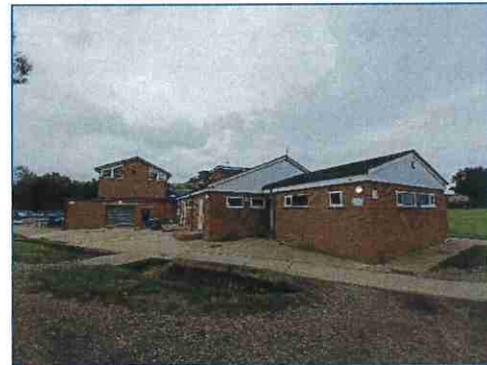
Village Hall
Front elevation



Snoxhall Pavillion
Front elevation



Village Hall
Rear elevation



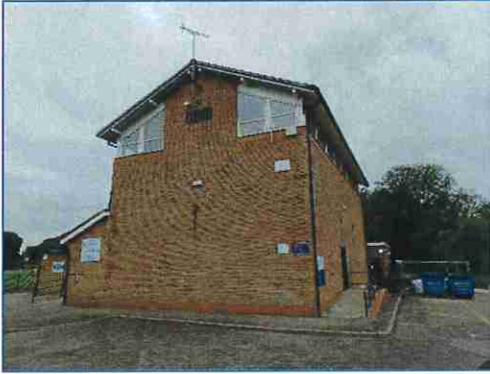
Snoxhall Pavillion and Machinery Shed
Rear elevation



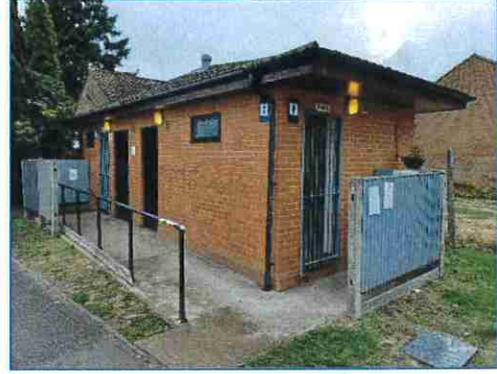
Council Office
Front elevation



Snoxhall Car Park



Snoxhall Youth Centre
Front elevation



Public Conveniences – Village Way
Front elevation



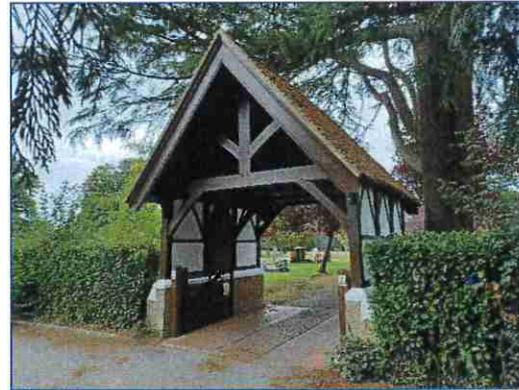
Cemetery Machinery Shed
Front elevation



Public Conveniences – The Common
Front elevation

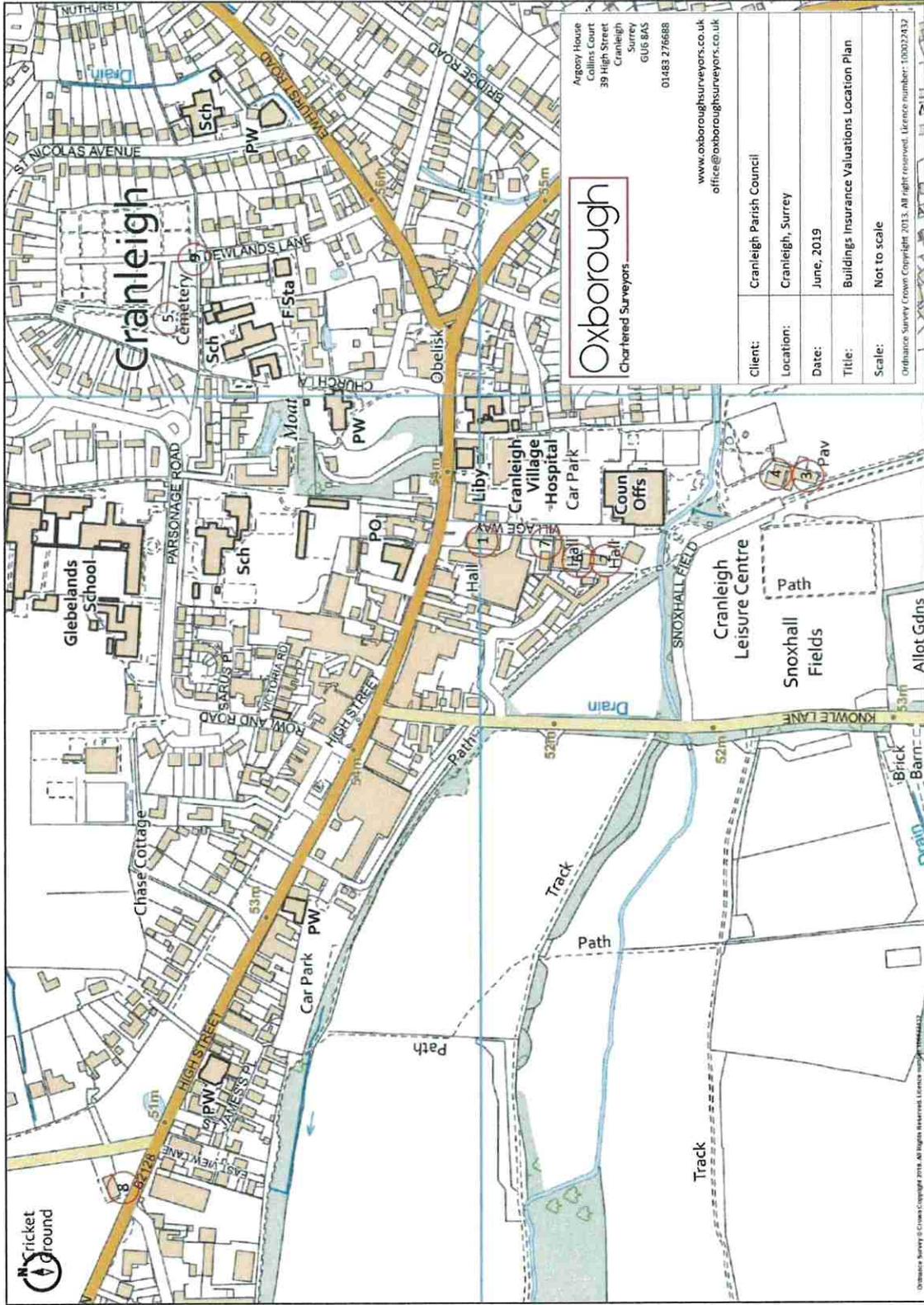


CAB Office
Front elevation



Cemetery Lych Gate
Front elevation

Appendix 2 – Location Plan





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 Burye, 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	Renewal	<input checked="" type="checkbox"/>
If a renewal application please provide the number on the current consent	LN/000007358		
The type of consent being applied for (please tick)	Sole Trader	<input checked="" type="checkbox"/>	Special/Community Events
If special/community events please state the number of stalls/traders to be present			

I submit the following particulars for consideration:

1.	Applicant Full name	[REDACTED]	Date of Birth	[REDACTED]
2.	Trading as	IL FORNO VOLANTE		
3.	Home Address (inc. postcode) (for sole traders)	[REDACTED]		
4.	Address of organiser (if a community/special event)	[REDACTED]		
5.	Daytime telephone number	[REDACTED]		
6.	E-mail	[REDACTED]		
7.	Address where articles are stored (if applicable)	CRANLEIGH CRICKET CLUB PAVILION HORSESHOE LANE, GU6 8NS		
8.	Proposed trading location/address*	REPAIR CRAFT CAR PARK, GU6 8LU CRANLEIGH		

9. Type of vehicle(s) to be used. If a sole trader please also give accurate dimensions of each vehicle (in metres)	VAN RENAULT MASTER L135 HEIGHT-3.2 (M) / LENGTH 6.4 / WIDTH 2.4
10. Registration no. or identification mark	[REDACTED]
11. Full details of articles to be sold. Also include size of any receptacles to be used, e.g. baskets, kiosk, tables, etc.	PIZZA TIRAMISU SOFT DRINKS (NO RECEPTACLES)
12. Proposed times of trading (please include frequency, times of day, days per week, months of the year)	EVERY WEEK ON FRIDAY, SATURDAY AND SUNDAY FROM 5 to 9PM ALL YEAR AROUND
13. Insurance Company and Policy No.	[REDACTED]
14. If a food business please provide the name of the local authority you are registered with	WAVERLEY

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 organisers (special/community events).

6. 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. An event management plan(s) (special/community events only) detailing how the event(s) will be run safely and without causing nuisance to the area. Please note:

The Government has published its [plan for living with COVID](#)

COVID is still present in the community. As the organiser of an event you must take all reasonable steps to protect the safety of those working or attending the event. As such you are required to include COVID in your risk assessment under general Health & Safety requirements. HSE guidance is available on how to assess COVID related risks and there is also a [risk assessment template](#).

You should continue to follow the guidance to keep yourself and others safe. [Working safely during coronavirus \(COVID-19\): Guidance](#) GOV.UK ([www.gov.uk](#))

If you require any COVID advice, please do not hesitate to get in contact with Environmental Health on 01483 523993 or send an email to EnvironmentalHealth@waverley.gov.uk

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 48 hours 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 Sub-Committee. This may delay a street trading consent being granted.

Signed

Print Name

 Shkelqir Pironi Date 01/09/2022

Notes:

Fees are reviewed annually. They are published on the Council's website, or please contact Environmental Health.

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

