

Cranleigh Parish Council (1)

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Cranleigh Parish Council (1) for the year ended 31 March 2023 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Cranleigh Parish Council (1) on application to:</p> <p>(a) <u>MRS B.M. BELL PARISH CLERK</u> <u>CRANLEIGH PARISH COUNCIL</u> <u>COUNCIL OFFICES VILLAGE WAY</u> <u>CRANLEIGH SURREY GU6 8AF</u></p> <p>(b) <u>MONDAY TO FRIDAY</u> <u>9.30AM TO 12.30PM</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £<u>0.30</u> (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>MRS B.M. BELL PARISH CLERK</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>17/08/23</u></p>	<p>(e) Insert the date of placing of the notice</p>

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
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***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:

18/05/2023

and recorded as minute reference:

16/06

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

Chairman

Clerk

www.cranleigh-pc.gov.uk

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

18/05/2023

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

18/05/2023

as recorded in minute reference:

16/07

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 – SU0025

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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None.

3 External auditor certificate 2022/23

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

14/08/2023

Draft Recommendations on the new arrangements

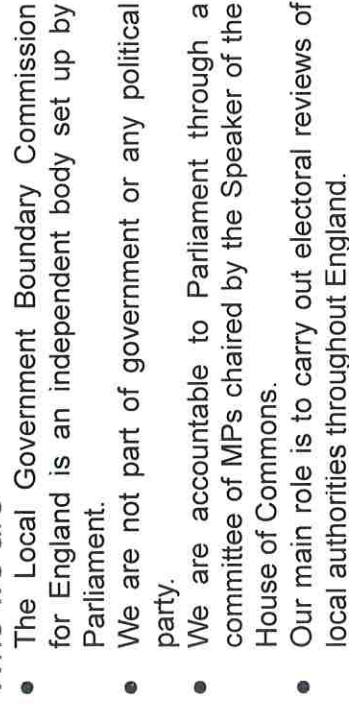
local government: helping your council discharge its

- **Interests:** what issues bind the community together or separate it from other parts of your area?
- **Identifiable boundaries:** are there natural or constructed features which make strong boundaries for your proposals?

- Are any of the proposed divisions too large or small to be represented effectively?
- Are the proposed names of the divisions appropriate?

Useful tips

- good links across your
the any form of public
were a parish council,
another group that
arm of divisions reflect
tops, medical services,



Our proposals

- The Commission has completed an electoral review of the time to time.
- Surrey County Council since 2012 and the decided that it should the elections in 202

Electoral review

Follow the review on Twitter: [@LGBCE](https://twitter.com/LGBCE)

ubmissions we received during that
undaries of most divisions should

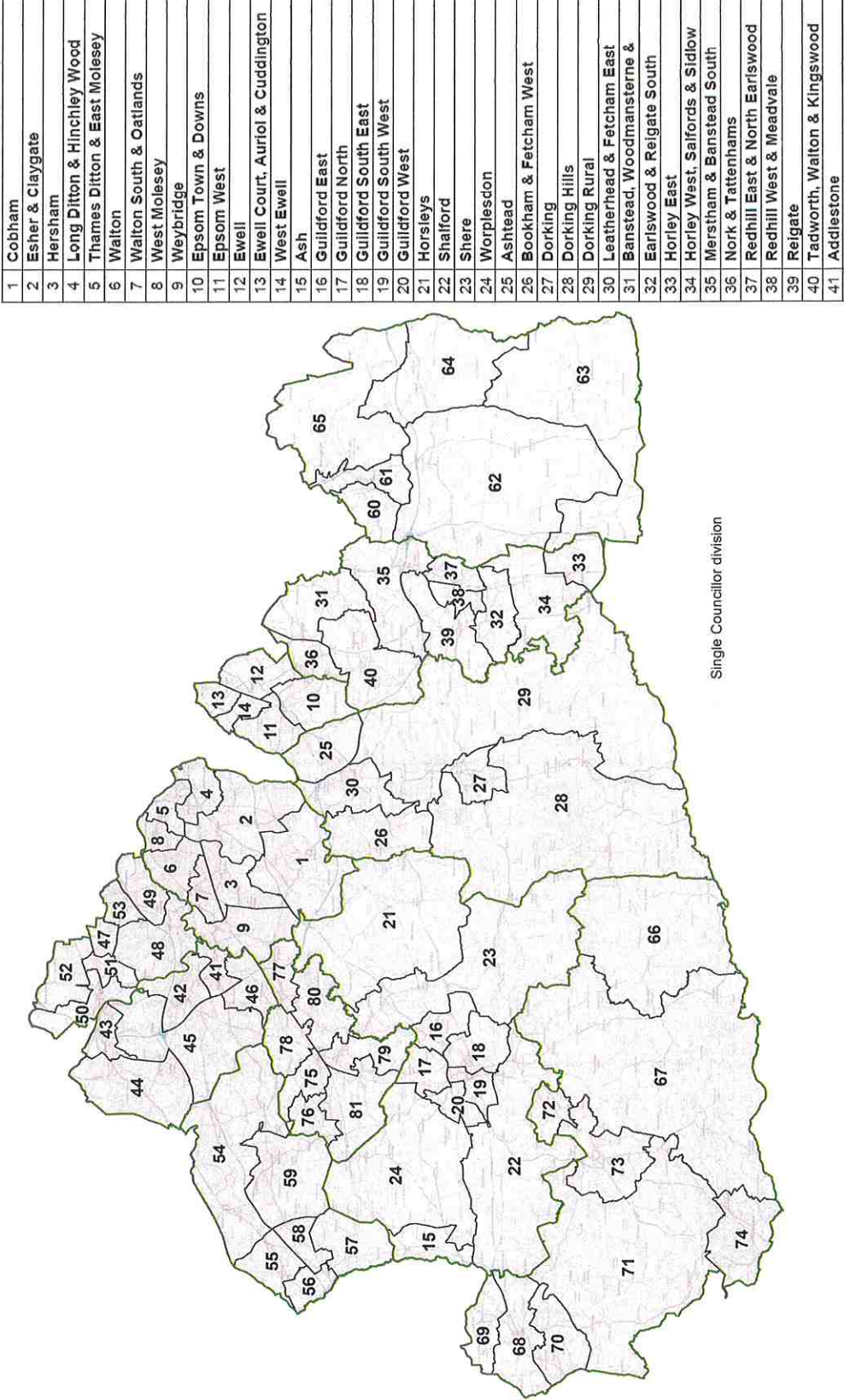
hown in the map to the

draft
support the proposals
ative arrangements.

reviews/surrey

endations down to street level.
erest you most.
to have your say.
commendations.

Description	
Public consultation on division arrangements	
Public consultation on draft recommendations	
Publication of final recommendations	



Clerk

From: CAGNE Gatwick <cagnegatwick@gmail.com>
Sent: 12 September 2023 08:58
To: Clerk
Subject: Gatwick Airport new runway plans

CAGNE
Communities Against Gatwick
Noise and Emissions
The umbrella aviation community and
environment group for Sussex, Surrey and Kent

12th September 2023

Dear Clerk

Further to the CAGNE email of 3rd August 2023 requesting that you consider a donation towards our efforts to oppose a new runway at Gatwick Airport via the planning application Development Consent Order using government policy 'making best use of existing facilities' (June 2018) via the government's planning inspectorate (PINS) submitted by Gatwick Airport, we provide the following –

The reason for the request for funding now is that we believe we need to spend on the 'best experts now' to convince PINS the plan is flawed. If the PINS officer and the Secretary of State decide in favour of a 2nd runway at Gatwick Airport a Judicial Review (JR) may not be granted. A JR is only feasible if it is felt that something was flawed in the process and can cost considerably more than we are budgeting for now. It is therefore better to convince PINS from the outset that the plan is flawed. Our legal team (professional solicitors and barrister) have looked to see if a JR would be feasible now on the poor consultation pre-application but with limited funds, it is felt that we would not win such a challenge on the pre-examination consultation as raised by all local authorities and MPs.

Please be clear this is a new runway, one of the biggest applications seen at an airport since Heathrow vs Gatwick. JR's seem to only delay matters rather than have them decided in the favour of residents opposing expansion or the planet.

From Leigh Day Solicitors (we are unable to provide contact details or copies of all correspondence due to GDPR) working for CAGNE and residents of Sussex, Surrey, and Kent -

'Just to confirm re costs – the maximum Leigh Day will charge for our costs is £1,000 (and if necessary some of this will be used to cover Estelle's (barrister) time). Estelle is

a senior environment/planning law barrister with a specialism in climate change litigation (see her profile [here](#)).

However as per the fee agreement (see schedule 1 on page 6) there will also be additional fees for counsel (including possibly Estelle's). These are:

- Drafting submissions – £2,000-£3,000
- Attendance at hearing - £750-1,000 (per day)'

In total your costs for the DCO stage are therefore likely to be between £3750 and £5000 (subject to how many hearing days counsel attends).

The additional budget allocation is as follows –

CAGNE attendance at hearing	0
Barrister draft/ review you submission	2-3,000
Barrister per day at hearing @ £750-1,000	10,000
Experts to attend @ £500 per person	1,000
Expert noise report	5-15,000
Solicitors Leight Days time in total	1,000
Transport expert	5-10,000
Air Quality expert	5-1,000
Estimated total	£25,000

Brief for all experts

To examine the Gatwick submissions to PINS

To find areas that can be identified as potential flaws in plans/ to have impacts on all communities/ planet in Sussex, Surrey and Kent

To provide, where needed written and verbal, evidence to challenge Gatwick

To guide and advise CAGNE on the best topics to bring to the hearings that have a success of achieving dismissal.

To oversee CAGNE's submissions

Key areas identified at present – noise, air quality and surface transport.

To work with other expert organisation on topics so that they can be adopted whilst raising them through our RR to aid any further JR challenges.

To seek to convince PINS of flawed plans to avoid JR and further legal costs of challenges.

Please feel free to come back to us if additional details are required. As you will appreciate, we must be a little confidential so as not to pre-warn Gatwick of our submissions, but we aim, as always, to be as transparent as possible.

CAGNE is hosting a climate change online event with CC barrister, AEF, NEF, CPRE branches, Safe Landing and others that have experience of legal challenges concerning CC, to ascertain what works and what does not.

We hope this helps and clarifies to enable you to donate to our efforts, but if you require any additional details please do contact us your umbrella aviation community and environment group for Sussex, Surrey, and Kent that seeks to be fair to all communities and the planet.

Yours sincerely

Sally Pavey
Chair of CAGNE

AEF – www.aef.org.uk
NEF – www.neweconomicfoudation.org
CPRE Sussex – www.cpresussex.org.uk
CPRE Kent – www.cprekent.org.uk
CPRE Surrey – www.cpresurrey.org.uk
Safe Landing – www.safelanding.org

Est Feb 2014
www.cagne.org
cagnegatwick@gmail.com
#pledgetoflyless
Twitter @cagne_gatwick
Facebook CAGNE
Instagram @CAGNE

Clerk

From: Ben Bix <Ben.Bix@waverley.gov.uk>
Sent: 22 August 2023 11:37
To: Town & Parish Clerks
Subject: Review of Councillors' Allowances: Parish Councillors

Dear colleagues

As you know, under Section 15 (5) of the Local Government Act 1972, a parish council may pay the chairman of the parish council such allowance as the parish council thinks reasonable for the purpose of enabling them to meet the expenses of their office.

You may also be aware that, under the Local Authorities Members' Allowances (England) Regulations 2003 (as amended), a parish council may pay a "parish basic allowance" either to its chairman only, or to each of its members, and the amount of that allowance payable to its chairman may differ from that payable to each other member of the parish council, but otherwise that amount shall be the same for each such member. Parish councils may also pay to its members a "parish travelling and subsistence allowance" in respect of travel undertaken in connection with the performance of prescribed duties as a parish councillor.

However, where a parish council proposes to pay a parish basic allowance, whether to its chairman only or to each of its members, or where it proposes to pay to its members a parish travelling and subsistence allowance, it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by a parish remuneration panel.

However, it is worth pointing out that the payment of the chairman's expenses under Section 15 of the 1972 Act falls outside of the remit of the 2003 Regulations and does not require a specific recommendation from the parish remuneration panel, which means that if you do pay your chairman an allowance to enable him/her to meet the expenses of their office, you may continue to do so.

The "parish remuneration panel" referred to above is the independent remuneration panel appointed by the Borough Council for the purpose of reviewing the scheme of allowances for borough councillors. We have appointed an Independent Remuneration Panel, jointly with Guildford, to undertake separate reviews of councillors' allowances for both Guildford and Waverley. They will commence the review of Guildford's allowances next month and Waverley's toward the end of the year.

The Panel has asked me to write to you to ascertain whether your parish council:

- (a) pays the chairman expenses under Section 15 of the Local Government Act 1972 referred to above;**
- (b) would like to pay either your chairman, or all elected parish councillors, a parish basic allowance; and/or**
- (c) would like to pay your parish councillors a parish travelling and subsistence allowance.**

Please may I ask that you respond by email, to me by no later than Friday 22 September.

I look forward to hearing from you as soon as possible.

Best wishes

Ben Bix, Democratic Services Manager, Waverley Borough Council
www.waverley.gov.uk

How to take part and register your involvement

Step 1: To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to brunopeek@mac.com as soon as possible please, but **no later than 30th May 2024**.

If your event is a private occasion and **NOT** open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but **NOT** made public. However, if your event is open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

Name and Job title of contact/coordinator
Name of Council, School, Pub, Care Home, Hotel, Restaurant, Organisation etc.
Name of Country - ie England, Scotland, Wales, Northern Ireland, Channel Island, Isle of Man, UK Overseas Territory
Name of County

Name of Parish, Town, Borough, District, Community, or County Council etc

Full Postal address including post code

Telephone number - Landline/Mobile

Email

Will you be having Fish & Chips with Mushy Pease as part of your Beacon and Lamplight of Peace lighting YES/NO

Will your School be involved in the reading of the Poem at

11am, found YES/NO

Will your School/Pub/etc/ event be involving the eating of Fish & Chips during the day YES/NO

Will your event involve the reading of the International Tribute at 9.15pm YES/NO

Public event

Private event

Public or private event & legal essentials

Ensure you have undertaken all the legal essentials and safety requirements on **page 47** before lighting your Beacon and Lamp. Alert the emergency services, including the Fire Brigade, undertake any risk assessments required and ensure everyone involved is happy and familiar with your plans. **(This is your responsibility as coordinator)**. In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

Beacon and Lamp Light lighting ceremony - 6th June 2024

Please light your Beacon and Lamp and undertake the Nation's Tribute using the wording found on page 34 at 9.15pm.

The Beacon and Lamp Light, lighting ceremony and the Nation's Tribute should be undertaken as follows:

Step 2: Invite your Lord Lieutenant, DL, Lord Mayor, Sheriff, High Steward, Lord Provost, Chairman of Leader of the Council, winner of your competition, or another of your choice from within your local community etc, to light your Beacon or Lamp and undertake the Nation's Tribute at **9.15pm**, using the wording found on **page 34**. Alternatively, you may wish to organise a competition in partnership with your local media, with the winner having the honour of lighting the Beacon or Lamp and the Nation's Toast.

Step 3: If appropriate, use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your beacon lighting ceremony.

Step 4: Publicise your event. We will provide you with a Press Release template which you can localise, providing as much information as you wish regarding your event, but including your contact details. You can send this to your local media to enable them to get in touch with you direct.





17 Liverpool Gardens
Worthing
BN11 1RY
01903 237221
hello@boomcb.org.uk
www.boomcb.org.uk

Boom Community Bank - Your Parish Council's support for struggling households.

Introduction

Boom Community Bank is your local Credit Union. We are an ethically driven local cooperative owned by those we serve, our customers. We provide our members with comprehensive support and advice that helps them manage their personal finances and control how they cope with the current financial crisis. We offer them advice, loans and savings services usually after they have been refused help by the high street banks. It is likely that some of your residents have already approached us. We always try and help them if we can. The social impact of our work is considerable and we are well supported by our social partners - Councils, churches, and local charities - with whom we collaborate. There are 250 Credit unions spread throughout the UK. Boom is licensed to cover an area which stretches from the M4 to the south coast. Our **12,500** members have cumulative savings totalling **£7.4 million** and our loan book totals **£6 million**.

Our Problem

At present a quarter of all British households face financial difficulty due to inflation and rising interest rates. As a result, Boom is busier than ever. Our monthly demand for new loans currently exceeds **£1.5 million** and in June we issued **£444,000** new loans. In addition, some of our members are withdrawing savings to meet their personal 'rainy day.' Demand for credit is beginning to outstrip our ability to generate new lending capital. We can foresee a time in the coming months when our liquidity ratio will come under pressure. When it does, we will be obliged to reduce the number of loans we agree in order to maintain the firm liquidity ratios laid down by our regulator, the Bank of England. If that happens, some of the most vulnerable of our residents will have no one to turn to and will end up resorting to high interest lenders or Loan Sharks.

The Solution

Some Parish Councils, including Shere, Midhurst and Arundel, already support Boom's liquidity by lodging a portion of their static reserve capital in a standard Boom savings account. They do so because they have recognised Boom's social value and its ethical not-for-profit purpose and have decided to support it. Such Parish Council deposits range from £5,000 to £35,000. Each Council saves with Boom assured that its money is invested in a sensibly managed organisation and can be accessed on demand and earn an annual dividend if declared. In essence a relatively painless Treasury policy decision, but for Boom it provides some very important underpinning of its long-term liquidity. The normal FSCS guarantee also applies to investments by Councils who have an annual income and expenditure budget of under Euro 500,000.

The Background

Created by the merger of SurreySave and West Sussex Credit Unions in September 2016, Boom is licensed by the PRA and FCA under the 1979 Credit Union Act to provide simple loans and savings banking services in its exclusive geographical Common Bond which covers all who live or work in **Berkshire, North Hampshire, Surrey, Kingston and West Sussex**. From the outset Boom's aim has been to achieve financial self-sufficiency through strong and rapid growth. It has consistently applied commercial disciplines, streamlined its operations, adopted professional underwriting and credit control processes and has always treated its customers with courtesy and care. It manages to make a small annual profit and declares a regular, if modest, dividend on its savings. See the attached **Accounts** for our last three years.

Proposal

As a council you will be currently considering how best to help your own residents to weather the current economic storm and survive it with their finances in reasonable shape. Boom's services can provide part of that answer. If you were to decide to help Boom and support its liquidity, you will be supporting your most vulnerable residents with access to much needed credit. Boom will need this additional lending capital if it is to offer your residents credit when they most need it. I therefore ask your Council to consider joining other Councils in opening a modest savings account with Boom Community Bank.

Conclusion

I should be most grateful if you could make it possible to put a proposal before your Councillors at their next Council meeting asking them to consider joining other Councils in opening a savings account with us.

Best wishes

David Wright OBE

Chair, West Sussex and Surrey Credit Union (trading as Boom Community Bank)

Grass Pitch Maintenance Fund

Site Owner and Site User Grass Pitch Maintenance Agreement

Guidance Notes

Introduction

This guidance has been developed to guide both site owners and site users (eligible organisations) who wish to work in partnership to improve the quality of their grass pitches.

This document includes the following guidance:

- Sample Site Owner and Site User Grass Pitch Maintenance Agreement
- Sample Contractor Tender Form
- Sample Contractor Method Statement
- Sample Grounds Risk Assessment

Sample Site Owner and Site User Grass Pitch Maintenance Agreement

This agreement details the responsibilities of the site owners and site users (eligible organisations). **It should be used as a template and can be edited to suit individual circumstances.** It is separate to any existing lease or hire agreement an organisation might have but it should be used to ensure that additional maintenance works can take place safely on the site.

In addition to the agreement the following should be appended to it:

- A pitch layout plan of the XYZ site showing the pitches which are part of the agreement.
- A copy of the PitchPower Assessment Report.

The contractor carrying out the maintenance work as part of the agreement should supply the following documents to the Eligible Organisation and Site Owner:

- Method Statement
- Insurance
- Risk Assessment
- Operative Qualifications
- Product details/specification
- Safeguarding Certificates (if required)

Sample Site Owner and Site User Grass Pitch Maintenance Agreement

This document will need to be edited and agreed by the Site Owner and Site User

INTRODUCTION

This agreement has been developed to guide both site owners and site users (eligible organisations) who wish to work in partnership to improve the quality of the grass pitches. It aims to set out the responsibilities of an eligible organisation wishing to improve grass pitches where the pitches are under different ownership such as a Local Authority, School, Town and Parish Councils. It is important for all partners to work together to achieve the common goal of improving the quality of grass pitches.

This agreement relates **only** to the improvement of the grass pitches at the **named site**. Other agreements may exist for other facilities on the site and they might be subject to other agreements.

ETHOS AND PURPOSE OF THE AGREEMENT

To establish an agreement setting out the roles and responsibilities of each partner to enable them to achieve common aims and objectives to improve the quality of grass pitches at **XYZ** site.

It will set out the role of the eligible organisation and its contractors and the information required by the Site Owner so that additional maintenance procedures to be carried out safely.

This agreement can be varied to best meet each partner needs and should be used to develop a clear understanding of roles and responsibilities and should be developed in good faith and used as a working partnership document.

The eligible organisation in the agreement has agreed to sign up to receive Football Foundation Grant Aid for the duration of 10 years to improve the quality of the grass pitches at the named site.

GENERAL CONTEXT OF PARTNERSHIP AGREEMENT

This agreement is **not a lease**, it is an agreement for the named eligible organisation to carry out additional maintenance procedures to improve the quality of pitches at **XYZ** site. The site owner is encouraged to ensure that the eligible organisation partner has priority access to pitch bookings.

THIS AGREEMENT is dated **XX**

BETWEEN:

- (1) Site Owner – **XYZ** Local Authority/School/Organisation – correspondence address
- (2) **XYZ** organisation – **XYZ**, correspondence address

XYZ organisation be signing up for a period of up to 10 years to the Football Foundation to use their best endeavors to improve the grass pitches at XYZ site.

KEY CONTACTS

- (1) Key Contact for Site Owner – YZ Local Authority/Land Owner/County Council – correspondence address and contact details
- (2) Key Contact for organisation – XYZ – correspondence address and contact details

Add more contact details if required

KEY INFORMATION

- (A) XYZ is the owner of XYZ site by the way of Freehold or Leasehold
- (B) If leasehold, please state the length of the lease
- (C) The pitches at XYZ site are used by XYZ organisation.
- (D) The parties enter into this agreement in order to set out the terms upon which the eligible organisation shall engage a contractor to carry out works or carry out the work to improve the quality of the grass pitches.
- (E) It is advised that the partners in this agreement meet regularly and agree a reporting system to ensure that each partner is kept informed of works.

THE SITE

A pitch layout plan of the XYZ site is attached in **Appendix A**.

KEY PARTNER ROLES

Site Owner

The site owner is responsible for the following:

- Giving its permission for XYZ organisation to carry improvement works to the pitches on XYZ site as set out the Grass Pitch Assessment report (and in line with their funding agreement with the Football Foundation – delete if not applicable).
- The site owner shall provide an agreed schedule of maintenance to the club that clearly outlines the tasks and frequency for what the site owner is responsible for on an annual basis.
- If the site is accessible to the general public, the site owner is responsible for maintaining the relevant public liability insurances.
- The site owner will grant its permission to the eligible organisation to performance test the pitches using the Football Foundation's **PitchPower web app**.

- The site owner will discuss any additional site user/booking requests with the organisation to ensure that the pitches aren't being overplayed and the organisation can continue to meet the required performance standard.

Site Owner Current Maintenance Procedures

List below the current maintenance procedures that are the responsibility of the site owner

Description of Task	Frequency

Add additional rows if required

Eligible organisation

The eligible organisation is responsible for the following:

- Providing an annual schedule of pitch maintenance works required that are in addition to what is carried out by the site owner.
- Ensuring that the tasks required are carried out in accordance with the GMA recommendations and are performance tested using the pitches using the Football Foundation's PitchPower app.
- Ensure that all works are carried out by organisation officials or specialist maintenance contractors are in line with current Health and Safety practices.
- Ensure that it keeps accurate records of specialist maintenance contractors commissioned to carry out any pitch improvement works – **Insurance, Method Statement, Risk Assessments, Product Details and Specifications and Safeguarding Certificates (DBS).**
- Ensure that the Site Owner is supplied with the following information from specialist maintenance contractors before any work takes place:

Insurance: The contractor ensures that it always has adequate public liability insurance in place, and it provides a copy of such insurance policies.
Recommend £10 million worth of cover.

Method Statement: To ensure contractor method statements are in place for all tasks associated with any works to be undertaken, and to provide on request a copy of such method statements.

Risk Assessment: To ensure risk assessments are in place for all tasks associated with any works to be undertaken and provides a copy of such risk assessments.

Operative Qualifications: It is the contractor's responsibility to ensure that its employees are suitably qualified and training to carry out the planned maintenance procedures. The contractor is required to provide evidence of qualifications for its employees.

Product details/specification: To ensure a detailed specification is in place for **ANY** products that are to be applied during any works undertaken, and to provide on request a copy of such product details/specifications to the site owner.

Safeguarding: In some cases when working on Local authority or School Sites, contractors will be asked to provide evidence of DBS check of its operatives.

XYZ organisation Additional Maintenance Procedures

Give an overview below of the current maintenance procedures carried out by the eligible organisation (this should include the guidance given in the Pitch Advisors report).

Description of Task	Frequency

Add additional rows if required

Payment of the Planned Additional Maintenance Procedures

yyyy Eligible organisation has received a Football Foundation Grant towards carrying out additional works set out above and detailed in the PitchPower Assessment Report.

yyyy Eligible organisation is responsible for paying the contractor to carry out the works agreed.

The Eligible organisation should agree with the Site Owner the most cost-effective solution to make this payment.

Add additional information if required

Changes to this Agreement

This agreement can only be changed with full consultation of all partner agencies and should be done in consultation the relevant constituent body and the Football Foundation.

This agreement will be subject to review every twelve months, with the first review due to take place in **<date>**.

Signed by Site Owner:

Name:

Date:

Signed by Eligible organisation:

Name:

Date:

Sample Contractor Tender, Contractor Method Statement & Grounds Risk Assessment templates

The **Sample Contractor Tender** template can be used as a guide by organisations to tender to contractors for maintenance procedures. This information would be developed at **quotation/tender stage** with guidance provided by the GMA Regional Pitch Advisor and National Governing Body support staff.

It should be used as a template and can be edited to suit individual circumstances.

The **Contractor Method Statement & Grounds Risk Assessment templates** are examples that can be used by eligible organisations to check that a contractor tendering for the work is supplying the right level of information.

Sample Contractor Tender Form

This document will need to be edited by the Eligible Organisation for a contractor to provide a quotation for the works.

INVITATION TO TENDER

1. **yyyy** Eligible organisation hereby invites tenders for the carrying out the Pitch Improvement Works in accordance with the Contract documents outlined below.
2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them if their tender is accepted.
3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the eligible organisation by no later than one week before the closing date.
4. The tender shall be submitted on the Form of Tender in the **Schedule of Pitch Improvement Works Table**
5. Prospective Contractors should note that the eligible organisation is not bound to accept the lowest, or any tender. The eligible organisation's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.
6. The successful tender together with the eligible organisation written acceptance shall form a binding agreement in the terms of the Contract documents.
7. If having examined the tender documents and you wish to submit a tender you should provide and return the following documents:
 - **Schedule of Pitch Improvement Works Table**

- **Details relating to Prospective Tenderer**
- **Insurance:** The contractor ensures that it always has adequate public liability insurance in place, and it provides a copy of such insurance policies. Recommend £10 million worth of cover.
- **Method Statement:** To ensure contractor method statements are in place for all tasks associated with any works to be undertaken, and to provide on request a copy of such method statements.
- **Risk Assessment:** To ensure risk assessments are in place for all tasks associated with any works to be undertaken and provides a copy of such risk assessments.
- **Operative Qualifications:** It is the contractor's responsibility to ensure that its employees are suitably qualified and training to carry out the planned maintenance procedures. The contractor is required to provide evidence of qualifications for its employees.
- **Product details/specification:** To ensure a detailed specification is in place for **ANY** products that are to be applied during any works undertaken, and to provide on request a copy of such product details/specifications to the site owner.
- **Safeguarding:** In some cases when working on Local authority or School Sites, contractors will be asked to provide evidence of DBS check of its operatives.
- **Sign the form**

(b) **Return tenders and all related documentation to: -**

Insert Date and contact details

Tenders received late will not be considered.

Organisation Contact:

Insert details

Site Details

The sites are situated at *XYZ Site*

Before tendering the Contractor is advised, at their own discretion, to visit the sites to satisfy themselves as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.

Schedule of Pitch Improvement Work

Insert the list of work involved to each pitch and number frequency of work

Description of Pitch Improvement works	Frequency	Price
TOTAL CONTRACT COST		£

Site Details

The sites are situated at XYZ Site

Before tendering the Contractor is advised, at their own discretion, to visit the sites to satisfy themselves as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.

Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

Additional Erection/Installation

The eligible organisation could add additional outside fixtures and fittings during the period of the Contract and no application from the Contractor to adjust the Contract price will be considered.

Duration of Contract

The duration of the Contract will be from xxxxx until xxxxx, with the final decision on the duration of the Contract to be made by the organisation after the tenders have been received.

Tenders are to be priced on an annual basis. There will be no opportunity to alter the rates tendered during the term.

Payment to Contractor

The full contract sum shall be paid in equal monthly instalments throughout the year, on receipt of monthly invoice from Contractor.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving three months' notice.

Insurance

The Contractor is required to have a minimum of £10,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Eligible organisation prior to commencement of the Contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract.

Notes to Tenderers

- a) Attention is drawn to the Form of Tender and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works, Plans and Schedule of Works. Contractors are advised to carefully read all documentation.
- b) The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.
- c) A price shall be inserted against each item on the Form of Tender.
- d) No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.
- f) Weed killing chemicals must only be applied where specified and must be applied by certificated staff. Evidence of certification must be provided to the eligible organisation.

- g) A regular inspection will be carried out by the eligible organisation and site owner throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.
- h) Invoices presented for payment must include a schedule of the works completed in that month including the dates of the work.
- i) Contractors are asked to contact the Eligible organisation if any clarification is required.

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works and location plans.

I/We understand that **yyyy** eligible organisation is not bound to accept the lowest or any Tender and that the eligible organisation will not be responsible for any expense incurred in a contractor preparing their return

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Signed: _____ Name: _____

Position: _____ Date: _____

Of: _____

Address: _____

Telephone Contact number: _____

Details relating to Prospective Tenderer

1. Name: _____
2. Address: _____
3. Telephone number: Fax number: _____
4. Contact Name and Position in Company: _____
5. Nature of Business: _____
6. If the Business is a Company:
Is it a Subsidiary of another Company?
If yes, please give details: _____
7. Date of Business formation: _____

8. Please state number of grounds maintenance employees:
9. Please state which branch the Contract will be serviced from:
10. Please give any other details, which you feel may be relevant, for example, similar Contracts in the area or for similar organisations and Local Authorities:

Signed:

Position:

Date:

Grass Pitch Maintenance Funding

Sample Contractor Method Statement

This is a sample Contractor Method Statement and maintenance contractors are encouraged to supply their own version if it adequately covers the same areas outlined.

Method Statement Number: 1

Method Statement Date: XX/XX/XXXX

Method Statement Author: XXXX

Project/Contract: Aeration of 4 Pitches

Start Date: X

Expected job duration: X days/months/year

Client Contact: C***** FC Mr XXXXX

Site Owner: xxxx LA

Site Address: XYZ site

Contractor Key Contact: contractor to detail

Description and Method of works:

Aerating of 4 pitches

1. Arrive on site with Tractor and suitable aerator on trailer unit.
2. Ensure that key contact is located and the method statement is discussed detailing any site changes, timeframe and area of work.
3. **The contractor must establish if it is safe to carry out the planned works by carrying out a Grounds Risk Assessment Form.**
4. Unload tractor in safe area
5. Survey pitches to be aerated to ensure safe and debris free
6. Commence aeration operation with tractor moving at approx. 3-5 kph
7. On completion re load tractor onto trailer unit and depart

Information to all Staff

The following must always be observed by all staff, any deviation from these control procedures must be authorised by the management or safety representative.

Communication with Other Workers on Site

All staff will report to the site for induction on arrival. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site. Where necessary notices will be posted advising of any hazards present during the works. Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

First Aid

It is the responsibility of the contractor to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum. A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration. An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing always, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

Preparation & Induction

A risk assessment will be carried out for all tasks, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

Staff and Training

The task will be carried out by staff from Larch Groundwork Ltd, all staff are qualified, experienced, receive on-going training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff. Any sub-contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub-contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

Welfare

The Contractor will be responsible for providing adequate washing, toilet, drying and refreshment facilities its staff. Staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner if required.

Sample Grounds Risk Assessment Form - To be completed by the maintenance contractor

Ref/ID no

Task Assessed	Equipment used	Location	Risk To	Assessment Date	Assessment Carried out by	Assessment Review Date
Use of pedestrian mower scarifier, spiker, aerator.	Mower, Scarifier, spiker, aerator	All Parks, grounds and open spaces	Staff, General public			

No	Hazards	Risk Identified	Risk Rating	Preventative Measures to be followed	Risk rating with preventive measures	Additional Action/ Comments
1	Noise, HAVS, flying debris, dust, foot injury, manual handling	Loss of hearing / tinnitus, vibration white finger, injury to eyes/ body bruising or laceration, lungs/ eyes, crushing, back injury	MEDIUM	Wear all PPE at all times in accordance to company policy and user manual. Operatives to have all correct training in use of machine, manual handling	LOW	

2	Fueling/refueling	Fire, explosion, dermatitis, toxic gases, burns.	MEDIUM	Always fuel/ refuel in open air, wear appropriate PPE, use correct equipment i.e. funnel, check around hot machine parts for debris. No smoking or use naked flames	LOW	
3	Loading/unloading of machine	Crushing, bruising, laceration, back injury, muscle strain.	MEDIUM	Use correct ramps with vehicle all operators to be trained in manual handling ask for help from other team members/ grounds staff when transporting ensure machine is correctly strapped down.	MEDIUM	
4	Removal of debris from moving parts	Laceration, loss of limb, back injury, bacterial infection.	MEDIUM	Wear correct PPE (gloves), make sure the machine has completely stopped all operations remove spark plug cap where possible. All operators to be trained in use of machine as well as manual handling. Wash hands before consuming food smoking etc.	LOW	

5	Waste removal and emptying of collector	Laceration, back injury, bacterial infection.	MEDIUM	Wear correct PPE (gloves), make sure the machine has completely stopped all operations. All operators to be trained in use of machine as well as manual handling. Wash hands before consuming food smoking etc.	LOW	
6	Environmental conditions, slips, trips and falls	Weather conditions: heat exposure, cold, wind, wet, dry dusty, pollen, smells	LOW	Use correct PPE, sun block, hand wipes, appropriate breaks according to extreme weather conditions.	LOW	
7	Storage of machine	Trapping, crushing, toxic gases	MEDIUM	Storage area to be well ventilated, clean, well lit, free from trip hazards.	LOW	

HARZARD SEVERITY					
	Negligible	Slight	Moderate	High	Very High
	Negligible injury, no absence from work	Minor injury requiring first aid treatment	Injury leading to a lost time accident	Involving a single death or serious injury	Multiple deaths
Very Unlikely	LOW	LOW	LOW	LOW	LOW
Unlikely	LOW	LOW	LOW	MEDIUM	MEDIUM
Possible	LOW	LOW	MEDIUM	MEDIUM	HIGH
Likely	LOW	MEDIUM	MEDIUM	HIGH	HIGH

Priority Action Table

Risk Level Rating	Action	Priority
HIGH	Significant risk	Immediate Action to be taken
MEDIUM	Risk must be reduced where further action identified	Action Required
LOW	Risk is controlled but monitor the control measures	Ongoing Monitoring

Machinery Operating Procedure

- Carryout pre start checks.
- Locate and ensure you are familiar with all machine operations and controls.
- Check for loose/missing nuts, bolts and screws. Tighten and/or replace as needed.
- Inspect fuel lines, tank and area around carburettor for fuel leaks. Do not operate if leaks are found
- Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- When starting, ensure the machine is in a clear area.
- Make sure the muffler side of the engine is away from your body to avoid burns.
- Maintain a proper balance and secure footing. Do not work on slippery, uneven or unstable surfaces.
- Maintain a straight wrist position Avoid using your wrist in a bent, extended or twisted position.
- Carry out on site RA before starting work, taking in to consideration the risk to People & Property.

PPE required



Safety kit and notices/signage



Clerk

From: Rosemary French
Sent: 22 August 2023 14:10
To: Clerk
Subject: Xmas 2023

Hi Beverley,

It was good to meet with you on Friday. To recap our conversation:

1. The Chamber is repairing and repainting the three Electricity Feeder Cabinets on the Common. The PC has kindly donated £500 to the repair of Feeder Unit 1 at the War Memorial. (your email of 22nd June. I think you arranged for payment then because Martin sent bank details)

In future years when the cabinets need repaired/ repainted we have agreed that the Chamber or the BID will pay for Cabinets 2 and 3 because we solely use them for the xmas lights. The Parish Council will pay for Feed cabinet 1 which will be used by others to light up the Memorial etc.

All three Cabinets will now belong to the Parish Council (in the absence of any other owners!).

2. You agreed to take forward to the next PC committee a proposal to pay once again for the Xmas Lights Icicles on the Village Hall (£660 inc vat) and the Millenium Sculpture (£336 inc vat). We would appreciate this because we have just learned that 19 of our 28 xma lights are broken and irreparable. As I said to you we are now investigating leasing lights to see if it could be more cost effective.

Cranleigh Chamber of Commerce

Finally, you let me know that there is an 80th Year D Day Beacon Lighting Ceremony on the evening of Thursday 6th June, 2024. I will let the others know.

Many thanks.

Kind regards,
Rosemary