



CRANLEIGH PARISH COUNCIL

NAME	Steve Jackson
<p>Please use the space below to outline your reasons for seeking co-option to Cranleigh Parish Council.</p> <p>I have nearly 6½ years of serving on this council. A void has been left in council membership that I offer to fill.</p>	
<p>Please note that this form will be included as a background paper with the agenda for the Council meeting at which your co-option is considered and will be accessible on the Parish Council's website.</p>	



CRANLEIGH PARISH COUNCIL

NAME

Alan Morrison

Please use the space below to outline your reasons for seeking co-option to Cranleigh Parish Council.

When I lived in Staffordshire I was co-opted onto the Parish Council. It was a role I thoroughly enjoyed as it meant dealing with people when they had concerns. Sometimes it was a simple case of directing the individual to the appropriate body, in other cases it was a case of raising the matter at the next Parish Council meeting. It was particularly interesting when people had different views.

Cranleigh is blessed with having much open leisure space but many residents are concerned about the recent abundance of housing development and with it concerns for the environment and the infrastructure.

There are concerns raised about things for young people to do and the recent graffiti which some people say are connected.

I would like to see people given a voice to their concerns and make them feel that they are being listened to and that action is taken



CRANLEIGH PARISH COUNCIL

NAME

Hannah Nicholson ✓

Please use the space below to outline your reasons for seeking co-option to Cranleigh Parish Council.

My reason for seeking co-option to return to the Parish Council is that ultimately I care about this village and the people here.

I was brought up in Ewhurst, schooled in Cranleigh (minus secondary education as a boarder at RAA) and have lived in Cranleigh most of my adult life, bringing up my children and now assisting in the upbringing of my grandchildren.

My career background is in management of the delivery of youth and community provision in Cranleigh, Guildford then West London where I worked in youth offending units and the community gangs. Cranleigh is a lovely village but also a growing village; change will always

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ed to happen and I'd like to be part
of ensuring that, as our village
continues to grow and thrive, that it
also keeps hold of what is important
to people who call it their home.



CRANLEIGH PARISH COUNCIL

NAME	Nigel Sanctuary
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Please use the space below to outline your reasons for seeking co-option to Cranleigh Parish Council.

As a Parish Councillor for the past four years, one time Chair and recent Vice Chair, I have gained experience in most areas of serving as a Councillor. During my four years I have been able to bring to bear my legal, business, data management, finance and change management skills in helping with council operations: I have created a finance database with a history of expenditure by month, by expenditure type; I have reviewed and proposed amendment to leases and tenant contracts; I have successfully reviewed legal documents, insurance requirements and reviewed the twice yearly internal audits; I have been closely engaged in external liaison with Business Improvement District project (though this, admittedly has fallen by the wayside for since they introduced Monday night meetings, that I am unable to attend) and been the council's delegate reporting on the Dunsfold Development; I have also provided support to the Youth Council, helping to launch and establish the Youth Music Club, and I have run detailed investigations in two major feasibility assessments on Green Energy and Financial Investments. I have also taken responsibility for negotiating and dealing directly with tenants and members of the public where difficult and delicate negotiations have been required, that demanded a detailed knowledge of both council and tenant legal rights. This is in addition to my work on the Finance Committee, Personnel Committee, Planning committees and external consultation documents.

I had not originally intended to re-join the council this term but felt there were some projects that I wished to engage with that required completion. I have felt I still have much to offer in delivering these, referencing my background knowledge of them and my experience in bring the 3G pitch at Glebelands school to fruition.

My original intention was to be an Associate Councillor, co-opted by the council for specific purpose. However, given that council is having difficulty filling the Cranleigh East Wards and the flexibility it would offer to project development and engagement, it may be better for me to stand as a full councillor.

I would wish to stand on the basis that my focus would be more project based, than generalist. The projects I would wish to engage with and would hope to work with the council to achieve are:

- a) Acting on the recommendation from the last councils Finance committee to enable a better investment portfolio, protecting the council's cash assets, currently held in current accounts or on low interest deposits.
- b) Developing and delivering a new look and service from the Village Hall; identifying its use in 21st century Cranleigh and developing its facilities for the multi-variate demands from the community; Including the proposals to enable it as a performance space to support the Arts Centre and other Village entertainment.
- c) Bringing the Multi Use Games Area to Fruition
- d) Preparing a report and proposals and carrying out actions for aligning the council's financial reserves to delivery schedules of the Business Case projects, for which they are earmarked, and optimisation investment returns for interim, pre-delivery phases.

These are the initial projects on which I would wish to focus, subject to the council's agreement. Only one of these can I see, potentially, using up the lion's share of the next council term (b). Therefore, I would be willing to consider other projects during the term. I will also be willing to offer my finance and legal knowledge in assisting the Clerk.

I should stress that my lifestyle, in future, is likely to change substantially. I will not be able to attend all the meetings (bar very few) as I have in the past but will still commit to attending as many as the council needs to fulfil the target projects above and support other important matters the council must address.

CRANLEIGH PARISH



COUNCIL

NAME	Laura Talmage
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Please use the space below to outline your reasons for seeking co-option to Cranleigh Parish Council.

As a newer resident of Cranleigh, I am passionate about the community and its future. I believe that by serving as a parish councillor, I can contribute to the development of our community and help ensure that its residents are well-represented. I feel that I am in a unique position where I am not only seeing the village from the eyes of a new resident with a young family, but also from the custodian of one of its oldest homes and keen to keep the village heritage.

For the last 18 years I have been working across the country in the property and housing sector. Most recently as Operations Director for an affordable housing provider in central London, Dolphin Living. I have worked across the spectrum of housing need and have a valuable insight into the planning and development of residential homes, as well as community and commercial spaces.

Throughout my career, I have gained experience in leadership, communication, and problem-solving. As a councillor, I would utilise these skills to collaborate with fellow councillors and community members to identify and address key issues facing Cranleigh. I am committed to promoting transparency and accountability in local government and would work to ensure that all residents have a voice in decision-making processes.

In addition to my professional experience, I have been actively involved in local community organisations and have a good understanding of the challenges facing our area. I am dedicated to ensuring that Cranleigh remains a safe, welcoming, and prosperous place to live, work, and raise a family.

I believe that as a parish councillor, I can make a meaningful contribution to our community and am committed to working tirelessly on behalf of its residents. Thank you for considering my application.

Please note that this form will be included as a background paper with the agenda for the Council meeting at which your co-option is considered and will be accessible on the Parish Council's website.

CRANLEIGH PARISH COUNCIL - STANDING COMMITTEES AND OBSERVERS ON OUTSIDE BODIES 2023/24

Parish Council	Finance Committee (Max. 7)	Planning Committee (Max. 12)	Personnel Committee (Max. 5)	Neighbourhood Plan Committee (Max.6)	Property & Asset Committee (Max. 12)	Subject Access Request
Rosemary Burbridge Dave Nicholas Marc Scully* Liz Townsend Rowena Tyler Clive Walker Mark West George Worthington	Dave Nicholas Marc Scully Liz Townsend Rowena Tyler Clive Walker**	Rosemary Burbridge Dave Nicholas Marc Scully** Rowena Tyler* Clive Walker George Worthington	Rosemary Burbridge** Marc Scully Rowena Tyler*	Liz Townsend *	Rosemary Burbridge Dave Nicholas* Marc Scully Clive Walker George Worthington**	Dave Nicholas Mark Scully Liz Townsend Rowena Tyler Clive Walker George Worthington

* Chairman

** Vice Chairman

PARISH COUNCIL OBSERVERS	Observer	Deputy	Reserve
Acute Treatment Centre	Rowena Tyler	Vacancy	
Chamber of Commerce	Vacancy		
Cranleigh Arts Centre	Rowena Tyler		
Cranleigh Brick and Tile Liaison Group	Vacancy	Rowena Tyler	
Cranleigh Community Fund	Rosemary Burbridge		
Cranleigh Flood Forum	Rosemary Burbridge, vacancy		
Cranleigh Library	Marc Scully, Liz Townsend, vacancy		
Cranleigh Networking Group	Rosemary Burbridge, vacancy		
Cranleigh Vallendar Club	Rowena Tyler, Liz Townsend		
Cranleigh Neighbourhood Watch	Vacancy		
Dementia Friendly Cranleigh	Rowena Tyler		
Destination Cranleigh	Dave Nicholas		
Dunsfold Advisory Group	Vacancy, vacancy		
Gatwick - CAGNE	Vacancy		
High Street SCC Working Party	Vacancy, vacancy		
Internal Audit	Clive Walker, vacancy		
Leisure Centre	Clive Walker, vacancy		
Older Persons Network	Rosemary Burbridge, vacancy		
Remembrance Day	Marc Scully		
Rowleys	Rosemary Burbridge		
SALC	Vacancy		
Surrey Police	Clerk		
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	Vacancy	Rowena Tyler	
Waverley Cycle Forum	Dave Nicholas, George Worthington		
WBC Economic Development Strategy	Marc Scully, vacancy		
WBC Town and Parish Planning Forum	George Worthington, vacancy, vacancy		
Wey & Arun Canal	Rosemary Burbridge, vacancy		
Youth Council	Beverley Bell, Dave Nicholas, Liz Townsend, Rowena Tyler, George Worthington		
Henry Smith Charity - 2 Councillors + 3 independent members	Rosemary Burbridge	Vacancy	
	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.

Draft Business Plan	Delegated authority from Council	Cllrs D Nicholas, E Townsend, C Walker
Rural Community Energy Fund	Delegated authority from Council	Cllrs M Scully, vacancy
Carnival	Delegated authority from Council	

Updated 18 May 2023

Cranleigh Parish Council - Calendar of Meetings 2023/24

2023	
Monday 22 May 2023	Planning Committee
Monday 12 June 2023	Planning Committee
Thursday 22 June 2023	Parish Council Meeting
Monday 03 July 2023	Planning Committee
Monday 10 July 2023	Personnel Committee
Monday 10 July 2023	Finance Committee Q1
Monday 17 July 2023	Property & Asset Committee
Thursday 20 July 2023	Parish Council Meeting
Monday 24 July 2023	Planning Committee
Monday 14 August 2023	Planning Committee
Monday 04 September 2023	Planning Committee
Thursday 21 September 2023	Parish Council Meeting
Monday 25 September 2023	Planning Committee
Monday 16 October 2023	Planning Committee
Thursday 19 October 2023	Parish Council Meeting
Thursday 26 October 2023	Property & Asset Committee
Monday 06 November 2023	Planning Committee
Monday 13 November 2023	Personnel Committee
Monday 13 November 2022	Finance Committee Q2
Thursday 16 November 2023	Parish Council Meeting
Monday 27 November 2023	Planning Committee
Monday 11 December 2023	Planning Committee
Thursday 14 December 2023	Parish Council Meeting
2024	
Monday 08 January 2024	Planning Committee
Monday 15 January 2024	Property & Asset Committee
Thursday 18 January 2024	Parish Council Meeting
Monday 29 January 2024	Planning Committee
Thursday 15 February 2024	Parish Council Meeting
Monday 19 February 2024	Planning Committee
Thursday 29 February 2024	Personnel Committee
Thursday 29 February 2024	Finance Committee Q3
Thursday 07 March 2024	Annual Parish Meeting
Monday 11 March 2024	Planning Committee
Thursday 21 March 2024	Parish Council Meeting
Tuesday 02 April 2024	Planning Committee
Thursday 04 April 2024	Property & Asset Committee
Thursday 18 April 2024	Parish Council Meeting
Monday 22 April 2024	Planning Committee
Thursday 02 May 2024	Personnel Committee
Thursday 02 May 2024	Finance Committee Q4
Monday 13 May 2024	Planning Committee
Thursday 16 May 2024	Annual Council Meeting

Beverley Bell
Clerk to Cranleigh Parish Council

2 May 2023

Dear Beverley

Cranleigh Parish Council - Internal Audit 2022-23

The internal audit of Cranleigh Parish Council for the 2022-23 financial year is now complete. I am pleased to be able to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for 2022-23 with no comments.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 2022-23. Recommendations are set out at Appendix A.

The audit was carried out in two stages. The interim audit was carried out remotely on 27 October 2022, this concentrated on in year financial transactions and governance controls. The final audit was carried out remotely. This work was carried out during the week of 25 April 2023 and concentrated on the statement of accounts and transactions from the second half of the financial year.

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Company Registration Number 14174016
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A. Books of Account

Interim Audit

The Council uses RBS Omega, an industry specific accounting package, alongside the purchase and sales ledger modules. Room bookings are recorded on an outlook calendar, and bookings invoices are generated from these records. The Omega system is used to report and record the financial transactions of the Council and a review of the cashbook shows that all data fields are being entered, and that the accounts were up to date. My audit testing showed that supporting documentation could be readily located from records recorded on the Omega System. 3 members of staff have access to the system, all are current employees of the Council.

I tested opening balances on the Omega system at 1.4.22 and confirmed they could be agreed back to the audited accounts for last financial year.

I confirmed that the Council's VAT returns are up to date, with VAT claimed to the end of September 2022. I checked that figures in the VAT return have been derived directly from the RBS system and confirmed with the Clerk that the return been submitted to HMRC. The VAT refund has been checked to receipt at bank on 14.10.22. The Council employs Mulberry and Co to complete a partial VAT calculation, required as the Council has opted to tax on all buildings.

The internal audit for 22-23 was reviewed at the May council meeting and minuted. The external audit certificate was noted at September meeting of Council.

Final Audit

The accounting statements have been agreed back to balance sheet and income and expenditure reports produced from the RBS Accounting system. All comparatives reported in the financial statements have been agreed back to the audited 2021-22 accounts, as published on the Council website.

The Council's year end VAT return has been completed, and VAT reclaimed can be agreed to a schedule of transactions extracted from RBS. The VAT partial exemption calculation has been completed by Mulberry. A VAT reclaim is for £15,155 – this has been agreed to the balance sheet control account. VAT outstanding on the balance sheet agrees to the VAT return. The VAT return was submitted to HRMC on 19 April.

The Council reviewed my interim audit report at the November 2022 meeting of Full Council, thereby meeting the obligation to properly consider the work of audit.

I am satisfied that the Council met the requirements of this control objective.

B. Financial Regulations & Payments

Interim Audit

The Council has a well organised system in place in respect of policies and procedures and the Clerk is experienced in this regard. Financial Regulations and Standing Orders are both based on NALC templates. Both documents were approved at the May meeting of Full Council (Minute 13).

The Council has a robust process for authorisation of payments to suppliers. The Council approves expenditure via the annual budget process, Payments are approved at a Council meeting, this is notified in minutes and by a dual signature process by councillors, who sign cheques and cheque stubs, after review of invoices. The Council is in the process of moving to internet banking in the next few months. The Council should ensure that evidence is retained to confirm who authorised each bank payment. This information is not retained on the bank account, so will need to be stored in filing systems at the Council.

I tested a sample of payments selected at random from the cashbook for the first 6 months of 2022-23. For all payments tested I was able to confirm

- Payment per cash book agreed to invoice
- VAT correctly accounted for
- Expenditure appropriate for this council
- Invoice signed off by 2 councillors
- transaction included in payments listing reported in Council meeting
- Payment approved by 2 councillors - This was evidenced on cheque stubs

Final Audit

Non pay expenditure per box 6 to the accounts amounted to £347,936, down from £497,377 in 21-22.

I tested a further sample of expenditure transactions selected at random from cashbooks for months 8-12 of the financial year. For all transactions sampled, I was able to confirm the following:

- Payment per cash book agreed to invoice
- VAT correctly accounted for
- Expenditure appropriate for this council
- Invoice signed off by 2 councillors
- transaction included in payments listing reported in Council meeting
- Payment approved by 2 councillors - This was evidenced on cheque stubs and on the face of individual invoices

I note that the Council has recently started to make payments using online banking. The new process is as follows:

A payment list is prepared by the Clerk. Transactions are input into the accounting system, and the payment list is taken to a meeting of the Council, together with paper copies of invoices. Invoices are then approved at the meeting and the payment list signed off. 2 councillors are appointed to make the payments – they sign off the payment on the face of the invoice, one councillor sets up the payment at bank and a second authorises the payment. I have not tested this process as yet, but will review this at my next audit. The Council may wish to contact RBS to see if there is scope for the payment run to be loaded into the bank account direct from the accounting system prior to authorisation by the Bank.

I am satisfied that the Council met the requirements of this control objective.

C. Risk Management & Insurance

Interim Audit

The Council undertakes a full risk assessment annually. I have confirmed with the Clerk that the risk assessment will be approved at the January 2022 meeting of the Full Council. I will review this at my final audit visit. There is an overarching risk assessment document in place, supported by detailed assessments of individual areas of risk. These individual risk assessments are reviewed annually and signed off by officers prior to the January review of the main risk assessment.

I have confirmed that the Council has a valid insurance certificate, with an expiry date of 31 July 2023. Insurance has been arranged by BHIB, and the Council is insured with Aviva, the second year of a 3 year deal. Asset cover is monitored by the Clerk and is checked against insurance values held in the asset register. There is evidence of update in year, and asset coverage appears consistent with the fixed asset register. Fidelity cover is currently set at £750K. This has been exceeded by a small amount in October 2022, so will the council should keep coverage in this area under review.

The Clerk completed a backup test of sharepoint data October 2022. All files checked were successfully restored.

Final Audit

The Council completed the annual risk management review at the Full Council meeting in February 2023 (minute 11). The risk assessment is a comprehensive document, setting out the Council's approach to identifying and managing risk and controls in place to mitigate against these risks. I reviewed the finance risk assessment and it is comprehensive and covers risks I would expect to see at a council of this size.

I am satisfied that the Council is meeting the requirements of this control objective.

D. Budget, Precept & Reserves

Interim Audit

I confirmed that the 2023-24 budget and precept setting process was well underway at the time of the interim audit. The first draft budget was being worked on, with inflation assumptions and the requirements of the forward maintenance plan factored into this first draft. The Clerk shared the budget setting timetable:

- First draft budget to Finance Committee – 7 November
- Draft budget to Full Council - 17 November
- Budget and Precept approval at Full Council - December Meeting

I am satisfied that the Council has arrangements in place to ensure the budget and precept for 23-24 are approved in advance of precepting authority deadlines.

Budget monitoring reports are produced each quarter and reviewed by the Finance Committee. This meets the requirement of Financial Regulation 4.8. I confirmed that quarter one budget monitoring report had been reported to the Finance Committee meeting on 4 July 2022, and explanation of variances was provided. The quarter 2 report is being prepared, and will be reported to Finance committee on 7 November. I reviewed the outturn report produced from the Finance system, and there were no significant overspends that could not be readily explained by the Clerk.

Final Audit

Reserves at 31 March 2023 were £550,072 (2021-22 £516,207).

The 23-24 budget was approved at the December meeting of Full Council, and a precept of £487,004 was approved. Precepting authority deadlines were met.

A balanced budget was set for 23-24, details were sent out as an agenda item for the budget setting meeting. I recommend that in future years, approval of the budget as well as the precept should be recorded in minutes, ideally by adding the budget as an appendix to the meeting minute.

General reserves at year end were £171K. This represents 40 % of precept, which means that general reserves are held at levels recommended by the JPAG Practitioners' Guide (this suggests general reserves should be held at 3-12 months of net revenue expenditure).

The Council held earmarked reserves of £379K at 31.3.23. These are held for a number of reasons;

- to support the Council's fixed asset base
- to set aside funds that can only be used for specific purpose,
- to fund future projects identified by the Council.

I am satisfied that the council has met the requirements of this control objective.

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Company Registration Number 14174016
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E. Income

Interim Audit

The Council has a number of income streams, outside of the precept. These include the following:

- Hall hire - Village Hall / Pavilion and Youth Centre
- Football pitches
- Cemetery fees

I selected a small sample of income transactions from the cashbook for the first 6 months of the financial year. For all transactions tested, I was able to agree income credited on the accounting system back to the paying in book and from there I was able to locate an invoice. For cemetery income transactions, I agreed the invoiced figure to the approved fees schedule. A credit for rental income was agreed to a lease agreement with the tenant. In all cases I was able to confirm invoicing was correct.

I have one recommendation. My testing demonstrated that the Council is still receiving a significant number of cheques each month to settle invoices raised. Processing of cheques is time consuming and it may become difficult to pay them into bank in the future as the programme of bank closures continues. I recommend that the Council should change its business terms and require payment to be made by BACS going forward – cheques should only be accepted in exceptional circumstances.

I reviewed the sales ledger. Debtors at time of the audit were £18K. The majority of this debt was raised no later than August 2022. There are debts amounting to £4,279 older than August 2022. The majority of this related to parking monies owed by Waverley. I am satisfied that the Council is collecting monies owed efficiently.

Final Audit

Precept per box 2 to the accounts was £445,582 (21-22 £412,040). This has been agreed to third party documentation provided by central government.

Income per box 3 to the accounts was £185,441 (21-22 £264,954).

I carried out further testing of income recorded in the cashbook and was able to confirm for all transactions tested that

- Cashbook credit could be agreed to bank
- Credit agreed back to invoice or remittance advice from third party

I agreed items sampled to supporting information such as

- Grant award notification
- Invoice, agreed back to authorised fees and charges
- Invoice, checked to agreement with hirer

I am satisfied that all credits tested can be substantiated to appropriate documentation from third parties, or correctly raised sales ledger invoices.

F. Petty cash

Interim Audit

The Council has a £250 petty cash balance. This is counted periodically by the Clerk and Admin Clerk. I checked the most recent count, this occurred in August 22. This reconciled to the general ledger balance for petty cash and was evidenced as reviewed by 2 councillors.

Final Audit

The year end petty cash balance is £250. I confirmed that petty cash has been reconciled to accounting records and counted as part of the year end closedown by officers. The count has been signed as reviewed by a councillor.

I am satisfied that the Council has proper controls over petty cash.

G. Payroll

Interim and Final Audit

Staff costs per box 4 to the accounts were £249,222 (21-22 £221,880).

Payroll is processed by Mulberry and Co. The Clerk notifies the payroll company each month of any changes. Payroll is then processed and sent to the Council for checking, posting to the accounting system and payment. Payroll is relatively straightforward, all staff are on standard contracts, so there are minimal issues with timesheeting and significant changes each month.

I carried out testing of payments made to staff in August 2022. I agreed ledger payments back to payroll information produced by the payroll agency for 3 staff members. I was then able to confirm that gross pay for each staff member selected could be agreed to a pay award letter (or an email from the Chairman in the case of the Clerk). I am satisfied that staff are being paid at rates of pay approved by the Council.

The Clerk logged into the Council's HMRC Account and confirmed there were no monies outstanding in respect of tax or NI.

I am satisfied that the council has met the requirements of this control objective.

H. Assets and investments

Final Audit

Fixed assets per box 9 to the accounts were £ 2,286,620 (21-22 £2,257,754).

I have agreed the balance in the accounts back to the asset register. The asset register appears complete and to record assets at cost or proxy cost, as required by regulations, with sufficient detail to locate all assets listed.

Fixed assets have increased by £28K since last year end. The Clerk supplied a schedule of movements on the fixed asset register to explain this change. I test checked one addition, the purchase of a loader for £11,400, and was able to confirm that this asset was added to the asset register at purchase cost.

I am satisfied that the council has met the requirements of this control objective.

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I. Bank reconciliations

Interim Audit

The Council has one current and two investment accounts. Bank reconciliations are completed each month, reviewed by a Councillor who is not a signatory, and reported to the monthly Council meeting. There is clear evidence that bank reconciliations are being completed promptly.

I reperformed the bank reconciliation for September 2022. I

- Agreed cashbook balances to Omega system
- Agreed bank balances to bank statements
- Checked arithmetic in the bank reconciliation
- Tested a small number of unpresented cheques to presentation at bank in the October bank statement

I am satisfied the system of bank reconciliation is working effectively

The Council has an investment an investment strategy in place, as required by regulations. I discussed options for the Council to improve returns on its cash holdings with councillors – these are fairly limited at present. Should the Council consider less traditional options for improving returns, then advice should be sought from SSALC before any decisions are taken.

Final Audit

Borrowings per box 10 to the accounts were £nil (21-22 £ nil)

Cash per box 8 to the accounts was £549,924(21-22 £499,776) I reperformed the year end bank reconciliation. I agreed all balances in the bank reconciliation back to the accounting system reports and to bank statements. The unpresented cheque list was also reviewed and arithmetic was checked. The year end bank reconciliation was found to be accurate and evidence of review on both the reconciliation and the bank statements was provided by a councillor who is not a bank signatory.

J. Year-end accounts

Cranleigh PC has produced accounts on an accruals basis, this is required as income / expenditure is above £200k. A reconciliation between Box 7-8 of the accounts has been prepared, for external audit review, and creditor and debtor listings support this reconciliation.

An explanation of year-on-year variances has also been prepared and provides detailed explanations for review by external audit.

I am satisfied this control objective has been met.

L: The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

Interim and Final Audits

Yes, the Council meets the requirement of the Code by publishing information on the Council website, mainly on the Financial Information page. I checked that the following information was up to date at the time of the interim audit:

- Payments data – published to end of March 2023
- Organisation Chart – up to date
- Grant award date – published to end of March 23

I am satisfied the Council is meeting the requirements of the Transparency Code

M: Arrangements for Inspection of Accounts

Interim Audit

Inspection periods for 21-22 were set as follows

Inspection - Key date	21-22 Actual
Accounts approved at Full Council	26 May 2022 Council
Announcement	10 June
Inspection period begins	13 June
Inspection period ends	22 July
Correct length	Yes

I can confirm that regulations were followed in this respect and that the Council can therefore sign off that it has met control objective 4 on the annual governance statement.

N: Publication requirements 2022 AGAR

Interim Audit

I confirmed that the Council has correctly loaded the audited accounts, annual governance statement and audit certificate for 21-22 on to the Council website. The conclusion of audit certificate has been correctly published, with a date of 24 August, in advance of the 30 September deadline. The Council received a clear audit certificate from the external auditors dated 19.8.22, so there are no matters to be taken into consideration in 22-23. The audit certificate was reported to Council at the September meeting (minute 9.6). There is an archive of AGAR documents from previous financial years published on the Council website, as required by audit regulations.

O. Trusteeship
Interim Audit

The Council is Trustee of The Snoxhall Field - Registered Charity: 1178530.

The 21-22 annual return was submitted to the Charity Commission on 27 June 22, before the regulatory deadline. A meeting of the Charity was held separate to Council meetings in May 22. Section 297 agreement sets out how charity funds are processed.

I would like to take this opportunity to thank you for your assistance with the audit. I attach my invoice, and have already left you a copy of the signed internal audit report from the AGAR.

I look forward to working with you in 2023-24.

Yours sincerely

Mike Platten CPFA

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Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response
The Council is in the process of moving to internet banking in the next few months. .	The Council should ensure that evidence is retained to confirm who authorised each bank payment. This information is not retained by the bank, so the Council will need to store this information to demonstrate payments have been authorised in line with Financial Regulations	Discussed with Clerk – the record may not be kept on the banking system, so Council should retain this evidence
The Council is still receiving a significant number of cheques each month to settle invoices raised. Processing of cheques is time consuming and it may become difficult to pay them into the bank in the future as the programme of bank closures continues	I recommend that the Council should change its business terms and require payment to be made by BACS going forward – cheques should only be accepted in exceptional circumstances.	Agreed
Fidelity cover is currently set at £750K.	This has been exceeded by a small amount in October 2022, so will the council should keep coverage in this area under review.	Council agreed to review at renewal of insurance policy

Points Forward – Action Plan - Final Audit

Matter Arising	Recommendation	Council Response
A balanced budget was set for 23-24, details were sent out as an agenda item for the budget setting meeting.	I recommend that in future years, approval of the budget as well as the precept should be recorded in minutes, ideally by adding the budget as an appendix to the meeting minute.	

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✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

Internal Audit Councillors Review and Report – Interim 2022-23

Date of review: May 2nd 2023

Councillors: Nigel Sanctuary; Clive Walker

Scope of The Authority Internal Audit Review:

The scope of this review follows the principles set out in The Joint Panel on Accountability & Governance's (JPAG) Practitioners' Guide under section 4: Best Practice guidance for internal audit; - March 2022. This review is defined by JPAG as guidance for the financial year 2022/23. A Guide for March 2023 was issued prior to the internal audit. Note was taken of this more recent document, but it should be noted that it applies only to the financial year beginning April 2023. This the March 2022 guidance was used for this end to year 2022/23 audit.

Note has been taken of the specific requirements of the internal audit under sub-section 4.2 to test Cranleigh Parish Council will 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

This internal audit review confirms the requirement of independence and competence (sub-section 4.6) in appointing its internal auditor Mike Platten of April Skies Accounting. Mr Platten has broad experience in auditing local authorities and the details of risk management, control and governance systems and processes. He was appointed with due consideration of his independence of any relationship to the council and because of his experience with other councils. He was appointed in 2022 following the resolution of the council to comply with JPAG Best practice guidance to recruit a new internal auditor every other year. This was Mr Platten's first end of year internal audit, following the interim audit in October 2022.

Following sub-Section 4.8 for the Practitioner's Guide, Mike Platten is able to provide both knowledge of bookkeeping and accruals as is required for a local authority of over £200,000 revenue. As a result of the Audit Plan and monitoring the audit itself, it was clear that Mr Platten had good knowledge of all other elements of a public service financial administration and SALC/NALC best practice guidelines under sub-section 4.8.

Declarations

Assertion 2: We make declaration that, "We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness."

This assertion is made on the basis of having reviewed the items in Sections 1.14-1.20 and the "Internal Audit Checklist" requirements under section 4 of the JPAG Practitioner's Guide 2022. These

requirements were monitored during the internal audit of May 2nd 2022 and an itemised list of reviewed procedures provided below under “Council Processes”.

Assertion 6: We make the declaration that, “We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.”

This assertion is based on the following actions taken by the council:

1.34 Internal audit — The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes taking into account internal auditing guidance for smaller authorities.

This Internal Audit was carried out by April Skies Accounting on October 26th, 2022. The scope of the internal audit was agreed in advance

The internal Auditor has reviewed documentation and processes and completed the internal audit according to the audit plan that was passed to councillors for validation during the audit. It is a comprehensive plan and councillors are able to verify that items included were reviewed during the audit.

1.35 Provision of information — The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required.

The internal auditor required submission of documents and ad hoc responses to questions on the matter of both Finance, Operational Procedure and Risk Management to complete a broad scope of testing.

The audit plan was set out with a series of control objectives to be met by means of testing detailed processes and evidence of compliance. The council passed all objectives.

Council Processes

The list of audited processes monitored are provided below:

1. Checked for major projects underway that may impact reserves or reflect risks: Premises Investigation and Design invitation to tender and Regional Energy Commission Fund were presented.
2. Minutes of meetings and counter signature by Chairs of committees and full council checked.
3. AGAR checked for balances vis a vis councils accounting software and accounts at year end and whether latest was on website. Confirmation provided that no adjustments were required.
4. Minutes checked to demonstrate AGAR had been presented to members.
5. Cashbook checks for balance vis a vis bank account was checked and balanced
6. Balance sheets 15155 checked and validated against audited accounts.
7. Auditor confirmed that RBS carry out year end and year close for the Parish Council accounts, audited by Mark Mulberry
8. VAT accounting was assessed for reconciliation with the latest VAT return (19 April 2023) and the timing of the return within allowed number of days. All was found effective. Council use of Omega Software for VAT accounting and the date of the last VAT Return, process of production and name and qualification of the VAT return preparation company was requested and provided.
9. Mr Mark Mulberry was confirmed to the auditor as Capital Asset assessor for the VAT return.
10. VAT exemption values were checked vis a vis the return and found to be within the £7500 limit.
11. The latest audit report was requested and checked, and the certificate requested and presented.
12. A record of previous internal audits was requested and presented.

13. Presentation of the last internal audit to full council was checked versus minutes in November 2022.
14. Presence of the internal audit on the Council's website was checked.
15. The efficacy, experience and security of access to the council's accounting and finance system RBS Omega was checked to ensure no unauthorised or ex-employees had access and that the system was understood and used effectively.
16. The new Online payments Systems was checked for both input and authorisations and to confirm the set up and authorisation of transactions was separate and subject to different individuals carrying out actions. ***The Clerk confirmed that a history of authorisations was available, but the auditor recommended checking that this history is retained beyond the most recent authorisation.***
17. The Councils new Online Banking System was held to be compliant with financial regulations.
18. The auditor validated that six councillor counter signatories had been set up for the Online Banking authorisations
19. The list of expenditure transactions for payment in the month was checked for presentation to full council and was confirmed. Sample papers and minutes produced.
20. The room booking system linked to accounting and invoicing was tested and found satisfactory (Outlook Calendar bookings linked to Omega sales ledger and contract with renter via finance team).
21. Financial Regulation and payment processing was reviewed and tested for a specific Asset purchase order (31st May 2022 for a Loader) against Asset Register.
22. Testing of recording of an order including: parameters of order, input to purchase ledger, cross check with actual cheques, cheque allocation record, councillor approvals process and counter authorising to include two councillors rotated on a monthly basis.
23. Cheque books were checked for gaps and missing cheque numbers. None were found.
24. A transaction chase was tested on ledger entries for Periods 8, 10 & 12. Transactions chased included: Leadbetter Joinery, Grasstex, Adrian Locksmiths, Christie Intruder Alarms, Scottish and Southern Electricity and Waverley Borough Council. Checked Invoice, approval of invoices, Cheque stubs and ledgers by councillors (Initialled stubs/invoices/ledger sheets presented). Also checked Direct Debit Authority and frequency of authority confirmed with the Councils finance committee. Chairman's signature on minutes reviewed and validated.
25. Request for what Risks were checked and clerk confirmed both Physical and Financial in separate sections of risk report. Checked these were presented and confirmed by councillors in February 2023 minutes.
26. Budget and precept calculation was tested and confirmed to use the Forward Maintenance Plan, Property & Asset committee plans and requests, finance committee review and prioritisation and final Full Council review.
27. Knowledge and compliance with the date of the precept authorisation was checked and confirmed as accurate.
28. Auditor tested the date of when budgets were approved by Council and minutes of the December 2022 were presented.
29. The budget file was checked for corroboration of dates and documents.
30. Auditor asked if draft budget summary was included in the papers for the agenda. The Clerk confirmed it was not, and the auditor recommended that a copy should be saved with the draft papers for future reference.
31. Budget monitoring tested and confirmed that Omega outputs indicated over and under spends by accounting line. Quarterly budget variances presented to councillors. Auditor tested S34 2022/23 budget report and narratives/minutes associated with them from the Finance committee report.
32. Net expenditure was checked against AGAR and found to balance.
33. Auditor checked period 12 balance sheet values and noted £171k General Reserve, confirming that at this value the Council was compliant with the JPAG best practice recommendation of 25-40% of precept being held in reserve.
34. Well established Ear Marked reserves were noted
35. Capital Reserve fund described as adequate and appropriate for Councils stated projects and matched CIL allocations.
36. Auditor specifically described the councils mechanisms for recording and monitoring use of capital and "good controls".
37. Auditor moved to Income checking and tested statement of income versus the AGAR entry and found this to balance at £445,582. Also cross checked income from other sources on AGAR, found to be accurate at £185,440.

38. Income transactions for periods 8, 9 & 11. Specific invoices to Little Hearts Nursery for one month of the annual hire of the Pavilion at £1210.79 was balanced with the hire agreement and found to tally with the 1/12 of the annual contract; Invoice 1058 to Acorn Gym was checked vis a vis the hire agreement found to accurately represent ¼ of the annual hire contract. Cross checked grant receipt to agreed figure from Cambridgeshire County Council for Green Energy Fund @ £30,466; Surrey Hills Rehab Invoice for one month rent of the Youth Centre to value £1706 matched 112 of the annual contract.
39. Petty cash system and balance checked, along with most recent date of count and found satisfactory. Considered low risk due to low £250 value.
40. Confirmed that 2 councillors cross checked the petty cash values in months Reserve Report.
41. Payroll system check focused on values paid to staff versus contracts and found to balance
42. Ledger was checked against sample payslips for two employees for August 2022. These cross checked against the pay award letter.
43. Auditor noted the substantial increases in Staff costs, but stated these were in line with inflationary and other expected increases (pension).
44. Fixed Assets monitoring and recording systems was assessed. Value of assets noted at £2,286,620.
45. Auditor checked minutes to validate that Changes to Asset Values were signed off annually.
46. Variation of £28,000 Asset values cross referenced to Asset Register (Revaluation of Village Hall. The Auditor cross checked and found, write off play equipment, purchase of new grounds maintenance equipment (Grille Mower) and a new loader for £11,400 balanced with the increment.
47. Fidelity guarantees checked and councils process for assessing value. These confirmed as up to date and kept under review.
48. Auditor requested how asset value review undertaken. Clerk confirmed via a review of assets in January at the property and asset committee.
49. The Bank Reconciliation process was audited.
50. Auditor checked bank statements matched to Bank Reconciliation report and that this was signed by the Chairman of the council
51. Further cheques were made from the Bank Reconciliation Report to outstanding cheques
52. Auditor found that the Bank Reconciliation report properly stated the reality of bank balances and unrepresented cheques/petty cash etc.
53. The Income and Expenditure receipts were checked against Box 7 & 8 on the AGAR and found to be accurate.
54. The auditor requested a copy of the Investment Strategy and its last revision and where it was published. All of this was compliant.

The Internal Auditor concluded that Cranleigh Parish Council have good and thorough accounting and financial management process that are all up to date.

A review of the documentation used and the plan submitted by April Skies Consulting and the considerable effort made by the Clerk and her team to get data, has indicated that the Council have complied and facilitated the internal audit well.

Documents reviewed include:

AGAR_2022_23– Page 3 and 5

Annual Financial Returns by Account

Lloyds Bank Statements: March 2023

Combined Fixed Asset Register 2022-2023

Fixed Assets Register Changes

Signed Bank Reconciliation Sep 2022:

Cashbook March 2023

Transactions -

Period 8: Leadbetter Joinery, Christie Intruder Alarms

Period 10: Grasstex, Adrian Locksmiths,

Period 12 : Scottish and Southern Electricity and Waverley Borough Council.

Period 9: Little Hearts Nursery (Dec 2022)

Period 4: Acorn Gym (Invoice 1058)

Period 11: Grant payment ledger reference (Cambridge County Council)

Minutes of Finance Committee February (?) 2023

Budget reconciliation report March 2023

Staff Pay Award letter 2022/23:

Minutes of Parish Council January 2023

All submitted materials were witnessed by this internal audit review body during the internal audit meeting of May 2nd 2023

1.36 Non-statutory guidance on internal audit can be found in Section 4 of the Joint Panel on Accountability and Governance March 2020.

The council is required to check that the scope of the audit, competence and independence of the auditor and the audit plan are in line with ensuring the councils financial and procedural standards meet requirements.

The council is also provided with a list of recommended checks. This audit report and the interim audit report carried out in October 2022 comply with the items recommended under section 4.20

Comments on the Internal Audit Review

This was a very comprehensive and well organised audit checking a broad range of categories of operation in the Parish Council and completing the full range as set out in the Practitioners guide when combined with the October 2022 internal audit. The detail of required documentation and its purpose was well laid out in an audit plan. As a result, the Clerk was well prepared and able to produce the required documentation.

The Councillors received a copy of the audit plan in advance, it was provided in paper form at the audit and was thorough and easy to follow.

The Auditor was very knowledgeable and thorough. Their cross referencing of responses to documentary evidence was exemplary. Helpful advice was offered from the auditor's experience with other councils.

The Auditor was motivated to state how well the processes and records of the council were run.

There is still the matter of investment of the council's substantial bank balances that are held in only one institution currently. This is to be addressed during the next council term, but currently they are protected neither against current high inflation rates or catastrophic failure of financial institutions by the Financial Services Compensation Scheme.

Otherwise, the internal audit was effective in identifying procedural and financial compliance.

In summary the audit proceeded well and no gaps were found in the internal audit process or in its outcome. We are grateful to Mike Platten for his good organisation and intensive investigation and his findings that this council is well managed and run.

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

CRANLEIGH PARISH COUNCIL

www.cranleigh-pc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>			
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>			
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

Date

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

CRANLEIGH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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Section 2 – Accounting Statements 2022/23 for

CRANLEIGH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	558,470	516,207	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	412,040	445,582	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	264,954	185,441	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	221,880	249,222	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	497,377	347,936	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	516,207	550,072	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	499,776	549,924	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,257,754	2,286,620	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

CRANLEIGH PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
- 2) Publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Monday 5 June – Friday 14 July 2023. (The latest possible dates that comply with the statutory requirements are Monday 3 July –Friday 11 August 2023); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Smaller authority name: **CRANLEIGH PARISH COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement(a) THURSDAY 01 JUNE 2023</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) MRS B. M. BELL, PARISH CLERK, CRANLEIGH PARISH COUNCIL COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH, SURREY GU6 8AF Email: clerk@cranleigh-pc.gov.uk Tel: 01483 272311</p> <p>commencing on (c) <u>Monday 5 June 2023</u></p> <p>and ending on (d) <u>Friday 14 July 2023</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) MRS B. M. BELL – PARISH CLERK</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

29 MARCH 2023

PC1-23 | INFRASTRUCTURE LEVY

Summary

The Infrastructure Levy is a reform to the existing system of developer contributions – Section 106 planning obligations and the Community Infrastructure Levy – in England. The Department for Levelling Up, Housing and Communities (DLUHC) have issued a consultation to inform the design of the Levy and of regulations that will set out its operation in detail.

The main consultation document can be downloaded [here](#). The consultation closes at DLUHC on 9 June 2023.

Context

The consultation seeks insight on:

- technical aspects of the design of the Infrastructure Levy.
- the preparation and content of regulations.

NALC will be responding to this consultation as many local councils will have an interest in feeding in their own views on the existing system of developer contributions and how they relate to proposals for the new Infrastructure Levy.

NALC's current policy positions

NALC will be arguing very strongly that it is right that local councils will receive the 25% neighbourhood share of the Infrastructure Levy. This will ensure communities benefit from development and local councils can invest in local infrastructure and other priorities. It will be important for local councils to have full flexibility in how the levy is used. However, the reported flat share of 25% does not provide an uplift or added incentive for communities that have a made neighbourhood plan in place, which is the presently the case where the Community Infrastructure Levy is charged.

Consultation Questions

The main consultation questions NALC will be responding to in this consultation are as below and NALC seeks the views of county associations and member

councils in response to these questions to help inform its own submission to DLUHC:

Chapter 1: Fundamental design choices

Question 1: Do you agree that the existing CIL definition of ‘development’ should be maintained under the Infrastructure Levy, with the following excluded from the definition:

- developments of less than 100 square metres (unless this consists of one or more dwellings and does not meet the self-build criteria) – Yes/No/Unsure
- Buildings which people do not normally go into – Yes/No/Unsure
- Buildings into which peoples go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery – Yes/No/Unsure
- Structures which are not buildings, such as pylons and wind turbines. Yes/No/Unsure

Question 2: Do you agree that developers should continue to provide certain kinds of infrastructure, including infrastructure that is incorporated into the design of the site, outside of the Infrastructure Levy? [Yes/No/Unsure]. Please provide a free text response to explain your answer where necessary.

Question 3: What should be the approach for setting the distinction between integral and Levy-funded infrastructure? [see para 1.28 for options a), b), or c) or a combination of these]. Please provide a free text response to explain your answer, using case study examples if possible.

Question 4: Do you agree that local authorities should have the flexibility to use some of their levy funding for non-infrastructure items such as service provision? [Yes/No/Unsure] Please provide a free text response to explain your answer where necessary.

Question 5: Should local authorities be expected to prioritise infrastructure and affordable housing needs before using the Levy to pay for non-infrastructure items such as local services? [Yes/No/Unsure]. Should expectations be set through regulations or policy? Please provide a free text response to explain your answer where necessary.

Question 6: Are there other non-infrastructure items not mentioned in this document that this element of the Levy funds could be spent on?

[Yes/No/Unsure] Please provide a free text response to explain your answer where necessary.

Question 7: Do you have a favoured approach for setting the 'infrastructure in-kind' threshold? [high threshold/medium threshold/low threshold/local authority discretion/none of the above]. Please provide a free text response to explain your answer, using case study examples if possible.

Question 8: Is there anything else you feel the government should consider in defining the use of s106 within the three routeways, including the role of delivery agreements to secure matters that cannot be secured via a planning condition? Please provide a free text response to explain your answer.

Chapter 2: Levy rates and minimum thresholds

Question 9: Do you agree that the Levy should capture value uplift associated with permitted development rights that create new dwellings? [Yes/No/Unsure]. Are there some types of permitted development where no Levy should be charged? [Yes/No/Unsure]. Please provide a free text response to explain your answer where necessary.

Question 10: Do you have views on the proposal to bring schemes brought forward through permitted development rights within scope of the Levy? Do you have views on an appropriate value threshold for qualifying permitted development? Do you have views on an appropriate Levy rate 'ceiling' for such sites, and how that might be decided?

Question 11: Is there is a case for additional offsets from the Levy, beyond those identified in the paragraphs above to facilitate marginal brownfield development coming forward? [Yes/No/Unsure]. Please provide a free text response to explain your answer where necessary, using case studies if possible.

Question 12: The government wants the Infrastructure Levy to collect more than the existing system, whilst minimising the impact on viability. How strongly do you agree that the following components of Levy design will help achieve these aims?

- Charging the Levy on final sale GDV of a scheme [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure]**
- The use of different Levy rates and minimum thresholds on different development uses and typologies [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure]**

- Ability for local authorities to set 'stepped' Levy rates [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure]
- Separate Levy rates for thresholds for existing floorspace that is subject to change of use, and floorspace that is demolished and replaced [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure]

Question 13: Please provide a free text response to explain your answers above where necessary.

Chapter 3: Charging and paying the Levy

Question 14: Do you agree that the process outlined in Table 3 is an effective way of calculating and paying the levy? [Yes/No/Unsure] Please provide a free text response to explain your answer where necessary.

Question 15: Is there an alternative payment mechanism that would be more suitable for the Infrastructure Levy? [Yes/No/Unsure] Please provide a free text response to explain your answer where necessary.

Question 18: To what extent do you agree that a local authority should be able to require that payment of the Levy (or a proportion of the Levy liability) is made prior to site completion? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure]. Please explain your answer.

Question 19: Are there circumstances when a local authority should be able to require an early payment of the Levy or a proportion of the Levy? Please provide a free text response to explain your answer where necessary.

Chapter 4: Delivering infrastructure

Question 21: To what extent do you agree that the borrowing against Infrastructure Levy proceeds will be sufficient to ensure the timely delivery of infrastructure? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure]. Please provide a free text response to explain your answer where necessary.

Question 22: To what extent do you agree that the government should look to go further, and enable specified upfront payments for items of infrastructure to be a condition for the granting of planning permission? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a

free text response to explain your answer where necessary.

Question 23: Are there other mechanisms for ensuring infrastructure is delivered in a timely fashion that the government should consider for the new Infrastructure Levy? [Yes/No/Unsure] Please provide free text response to explain your answer where necessary.

Question 24: To what extent do you agree that the strategic spending plan included in the Infrastructure Delivery Strategy will provide transparency and certainty on how the Levy will be spent? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree] Please provide a free text response to explain your answer where necessary.

Question 25: In the context of a streamlined document, what information do you consider is required for a local authority to identify infrastructure needs?

Question 26: Do you agree that views of the local community should be integrated into the drafting of an Infrastructure Delivery Strategy? [Yes/No/Unsure] Please provide a free text response to explain your answer where necessary.

Question 27: Do you agree that a spending plan in the Infrastructure Delivery Strategy should include:

- Identification of general integral infrastructure requirements
- Identification of infrastructure/types of infrastructure that are to be funded by the Levy - Prioritisation of infrastructure and how the Levy will be spent
- Approach to affordable housing including right to require proportion and tenure mix
- Approach to any discretionary elements for the neighbourhood share
- Proportion for administration
- The anticipated borrowing that will be required to deliver infrastructure
- Other – please explain your answer
- All of the above

Question 28: How can we make sure that infrastructure providers such as county councils can effectively influence the identification of Levy priorities?

- Guidance to local authorities on which infrastructure providers need to be consulted, how to engage and when
- Support to county councils on working collaboratively with the local authority as to what can be funded through the Levy

- Use of other evidence documents when preparing the Infrastructure Delivery Strategy, such as Local Transport Plans and Local Education Strategies
- Guidance to local authorities on prioritisation of funding
- Implementation of statutory timescales for infrastructure providers to respond to local authority requests
- Other - please explain your answer

Question 29: To what extent do you agree that it is possible to identify infrastructure requirements at the local plan stage? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary.

Chapter 5: Delivering affordable housing

Question 30: To what extent do you agree that the 'right to require' will reduce the risk that affordable housing contributions are negotiated down on viability grounds? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary.

Question 31: To what extent do you agree that local authorities should charge a highly discounted/zero-rated Infrastructure Levy rate on high percentage/100% affordable housing schemes? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary

Question 32: How much infrastructure is normally delivered alongside registered provider-led schemes in the existing system? Please provide examples.

Question 33: As per paragraph 5.13, do you think that an upper limit of where the 'right to require' could be set should be introduced by the government? [Yes/No/unsure] Alternatively, do you think where the 'right to require' is set should be left to the discretion of the local authority? [Yes/No/unsure]. Please provide a free text response to explain your answer where necessary.

Chapter 6: Other areas

Question 34: Are you content that the Neighbourhood Share should be retained under the Infrastructure Levy? [Yes/No/Unsure?]

Question 35: In calculating the value of the Neighbourhood Share, do you think this should A) reflect the amount secured under CIL in parished areas (noting

this will be a smaller proportion of total revenues), B) be higher than this equivalent amount C) be lower than this equivalent amount D) Other (please specify) or E) unsure. Please provide a free text response to explain your answer where necessary

Question 36: The government is interested in views on arrangements for spending the neighbourhood share in unparished areas. What other bodies do you think could be in receipt of a Neighbourhood Share in such areas?

Question 37: Should the administrative portion for the new Levy A) reflect the 5% level which exists under CIL B) be higher than this equivalent amount, C) be lower than this equivalent amount, D) Other, (please specify), or E) unsure. Please provide a free text response to explain your answer where necessary.

Question 38: Applicants can apply for mandatory or discretionary relief for social housing under CIL. Question 31 seeks views on exempting affordable housing from the Levy. This question seeks views on retaining other countryside exemptions. How strongly do you agree the following should be retained:

- residential annexes and extensions; [Strongly Agree/Agree/Disagree/Strongly Disagree]

- self-build housing; [Strongly Agree/Agree/Disagree/Strongly Disagree]

If you strongly agree/agree, should there be any further criteria that are applied to these exemptions, for example in relation to the size of the development?

Question 39: Do you consider there are other circumstances where relief from the Levy or reduced Levy rates should apply, such as for the provision of sustainable technologies? [Yes/No/Unsure]. Please provide a free text response to explain your answer where necessary.

Question 40: To what extent do you agree with our proposed approach to small sites? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary.

Question 41: What risks will this approach pose, if any, to SME housebuilders, or to the delivery of affordable housing in rural areas? Please provide a free text response using case study examples where appropriate.

Question 42: Are there any other forms of infrastructure that should be exempted from the Levy through regulations?

Question 43: Do you agree that these enforcement mechanisms will be sufficient to secure Levy payments? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary.

Chapter 7: Introducing the Levy

Question 44: Do you agree that the proposed 'test and learn' approach to transitioning to the new Infrastructure Levy will help deliver an effective system? [Strongly Agree/Agree/ Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary

Your evidence

Please email your responses to this consultation to chris.borg@nalc.gov.uk by 17.00 on 19 May 2023. County associations are asked to forward this briefing onto all member councils in their area.

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What is the Infrastructure Levy?

The Infrastructure Levy is the government's proposed system for raising money towards new or improved public service infrastructure when development takes place. It will be managed and received by local planning authorities who will then spend it in accordance with a strategy which they will have to consult upon and publish. There are no new roles or responsibilities for local councils, but they will continue to receive a share of the funds received to spend locally. The Infrastructure Levy is mainly intended for capital investment including buildings and one-off projects. The government does not exclude the possibility of receipts from the Infrastructure Levy being used for revenue funding of services – but points out that a lump sum will eventually run out. Developers cannot be made liable for revenue funding services in perpetuity.

Why is it needed?

Every area experiences the additional pressure that development can place on local infrastructure such as schools, roads and leisure facilities. Most people working in the planning system – developers included – accept that it is reasonable for at least part of the cost of new or improved infrastructure be met from the financial gain which development creates. There is often an argument about how much this should be and when it should be paid, but the general principle is not in dispute.

Don't we do this already?

Yes, but the government thinks the current arrangements are too 'clunky' and do not capture enough of the potential funding for infrastructure.

At the moment local planning authorities can use two mechanisms:

CIL

The Community Infrastructure Levy (CIL) is a system which involves calculating a tariff for contributions to infrastructure based on the area of different types of development. The funds received are then used to improve local facilities. CIL was introduced in 2010 and it is up to each local planning authority to decide whether to adopt it or not. In Surrey every local planning authority operates CIL except Guildford, as do a number of adjoining local planning authorities, including the South Downs National Park. Local councils receive a percentage of the CIL generated from development in their parish. This is set by the government at 15% (with a cap on the total) if you do not have a neighbourhood plan, and 25% (with no cap) if you do.

Section 106 Agreements

A section 106 agreement is a contract between the local planning authority and the parties to the development which requires them to make certain financial contributions or carry out works at their own expense (both of which are called 'planning obligations') to make development acceptable. Only once they have signed this contractually binding agreement to provide these will planning permission be issued. Negotiating large section 106 agreements can be time consuming and complicated. It also requires commercial skills which not all local planning authorities have demonstrated.

What's wrong with the current system?

The government believes that both elements of the current system need change.

CIL is not implemented everywhere in the country and is based on a schedule of charges which has to be set on an average basis. It does not take account of the individual value of a development, especially if that increases over time. CIL does not cover the provision of affordable housing, which therefore always has to be dealt with by a section 106 agreement. The CIL system operates reasonably smoothly and has generated significant amounts of income for local authorities, but the government thinks a more consistent approach is needed and that there is scope to capture more money for public infrastructure.

Section 106 agreements are a very effective mechanism for requiring infrastructure to be delivered, and they can be very flexible. However, they are reliant on local planning authorities being able to negotiate effectively with developers. Some do this well; some do not – and where they do not the community suffers as a result.

The interaction between CIL and section 106 agreements can be complicated. Many large developments which include their own schools, health facilities, parks and play areas will be 'carved out' of CIL even in those boroughs/districts where it normally operates. Instead, a section 106 will be used to address all of the infrastructure requirements. This works well – in fact it works so well that the government accepts that it will have to retain this approach even under the new system. However, on smaller developments where both CIL and a section 106 agreement are needed it can lead to arguments about double counting and which infrastructure payments are covered by CIL and which should be included in a section 106 agreement.

How is the Infrastructure Levy different?

The Infrastructure Levy will cover infrastructure contributions that are needed to help meet the cumulative impacts of development – like new school places or highway improvements. It will also include the provision of affordable housing. There will be no need for section 106 agreements for most development which will save time and lawyers' fees. It will apply to most types of development and operate in every local planning authority area.

The local planning authority will set in advance what it will require developers to pay as a percentage of the increase in value their development achieves over the current use when it is finished. In simple terms, the more a development is worth, the more it will pay towards infrastructure. This is a fundamentally different approach from CIL where the charge is determined only by the size and type of development. But there will have to be quite a lot of exceptions, different rates and flexibilities to allow for the fact that land coming forward for development might have exceptional costs, might fall into several different charging categories and might be in multiple ownerships. The rules will have to be carefully drawn up to try to prevent people 'gaming' the system by finding ways to artificially lower the final valuation.

The local planning authority will have to produce an Infrastructure Delivery Strategy for spending receipts from the Infrastructure Levy. The objective, of course, is that this should show how the new schools, health facilities and highway improvements which are needed because of the new development will be provided using the money received from the Infrastructure Levy.

Because payments cannot be made until the value of the development is known – usually when it is finished – local authorities may not have money from developers for years after the development has started. Some payments may be made 'on account' as development progresses, using estimates which are then revised once the final figures are available, but a lot of money may remain tied up until a final valuation. The government will therefore allow local planning authorities to borrow

against the receipts they expect in the future to fund their delivery programme. This is fine in principle, but it is another issue which finance directors will have to manage.

Affordable housing will still be provided on site and the local planning authority will be able to specify the amount up to the policy maximum. The difference in the value of the development that this creates will mean that the amount of the Infrastructure Levy paid in cash will reduce so that the affordable housing becomes 'levy in kind'.

As mentioned, for very large developments which require their own new schools, community facilities, health provision etc the government recognises the effectiveness of the existing system of using a one or more section 106 agreements to specify what these are and when they will be provided. Slightly perversely therefore, the largest and often most difficult to agree section 106 agreements will continue to exist under the new system.

[Isn't this 'simplified' system still very complicated?](#)

Yes, and this is what the current consultation is about. The government is not asking for views on whether it should introduce the Infrastructure Levy because it has already made that decision (unless it changes its mind of course). It is asking a series of questions which are centred on obtaining advice about the mechanics of the way it will operate – which is why it is specifically called a 'technical' consultation. It will then consult again on the actual proposals when they have been drawn up.

[What does it mean for local communities?](#)

In theory, the Infrastructure Levy should capture more funding from the value of new development. If that is then spent wisely it will mean that more infrastructure can be provided, and perhaps in a more coordinated way. But not even the government suggests that the Infrastructure Levy will provide all the funding for infrastructure investment that local communities need. It is designed to be capture more value from development but not to deal with the huge backlog of investment which is so often the underlying problem.

[Will local councils still get a share of the funding?](#)

Yes, the government has said that there will still be a local share passed down to local councils. In Question 35 of the consultation, it asks how this proportion of the levy this should be worked out. The question is phrased rather awkwardly, but what it wants to know is whether it should be equivalent to the current amount that parishes receive, or higher, or lower. The actual percentage might well be different from the current 15%/25% because the total pot generated by the levy is expected to be larger.

[When will the Infrastructure Levy be introduced?](#)

Not for some time, and possibly not at all. The government has a lot of work to do following this consultation to design what will be a complicated system and then to consult again and bring the levy into force. It says that the Infrastructure Levy will be implemented gradually across the country on a 'test and learn' basis, and it might take up to ten years to get it fully into place. That is assuming it does not have unintended consequences which lead to it being abandoned part way through the roll out.

But it may never see the light of day. Labour party shadow minister Matthew Pennycook has said publicly that if it wins the next general election Labour will not take forward the Infrastructure Levy and given the likely timescales that would mean it is never introduced.

Should local councils respond to the consultation?

Of course, if you wish to do so you can respond to the whole consultation. However, most of the questions relate to technical issues about how the levy will be calculated and administered. Some of these will prove extremely complicated to get right. Local councils will not be involved in the process and will not be expected to contribute to resolving how the mechanics should operate. You will be concerned about whether the Infrastructure Levy will work well and will deliver more funding for local facilities and services, but the consultation is not asking for views on that because the government has already decided that it is good idea to go ahead.

With this in mind, if you do wish to respond as an individual parish you may wish to consider providing a short response in your own words covering the small number of specific points of direct concern. Alternatively, you could complete the whole survey online but be prepared to skip the large number of the questions on which you probably will not be able to express an opinion. The questions which you might want to focus on include:

- Q4, Q5 and Q6 which relate to use of funds generated by the levy.
- Q25 and Q26 which relate to the content of the proposed Infrastructure Delivery Strategies – the spending plans which have to be drawn up.
- Q34 and Q35 which relate to the neighbourhood share which would be provided to local councils.

Professional bodies and associations, including your local planning authority, will be responding in more detail and you may wish to send your views to them to help shape what they say.

Summing Up

The introduction of the Infrastructure Levy would be a big change to the planning system. It is intended to produce more money for local infrastructure which, if it succeeds, would be a benefit at community level. There will be a lot of feedback from developers, planners and lawyers about the technicalities of making it work in response to this consultation. Local councils will not be involved directly in operating any part of the new system, the burden for which will fall on your local planning authority. If local councils continue to receive at least the equivalent cash sums as they do now then the new system will be neutral for your spending power, and if more funding is raised overall it could be better for your local communities. But there is a long way to go before it is rolled out - if it is rolled out at all.

Surrey Hills AONB Boundary Review Consultation

In response to Natural England's call for evidence, Cranleigh Parish Council submitted additional areas for consideration for AONB designation to the east and south of Cranleigh. These areas have been evaluated as part of the extensive evaluation area EA12. The size of this evaluation area inevitably meant that it contained a variety of landscape and scenic qualities, natural and cultural heritage influences and different perceptions of wildness and tranquillity. Within such a large area it is inevitable that some areas were found to be inappropriate for designation due to urban influences, transport infrastructure and other detractors.

No part of the area submitted in the Parish Council's evidence is currently proposed as a Candidate Area for AONB designation. Nevertheless, the Boundary Considerations consultation document accepts that transitional landscapes occur especially in the Low Weald landscapes where there is a gradual change in the landscape character and quality and that pragmatic and conservative boundaries are currently proposed.

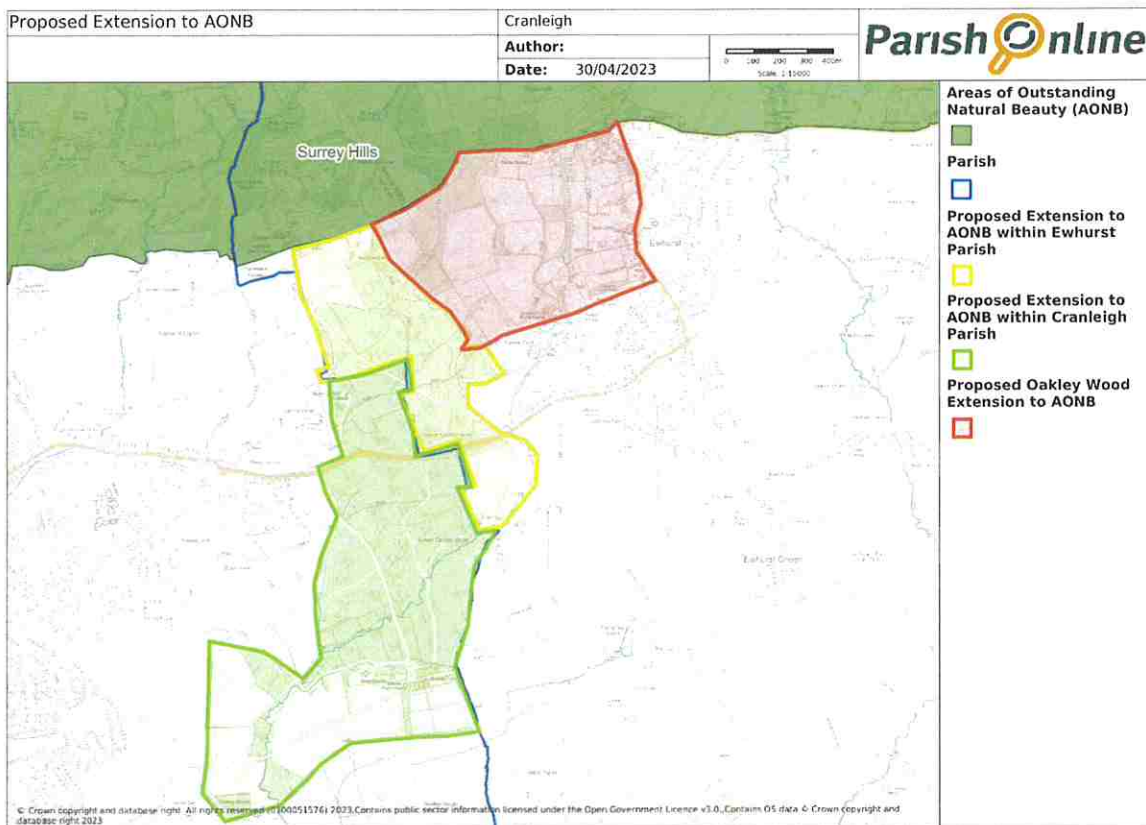
Based on the consultation documents and detailed local evaluation, the Parish Council considers that the proposed boundary has been drawn too conservatively in this area of transition and that an area immediately to the south of the proposed Ockley Low Weald Extension merits designation as part of this extension to the Surrey Hills AONB (see Map 1 below). The area includes a minor area in the adjoining Ewhurst Parish.

In summary:

The proposed area provides an appropriate join with the proposed Ockley Low Weald Extension and follows recognised features.

The area

- maintains a visual link with the greensand ridge to the north
- is currently almost entirely designated as an Area of Great Landscape Value and is a Site of Nature Conservation Interest
- contains significant areas of ancient woodland and a mosaic of small pasture fields enclosed by mature hedgerows and shaws
- avoids the urban influences of Cranleigh and potential detractors and
- provides accessible areas of tranquillity and wildness



Map 1 - Proposed additional AONB within Cranleigh/Ewhurst Parishes

The Parish Council will submit evidence which it considers supports the inclusion of this area. The evidence will relate to the recognised criteria of Landscape Quality, Scenic Quality, Wildness, Tranquillity, Natural Heritage and Cultural Heritage.

In addition, it is evident from previous landscape studies¹ that the areas supported for AONB designation exhibit strong similarities with the landscape character and characteristics of the adjoining designated and proposed extension to the AONB. Whilst the studies are not relied on in assessing the appropriateness for inclusion of the landscapes within the AONB, they provide useful background to the landscape character of the proposed areas. Where relevant, they will be submitted as additional information in support of AONB designation.

¹Surrey Hills AGLV Review, Chris Burnett Associates, 2007; Cranleigh, Shamley Green Landscape Assessment, Chris Burnett Associates on behalf of Surrey CPRE, April 2010; Surrey Hills AONB Areas of Search Natural Beauty Evaluation, August 2014; Surrey Landscape Character Assessment, Hankinson Duckett Associates, April 2015



Project 2023 Application Form

Proposed Project

Decorative quality Pedestrian sign posts.

Say similar to those found around Covent Garden

On Fountain Square on corner of pavement near "Raf's Tree".

Sign Post with Lions Logo & Crane on top & arms pointing in all 4 directions.

3 arms pointing North saying "Glebelands School; Village Sports & Social Club; Rowleys Community Centre".

Arms pointing South saying "Snoxhall Fields; Knowle Park"

Arm pointing West – "Cranleigh Common; Cranleigh Cricket Club"

Arm pointing East – "Library; Medical Centre; Art Centre; Village Hall, Market"

Each Arm sign suspended by decorative chain links.

Thus, later perhaps West Arm can have "Cottage Hospital / Museum" (or whatever)

On Corner of Village Way

Similar without Northern Arm

East to say "Art Centre, Library"

South to say "Leisure Centre, Medical Centre" maybe "market" depends on Council plans for new Health & Well being Centre !! Maybe Snoxhall.

Back ground

Many people do not know their way around the village especially new residents & visitors.

Who would benefit?

Lions PR & the people of Cranleigh & visitors, & "occupiers of destinations pointed to"

Approx Cost

Less than £5,000

Potential running costs

Maybe occasional paint job, maybe addition or removal of some "Arms" depending on Village development.

Timescale

Would need Council cooperation, probably lots of red tape

Funding

Existing funds.

Could elicit sponsorship if names of Supermarkets were included as appropriate?

PROPOSER Paul Withers



CRANLEIGH PARISH COUNCIL

Assets of Community Value Nominations Record 2018/19

Asset	Date Submitted	Date Nomination Accepted	Outcome Due	Outcome
Cranleigh Village Hospital Trust	30/05/18	24/10/18	19/12/18	Declined
Rowleys	02/08/18	28/11/18	23/01/19 (29/03/19)	Accepted 28/11/19
The Cranley Hotel	02/08/18	28/11/18	23/01/19 (29/03/19)	Declined
Cranleigh Arts Centre	02/08/18	28/11/18	23/01/19 (29/03/19)	Accepted 28/11/19
Fountain	02/08/18	28/11/18	23/01/19 (29/03/19)	Declined
Cranleigh Village Hospital	25/09/18	28/11/18	23/01/19 (29/03/19)	Declined
Cranleigh Leisure Centre	19/11/18	28/11/18	05/04/19	Accepted 14/08/19
Post Office	19/11/18	28/11/18	05/04/19	Accepted 14/08/19
Lucks Green				
War Memorial				
Obelisk				
Cricket Club				
White Hart Public House				
Richard Onslow Public House				
Three Horseshoes Public House				
Little Manor Garage	19/11/18	28/11/18	05/04/19	Declined
Cranleigh Library	19/10/18	28/11/18	05/04/19	Accepted 14/08/19