

Beverley Bell
Clerk to Cranleigh Parish Council

19 December 2023

Dear Beverley

Cranleigh Parish Council - Internal Audit 23-24
Interim Audit

Following the interim audit completed on 18 December, I attach my report for consideration by the Council. This was the first of two audits I intend to carry out to support my opinion on the 23-24 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 22-23 audit opinion
- Follow up previous recommendations
- Testing of expenditure first 8 months of financial year
- Testing of income – first 8 months of financial year
- Risk management and insurance
- Salaries and wages
- Budget monitoring reports
- Arrangements for inspection of accounts
- Bank reconciliations.

I am pleased to report that overall Council has successfully maintained a satisfactory system of financial control. Recommendations are at Appendix A.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement. I am required by Section 4 of 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 testing carried out at the interim audit.

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

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. .

I tested opening balances on the Omega system at 1.4.23 and confirmed they could be agreed back to the audited accounts for last financial year. Box 7 on the Agar for 22-23 was £550,072, this has been agreed to the opening balance sheet on the Omega system.

I confirmed that the Council's VAT returns are up to date, with VAT claimed to the end of September 2023. VAT reclaimed was £10,091. I checked that figures in the VAT return have been derived directly from the RBS system and confirmed with the Clerk that the return was submitted to HMRC on 18 October. I checked the refund into the bank account on 27th October. The Q2 VAT claim has been agreed to the month 6 balance sheet, so the VAT nominal account is in balance.

The internal audit for 23-24 was reviewed at the May council meeting and minuted. The external audit certificate was noted at September meeting of Council.

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 14). The Council is aware that a redraft of the model financial regulations is being worked on by NALC. This will need to be taken into consideration when the Council next reviews its own regulations.

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 invoices as ready for payment. Payments to suppliers are set up at bank by one councillor and authorised by a second councillor. The clerk then logs in to the bank account and downloads authorisation records (this is necessary as the bank does not retain authorisation data)

I tested a sample of payments selected at from the cashbook for the first 8 months of 2023-24. 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

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- Invoice signed off by 2 councillors
- transaction included in payments listing reported in Council meeting
- Printed bank records show payment set up by one councillor and authorised by a second councillor

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 2023 meeting of the Full Council. I will review this at my final audit visit.

I discussed the issue of cyber insurance with the Council. It is recommended that cyber risks are added to the Council risk assessment, to ensure that this matter is considered annually, and that a cyber risk assessment should be considered with the Council's ICT contractor. Once this has been completed, the Council can consider whether cyber insurance might be required.

I have confirmed that the Council has a valid insurance certificate, with an expiry date of 31 July 2024. Insurance has been arranged by Clear , and the Council is insured with Aviva, Asset cover is monitored by the Clerk and is checked against insurance values held in the asset register. 10 buildings are insured. Asset insurance cover is as follows

Property Insured	Declared Value	Sum Insured
Buildings	£5,893,665	£7,072,398
Contents	£164,280	£197,136
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Walls, Gates and Fences	£52,819	£63,382
Playground Equipment	£266,407	£319,688
CCTV Equipment	£44,172	£53,006
War Memorials	£75,000	£90,000
Ground Surfaces	£362,054	£434,464
Mowers and Machinery	£61,447	£73,736
Sports Equipment	£61,143	£73,371
Regalia	£2,124	£2,548

Fidelity cover has been increased to £1 million since my last audit, this is sufficient given cash holdings at the Council.

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The Clerk completed a backup test of sharepoint data in October 2023. All files checked were successfully restored. The Clerk has also confirmed that RBS back-ups are run every time the system has been updated.

D. Budget, Precept & Reserves

Interim Audit

I confirmed that the 2024-25 budget and precept setting process had been completed, this was approved at the meeting on 14 December. A precept of £539,388 was set, with the minute also properly recording the 24-25 budget for the Council (Minute 9.6)

The Council continues to review budget against actuals each quarter, as required by financial regulations. The quarter two budget monitoring report was discussed at the Finance Committee meeting on 13 November 2023. The Clerk prepared a narrative note setting out variances identified as part of the budget monitoring process, and these notes are recorded in minutes. I reviewed the quarter 2 papers. At this point (half way through the year) the budget, income at 55% of budget and expenditure at 54%.

As usual, I will review reserves at my year end audit.

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 tested a sample of transactions selected from the first six months of the financial year. For all transactions tested, I was able to agree income credited on the accounting system back to bank statement , and to an invoice. Rental payments were agreed to lease / letting agreements, room hires were agreed to approved fees schedules. In all cases I was able to confirm invoicing was correct.

I reviewed the sales ledger. The sales ledger balance at 1 December stood at £14K. Of this balance, there were debts of £5.6K raised before October 2023. The majority of this debt is owed by 2 regular hirers. The Council may wish to require these hirers to pay by direct debit, to reduce the risk of bad debt to the Council.

F. Petty cash

Year end test

G. Payroll

Year end test - the 23-24 pay settlement has only recently been finalised

H. Assets and investments

Year end test

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I. Bank reconciliations

Interim Audit

The Council has one current and three 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 2023. I completed the following test:

- Agreed cashbook balances to Omega system (month 6 balance sheet)
- Agreed bank balances to bank statements
- Checked arithmetic in the bank reconciliation
- Confirmed councillor review of the bank reconciliation

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. The investment strategy was reviewed at May 2023 meeting. (Minute 14)

J. Year-end accounts

Year end test

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 September 2023
- Community Infrastructure Levy report – 22-23 report published.

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

M: Arrangements for Inspection of Accounts

Interim Audit

Inspection periods for 22-23 were set as follows

Inspection - Key date	22-23 Actual
Accounts approved at Full Council	26 May 2022 Council
Announcement	1 June
Inspection period begins	5 June
Inspection period ends	14 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.

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N: Publication requirements 2023 AGAR

Interim Audit

I confirmed that the Council has correctly loaded the audited accounts, annual governance statement and audit certificate for 22-23 on to the Council website. The conclusion of audit certificate has been correctly published, with a date of 17 August, in advance of the 30 September deadline. The Council received a clear audit certificate from the external auditors dated 14 August, 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 9.7).

O. Trusteeship

Interim Audit

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

The 22-23 annual return was submitted to the Charity Commission on 26 October 2023, before the regulatory deadline. A meeting of the Charity was held separate to Council meetings in May 23.

I would like to take this opportunity to thank you for your assistance with the audit. I attach my invoice. I will be in touch in May to make arrangements for the year end audit.

Yours sincerely

Mike Platten CPFA

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6 Uplands Road. Farnham GU9 8BP

APPENDIX A Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response
I discussed the issue of cyber insurance with the Council.	It is recommended that cyber risks are added to the Council risk assessment, to ensure that this matter is considered annually, and that a cyber risk assessment should be considered with the Council's OCT contractor.	
Debtors at 1 December stood at £14K. Of this balance, there were debts of £5.6K raised before October 2023. The majority of this debt is owed by 2 regular hirers.	The Council may wish to require these hirers to pay by direct debit, to reduce the risk of bad debt to the Council	

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Internal Audit Councillors Review and Report – Interim 2023-24

Date of review: December 18th 2023

Councillors: Nigel Sanctuary; Clive Walker (Vice Chair)

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 2023. This review is defined by JPAG as guidance for the financial year 2023/24.

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 in appointing its internal auditor Mike Platten of April Skies Accounting, who is providing internal audit services for the first time to the Parish Council as a consequence of the council's decision to follow best practice guidance and renew its internal audit services every other year. 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.

Following Section 4.8 for the Practitioner's Guide, Mike Platten is able to provide both knowledge of book keeping and accruals as is required for a local authority of over £200,000 revenue.

We make the declaration that, we have 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:

1.35 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 December 18th, 2023. The scope of the internal audit was agreed in advance by means of an audit plan sent to clerk and internal audit review councillors. The competence of the auditor was established by means of an initial selection exercise conducted by the full council in 2022 following a resolution to review provision of internal audit services in accordance with best practices guide.

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 present at the audit were able to verify that items included were reviewed during the audit.

1.36 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.

The list of audited processes monitored are provided below:

Council Processes

1. Minutes of meetings and counter signature by Chairs of committees and full council checked.
2. AGAR checked for balances from council's accounting software and accounts at year end 2022/23 2 comparing with opening balance on 2023/2024. Checked v Box 7 of AGAR.
3. Balance sheets were checked and validated against audited accounts and Period 0 opening balance for 2022/23 checked.
4. VAT accounting was assessed, and latest VAT return reviewed. An Off System £10,000 reclaim was declared and the auditor cross checked to confirm the credit in in the accounts dated 27/10/2023.
5. The mid-year VAT balance sheet was checked against month 6 VAT Control and found to balance.
6. The VAT nominal account balanced agreed with the VAT return for the same period the date for reconciliation with the latest VAT return used was Sept 2023.
7. Mr Mark Mulberry was confirmed to the auditor as Capital Asset assessor for the VAT return.
8. A record of previous internal audit reports to the council was requested and presented for May 2023.
9. Checking of Cash receipts through to standing accounts was made and successfully approved.
10. The date and minutes on which the Financial Regulations and Standing Orders were presented to Full Council were approved by the Auditor (May 2023)
11. Minutes checked to demonstrate AGAR had been presented to members.
12. ***A recommendation was made by the Auditor to present the new Financial Regulations, due in the next year, to councillors, rather than just the changes. This is in order to encourage Councillors to read them.***
13. Clerk confirmed that since the last audit the council had now embedded the use of online banking in it banking and financial processing procedures. The auditor suggested using BACS transfers for payments, but the Clerk pointed out, and it was accepted that the council has too few transactions for this to be effective.
14. The auditor carried out an expenditure test: parameters of order, input to purchase ledger, cross check with actual online bank payments, payment allocation record, councillor payments approvals process and final payment signing including two councillors rotated on a monthly basis. The Auditor verified that the council's payments and verification process complied with the financial regulation.
15. A transaction chase was tested on ledger entries for Period 2 & 4. Transactions chased included: The Sports Consultancy, Southern Fabrications, Screwfix (multiple transactions invoiced and aggregated correctly), Chambers, Playdale. Checked Invoice, authorisation of invoices, bank online transaction lists and transaction list approval by authorised councillors, cross reference to ledgers.

16. A review of purchase orders was conducted and the Auditor accepted that the council did not have a system of purchase orders, but did retain an acceptable system of email based orders retained with payment transaction records.
17. The Auditor verified the separation of duties between ordering and payment sign off.
18. Two authorised signatories per payment was noted along with validation that all transactions were presented to full council for scrutiny at Full Council Meetings.
19. The Auditor declared Cranleigh Parish Council's expenditure system to be robust and not in need of recommendations for change.
20. Insurance and Risk Management was reviewed. Auditor wished to see the council's risk register which was satisfactorily presented, after the Auditor checked that each asset had its own register specific to its characteristics and use.
21. .
22. A copy of the council's insurance policy was requested and confirmed to be in date. The Council's tendering process for its new policy was approved by the Auditor.
23. It was accepted by the Auditor that the council's asset register reflected the insurance valuation.
24. Insurance Schedule (BHIB) checked against the asset register and liability cover for hirers and whether policy public and employer's liability and the Fidelity Guarantee.
25. Audit check on how long council had used insurer. Confirmed four years, but this policy was a renewal from the incumbent insurer following assurance that the council had now been allocated an account manager to correspond with over matters of uncertainty. This has been an issue in the past. The broker had recently sent a representative to discuss our policy and needs prior to the audit.
26. Fire risk assessments were checked and verified
27. The Auditor focused on cyber risk and insurance and was satisfied with the Council's independent IT company assessment.
28. A satisfactory test of IT contracts was conducted.
29. A check of the data back up procedures was made and council confirmed its use of SharePoint on remote servers managed by a service provider. Back ups are made by Netcom IT solutions.
30. Auditor requested how often system back ups were made of Omega and SharePoint. The Clerk declared on every occasion data is changed. The Auditor approved this frequency.
31. Auditor requested when last back ups were tested, and Clerk confirmed 24th October 2023, where she deleted files and requested recovery from back up systems. This was found to be compliant with service level requirements.
32. 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, reallocation and sign off prior to pre-budget draft setting in December. Clerk presented December 2023 draft minutes with Draft Budget approval.
33. Budget monitoring tested and confirmed indicating over and under spends by accounting line. Quarterly budget variances presented to councillors. Auditor tested Q2 2023/24 budget report and narratives/minutes associated with them from the Finance committee report, explain variances.
34. Auditor checked monitoring and found Council's budget at ½ year to be on track with expectations.
35. Auditor agreed to check reserves at Year End, due to the obscuring impact of the recent arrival of the ½ year precept.
36. Auditor moved to income checking and tested Income transactions for periods 3 & 5
37. Income transactions from Little Hearts Nursery, J&M Helen, Village Hall Hires, Cranleigh Football checked. Income receipts cross referenced to invoices and charges. Agreements for charges checked against Council's standard Hire agreements and advertised rates and found to match.
38. Advice from auditor on the basis of experience elsewhere and because of Cranleigh PC experience with one of its hirers, to charge nursery businesses up front.
39. Auditor recommended placing regular payers on direct debit payment contracts.
40. Auditor declared that Payroll process system and salaries will be audited at year end.
41. Cashbook check for balance vis a vis bank account statements was made and found to be correct at £545,000 for the latest (November 2023) accounts.
42. Bank reconciliations and fixed asset checks are to be audited at year end , but it was noted that the Council was using newer high interest rate accounts and the deposit of £400,000 with CCLA was checked against the accounts and statements.
43. A noted unprecedented bank payment was noted by the Auditor who accepted the proof from the Clerk that this was a Bank Error.

44. Publication of the AGAR was checked on the website and found to be accurate.
45. The Auditor reviewed the Investment Strategy and found it effective. The Auditor commented on the tendency of other councils in his portfolio to avoid risk/fund-based investments, but that there was nothing to prevent the council from using them. The Auditor stated Cranleigh Parish Council would be unusual among parish councils in using money market fund-based products.
46. The Auditor noted the clear Financial Audit certificate.
47. The Auditor noted that The Snoxhall Fields Charity met with the standard set by the Charity Commission.

The Internal Auditor concluded that Cranleigh Parish Council have good and thorough accounting and financial management process that are all up to date at this interim point in the year.

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
Council Website
Annual Financial Returns by Account
Lloyds Bank Statements: November 2023
Combined Fixed Asset Register 2022-2023
Fixed Assets Register Changes
Signed Bank Reconciliation Nov 2023:
Cashbook Nov 2023
Transactions -
Period 2: The Sports Consultancy (Ref 27) ; Southern Fabri'ns (Ref23);
Period 4: Chambers (ref 2); Screwfix (Ref 833); Playdale (Ref 14)
Insurance Schedule from BHIB: 3 year plan to 2026
Minutes of Finance Committee July 2023
Budget reconciliation report Sept 2023
Minutes of Parish Council May 2023

All submitted materials were witnessed by this internal audit review body during the internal audit meeting of December 18th 2023

1.37 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 independence of the auditor is confirmed in the process used to assess the candidate approved.

Documents provided to Councillors in support of independence and audit planning include:

Internal Audit Document Requirements – Interim Audit 2023/24

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. The detail of required documentation and its purpose was well laid out in an audit plan. As a result, the Clerk was well prepared.

The Councillors did receive a copy of the audit plan in advance, and it was provided in paper form at the audit.

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 Reviewing panel requested the legality and auditable legitimacy of using other vehicles than Deposit funds to protect value. The Auditor accepted the loss of value was to be guarded against through the use of low interest cash investments. However, he was also keen to point out that of his numerous council clients, none held investments in funds, even though it was not illegal to do so. The Auditor was still of the opinion that any risk in this area was ill advised. The review panel note this aversion to risk in its entirety and would recommend to the council to maintain an open view on investments as interest rates come under downward pressure. The Council's current deposit investments may well soon be delivering negative net returns and may need an option to maintain value better than can be provided through deposit accounts.

Otherwise, the internal audit was effective in identifying procedural and financial compliance. The coverage of more operational and procedural risk mitigation and compliance was also a positive feature of this internal audit.

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 Platter for his good organisation and intensive investigation.

HAVE YOUR SAY ON SURREY'S RIGHTS OF WAY

Surrey County Council is responsible for around 2164 miles (3482 km) of public footpaths, bridleways, restricted byways, and byways open to all traffic across the whole of the County.

We are creating a new Rights Of Way Improvement Plan (ROWIP) and want to hear your views.

Take part in our **online survey** and tell us how and where you use the network and any ideas on how it can better meet your needs now and in the future.

<https://bit.ly/48h9GwG>



20 December 2023

Clerk
Cranleigh Parish Council

Countryside Access Team
Surrey County Council
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Dear Cranleigh Parish Council Clerk

Subject: Review of Surrey County Council's Rights of Way Improvement Plan

Surrey County Council's Rights of Way Improvement Plan (ROWIP) is an important strategic policy document, which the council is required by law to have in place. It sets out how Surrey County Council can make sure the public rights of way network meets the needs of the public, now and in the future. More information on ROWIPs can be found at <https://www.gov.uk/guidance/local-authority-rights-of-way-improvement-plans>

A public right of way is a public highway and is part of, and connects with, the wider highway network. Although they are mainly in the countryside, there are public rights of way in towns and villages too. There are four types of public right of way:

- **Public footpaths** – a public right of way only for pedestrians (including dog walkers, users of wheelchairs, mobility scooters and people with buggies);
- **Public bridleways** – As per public footpaths, and in addition can be used horse riders and cyclists;
- **Restricted byways** – As per public footpaths and bridleways, and in addition can be used by horse-drawn carriage drivers;
- **Byways Open to All Traffic (BOATs)** – a public right of way for all users, including motor vehicles.

Surrey County Council is writing to inform Cranleigh Parish Council that the process of carrying out a new assessment and review of Surrey's ROWIP is beginning.

The process of reviewing the ROWIP, and the engagement being carried out before a new ROWIP is drafted, will help Surrey County Council to better understand the needs of Surrey's residents. The ROWIP aims to address the priorities of the area in terms of health and wellbeing, supporting people living with disabilities and mental health issues,

regeneration, growth, transport, climate change, tourism and other priorities. The views of parish and town councils are important to do this. To help us, we'd like the views of Cranleigh Parish Council. The feedback will help to develop the priorities and actions of the new Rights of Way Improvement Plan, which will be produced later in 2024.

I would be grateful if Cranleigh Parish Council could fill in the questionnaire below.

<https://www.surreysays.co.uk/environment-and-infrastructure/rowip>

The questionnaire closes at midnight on 10 March 2024.

Please submit only one official response on behalf of Cranleigh Parish Council. This link is for parish and town councils only and should not be shared with the public.

So that you can discuss your answers before filling in the questionnaire, a copy is appended to this letter. It is preferred that you submit your response to this questionnaire through the online link above; however, electronic or paper responses will also be accepted.

If you wish to submit an emailed response, or additional information, please email Sharon Bayne at sharon.bayne@blackwoodbayne.co.uk who is working on behalf of Surrey County Council to support the development of the new ROWIP. Paper copies should be sent to Blackwood Bayne Ltd, 8 Herts Crescent, Loose, Maidstone, Kent ME15 0AX. Please submit your parish response by midnight on 10 March 2024.

Views of Individual Councillors and Members of the Public

The views of individual councillors and members of the public are also important and welcome. To gather these, we have also set up an online public questionnaire. We would be grateful if you could publicise this questionnaire and encourage people to complete it. We have attached a poster to this email which you may wish to display on site or use on social media.

The questionnaire for the public is online at:

<https://www.surreysays.co.uk/environment-and-infrastructure/rowip-public>

This questionnaire also closes at midnight on 10 March 2024.

If you need to discuss the process of preparing the new ROWIP or specific questions about the engagement exercise please contact Sharon. She can be contacted on sccrowip@blackwoodbayne.co.uk or 01622 746316. Alternatively contact sccrowip@surreycc.gov.uk.

Visit <https://www.surreycc.gov.uk/culture-and-leisure/countryside> for more information about public rights of way and country parks in Surrey. To report an issue on a public right of way, visit Surrey County Council's website at <https://rightsofway.surreycc.gov.uk/>

The draft ROWIP is due to be completed later in 2024. All parish and town councils will be invited to comment on the draft.

Yours faithfully

Claire Saunders
Countryside Access Team Manager

Overview

Surrey County Council is responsible for around 2164 miles (3482 km) of public rights of way. These paths are both in the countryside and urban areas. They are important for enjoying and exploring, for travelling to work or school and for health and wellbeing. They are part of what makes Surrey a special place to live, work and enjoy.

A public right of way is a path that anyone, by law, has the right to use. There are four types:

- Footpaths for walking, mobility scooters or powered wheelchairs
- Bridleways for walking, horse riding, cycling, mobility scooters or powered wheelchairs
- Restricted byways for walking, horse riding, cycling, mobility scooters or powered wheelchairs and horse-drawn carriages Byways for all modes including motorised vehicles

Every council that is responsible for public rights of way must have a Rights of Way Improvement Plan (ROWIP). This sets out how public rights of way meet the needs of the public, now and in the future. Our current Rights of Way Improvement Plan dates from 2014 and needs to be reviewed.

Why your views matter

Your council's views will help us to make sure that our new Rights of Way Improvement Plan meets the needs of everyone in Surrey.

Your feedback will help to develop the priorities and actions of the new Rights of Way Improvement Plan, which will be produced in 2024. Once the new Rights of Way Improvement Plan has been finalised and approved by the council it will be published on Surrey County Council's website.

Please complete our survey by 10 March 2024.

Please only submit one official response for your council.

If you wish to respond as an individual, please visit <https://www.surreysays.co.uk/environment-and-infrastructure/rowip-public> for our public survey. This also closes on 10 March 2024.

The process of producing the new ROWIP is being supported by an external consultant. If you need to discuss the process of preparing the new ROWIP please contact sccrowip@blackwoodbayne.co.uk. Alternatively, please contact Surrey County Council at sccrowip@surreycc.gov.uk or on 0300 200 1003.

Surrey County Council Rights of Way Improvement Plan

Parish and Town Council Questionnaire – Hard Copy



This survey is to support the Improvement Plan only. If you want to report an issue on a public right of way please click on this link: Contact us or report an issue on a Right of Way - Surrey County Council ([surreycc.gov.uk](https://rightsoway.surreycc.gov.uk/)) <https://rightsoway.surreycc.gov.uk/> or call 0300 200 1003.

Section 1

Please enter the name of the town or parish council you are replying on behalf of:
(Required)

Please provide your name
(Required)

Please provide your contact details in case we need to get in touch with you. This could be an email address or a phone number

In what capacity are you representing the parish or town council (choose all that apply). Note – this should be the official response of the council
(Required)

Please select only one item

- ☐ Parish or town clerk
- ☐ Chair
- ☐ Parish or town councillor
- ☐ Footpaths / access warden
- ☐ Other (please specify)

If other selected, please specify below:

Surrey County Council Rights of Way Improvement Plan

Parish and Town Council Questionnaire – Hard Copy



Does your parish have a public rights of way officer, warden or other representative?

(Required)

Please select only one item

- ☐ Yes
- ☐ No

If yes, please provide further details on the role of your public rights of way officer, warden or other parish council representative.

Do you pay for any maintenance work on public rights of way in your parish?

(Required)

Please select only one item

- ☐ Yes
- ☐ No

If yes, please provide further details. On average, how much do you pay annually? Do you have an annual budget? What works do you pay for?

Do you have volunteers who help with the maintenance and improvement of public rights of way in your area?

(Required)

Please select only one item

- ☐ Yes
- ☐ No

If yes, please provide further details on what work your volunteers carry out. Please provide an estimate of how many work days volunteers contribute to works on public rights of way

Does your council promote any routes?

(Required)

Please select only one item

- ☐ Yes
☐ No

If yes, please provide further details or a link to your promoted routes.

Section 2

How satisfied are you with the following aspects of public rights of way in your parish?

	Very dissatisfied	Dissatisfied	Neither satisfied or dissatisfied	Satisfied	Very satisfied
Vegetation clearance (paths are not overgrown) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reinstatement and clearance of paths through crops <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waymarking of routes – the directional signing along routes <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fingerposts at the end of public rights of way where the route leaves the road <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The condition of stiles and gates <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Surface condition <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessibility for less mobile users <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paths being free from obstructions (not including crops) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Would your council be interested in exercising your powers as a Parish Council under Section 43 Highways Act 1980 to maintain public rights of way, or to increase your involvement in other ways?

Please select only one item

- ☐ Yes
☐ No

Please provide reasons for your answer below:

To what extent do you agree or disagree with the following statements? The public rights of way network in our parish is:

	Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
An important asset for residents in our parish <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Important to support the health and well-being of residents in our parish <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Important for travelling to work and school <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Important for enjoying and exploring nature <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Important for tourism and the visitor economy <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you feel that over the last 10 years the general condition of public rights of way in your parish has:

Please select only one item

- ☐ Improved
- ☐ Stayed the same
- ☐ Declined
- ☐ Not sure / don't know

Please provide reasons for your answer below.

Section 3

Have you reported a public rights of way issue to Surrey County Council in the past 12 months?

(Required)

Please select only one item

- ☐ Yes (go to Section 4)
 - ☐ No (go to Section 5)
-

Section 4

How would you rate the service of Surrey County Council when you reported an issue?

	Very poor	Poor	Neutral	Good	Very good	Not applicable
Ease of reporting the issue <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ease of tracking the progress of your report online <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall service you received <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How could we have improved your experience of reporting a problem on a public right of way?

--

Section 5

We aim to provide a public rights of way network that serves the needs of Surrey County residents. To do this, we may need to prioritise where we spend our available budget while delivering on our responsibilities under (within) the law. In your opinion how important are each of the following:

	Not at all important	Of little importance	Neither important or unimportant	Important	Very important
Maintaining the current public rights of way network <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Protecting and improving the public rights of way network through changes due to development and major infrastructure projects <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving access for those living with disabilities <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving access for people to improve their health and well-being <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving public rights of way for commuting, to work, school or other facilities <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Are there other areas which you think should be a priority?

Do you have any additional comments which will help us to draft the Rights of Way Improvement Plan?

Please tell us of any specific public right of way issues or improvements in your parish. Please provide route numbers (if possible) and/or a precise description of the location of the route.

Continue separately if necessary and email to sccrowip@blackwoodbayne.co.uk or sccrowip@surreycc.gov.uk

20mph areas

Time for a policy change?



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BOROUGH COUNCIL



Policy overview

- **International - ‘Stockholm Declaration’**

“Focus on speed ... mandate a maximum road travel speed of 30 km/h in areas where vulnerable road users and vehicles mix in a frequent and planned manner”

“efforts to reduce speed in general will have a beneficial impact on air quality and climate change as well as being vital to reduce road traffic deaths and injuries”

20 Policy overview

- International - 'Stockholm Declaration' signed by UK in February 2020
- Adopted by UN General Assembly 31st August 2020



Streets for Life

Love30 (kph)

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20 Policy overview

- Wales – national speed limit of 20mph in built up areas introduced September 2023
- Scotland - "appropriate roads in built-up areas will have a safer speed limit of 20mph by 2025"
- England (DfT 01-13)
"Traffic authorities asked ... to consider introduction of more 20mph limits and zones, over time, in urban areas and built-up village streets that are primarily residential, to ensure greater safety for pedestrians and cyclists"



Policy overview

- DfT 01-13 - 'the 25mph conundrum'

"Signed-only 20mph speed limits are ... **most appropriate** for areas where vehicle speeds are already low."

Policy overview

Surrey's 2014 policy interpretation*:

"If the measured existing mean speeds are below the threshold then the council will allow a change to a signed-only lower speed limit without ... measures."

Table 2 – predicted change in mean speed following a signed only reduction in speed limit

Change from urban and rural 30 mph speed limit to 20 mph speed limit

Measured mean speed before	20	21	22	23	24	25	26	27
Predicted mean speed after	19.9	20.6	21.4	22.2	23.0	23.7	24.5	25.3

*Setting Local Speed Limits, SCC, 2014


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20 Policy summary

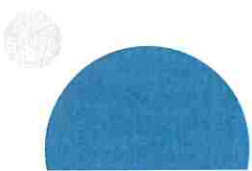
- Surrey's 2014 policy* is an overly strict interpretation English national guidelines
- Which are themselves 10 years out of date and not aligned with the international, UN adopted, road safety standards that the UK has signed up to

*SCC policy is under review and may see an uplift in the average speed at which 'heavy' infrastructure is required

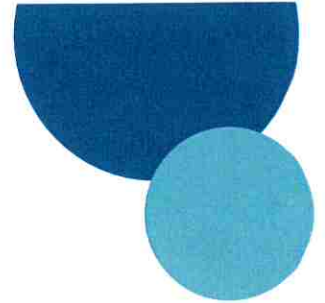


20 Why?

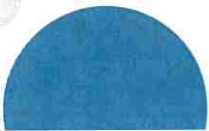
- Safety
- Perceived safety
- Encourage active travel (walking, cycling, mobility access)



Why?



- There was no scientific basis for choosing a 30mph national speed limit in built-up areas in the 1934 Roads Traffic Act
- Human sprint speed is 19mph (23.35mph for Usain Bolt)
- Humans have not evolved to travel and negotiate complex situations at higher speeds



Why? **20** Field of focus

10-15 MPH



20-25 MPH



30-35 MPH



Bartmann, A., Spijkers, W. and Hess, M., 1991, *Street Environment, Driving Speed and Field of Vision* in Vehicles III

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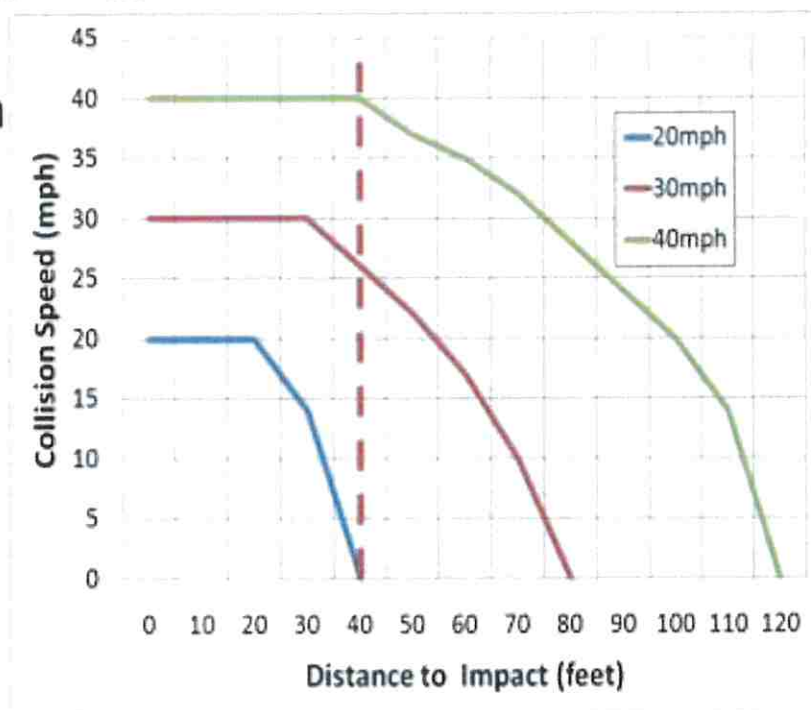
Why? **20** Reaction & stopping

Stopping distances

40 120 ft / 37m

30 75 ft / 23m

20 40 ft / 12m



Why? **20** Impact effect



6th floor fall



3rd floor fall



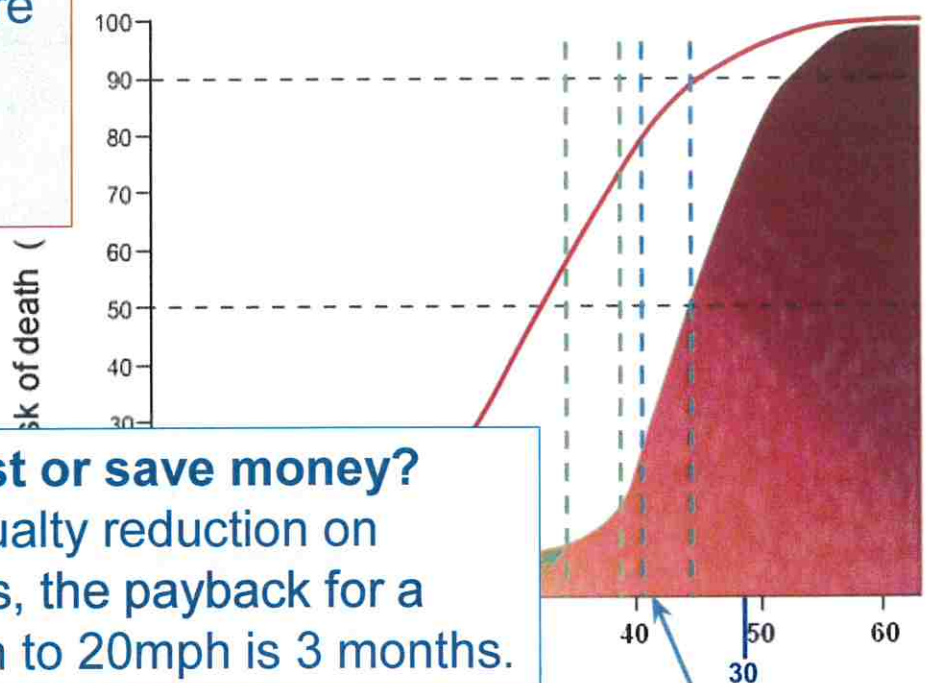
1st floor fall

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Why? **20** Survivability

Risk of death for pedestrians, cyclists, and motorcyclists.
(— Risk of Severe Injury)

A child is **3 times** more likely to die if hit by a car at 30mph than at 20mph road



Do 20mph limits cost or save money?

Based on a 20% casualty reduction on Surrey's 30mph roads, the payback for a county wide reduction to 20mph is 3 months.

Why? **20** Perceived danger

“It is too dangerous for me to cycle on the roads”

National Travel Attitude Survey, 2019



71%



61%

“I gave up cycling over 30 years ago when the awareness of its danger became apparent”

Waverley Borough Councillor

...but actually, the risk of life-years lost through injuries is 1/20th of the benefits*

*Hillman M, 1993, *Cycling and the promotion of health*. Policy Studies vol. 14 pp49-58

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Why? **20** Other Benefits

- **Energy efficiency:** Energy (Joules) required for a 1000kg car to reach acceleration & braking wastes energy



- **Local air pollution:** from engine load, brakes, tyres, road wear

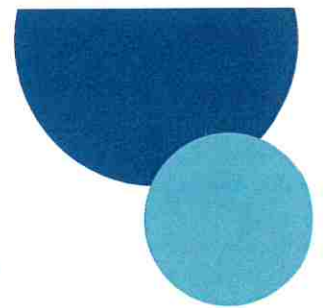
Why? **20** Other Benefits

- Noise: exposure contributes to many conditions including cardiovascular disease and can result in cognitive impairment or sleep disturbance.

The socio-economic burden is comparable to passive smoking.

- WHO*: estimates that at least one million healthy years of life are lost every year in Europe because of traffic-related noise

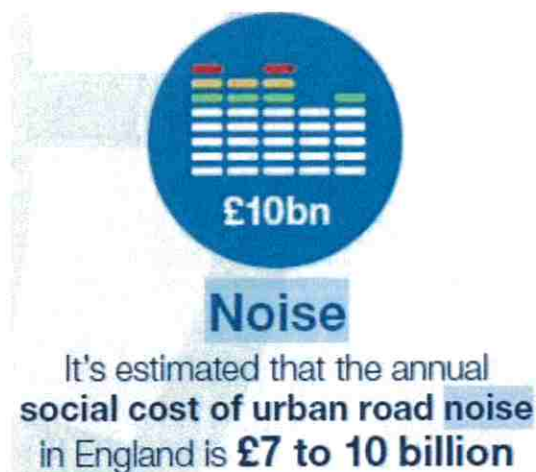
*WHO Europe, 2011, *Burden of disease from environmental noise. Quantification of healthy life years lost in Europe*



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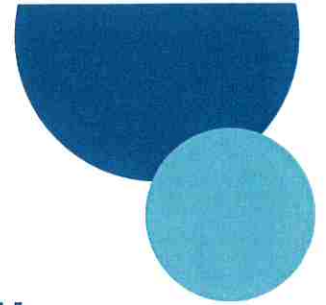
Why? **20** Other Benefits

- Noise: “Over half the UK population is exposed to daytime noise levels above recommended limits” with costs exceeding those of air pollution*



*DfT, 2021, *Decarbonising Transport, A Better, Greener Britain*

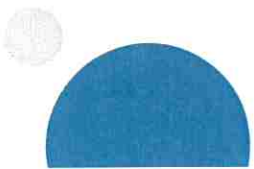
Pause



With our greater understanding of the physical and societal affects of motor traffic:

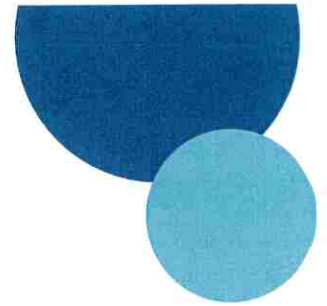
What speed limit would you set where we have a mix of users

20mph or 30mph?





What is compliance?



- It is binary – you comply with the speed limit, or you don't



“Figures from the Department for Transport released in November last year showed that nearly all drivers in Britain **ignored** the 20mph speed limit.

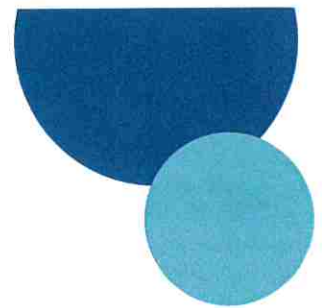
It was found that up to 94 per cent of drivers **exceeded** the speed limit across the country.”

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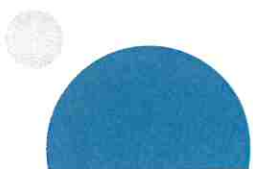




Effective compliance

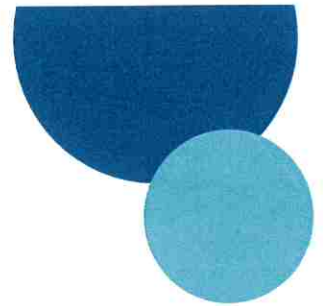


- It is not binary, there are **degrees** of compliance:
 - For every 1mph decrease in speed, injury collisions drop by 6%
 - Median speed decrease in 20mph limit areas 1.3 – 2.7mph
 - Greater speed reductions occur on faster streets



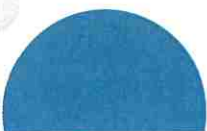


Effective compliance



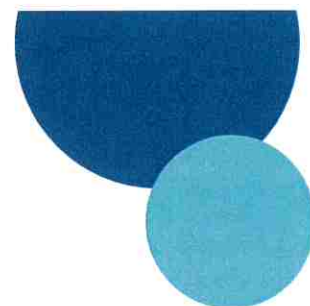
- Bristol city-wide 20mph study conclusions:
“Critics of 20mph limits often cite a lack of compliance ... However, while drivers may not be driving below 20mph, they have reduced their speeds by a significant amount.”

Dr Suzanne Audrey, Senior Research Fellow in Public Health at the University of Bristol & co-Director of SHINE the: Supporting Healthy Inclusive Neighbourhood Environments Health Integration Team





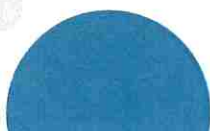
Effective compliance



- Bristol city-wide 20mph study conclusions:

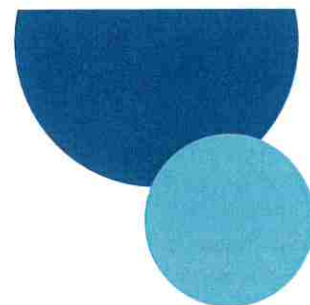
“This is vital evidence that 20mph limits are effective, both in preventing casualties & encouraging healthy behaviour in the neighbourhoods where they’re brought in.

If more people feel they can walk & cycle around residential areas, rather than get in their cars, this brings enormous benefits to health, community cohesion & air quality.”





Policy sanity check



- Where will speed reductions have most effect?
- **Faster roads with a mean speed of >24mph**
- Where do the studies show 20mph areas have biggest effect on speed?
- **Faster roads with a mean speed of >24mph**
- And where does county's 2014 policy say 20mph areas should **not** be introduced?
- **Faster roads with a mean speed of >24mph**

#facepalm

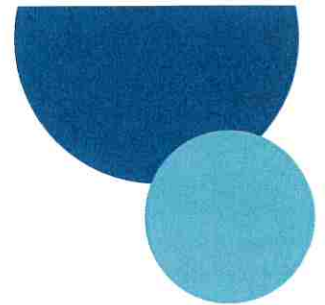


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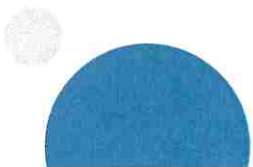


Policy sanity check



“The enemy of a good plan is
the dream of a perfect one”

Carl von Clausewitz, 1780-1831



20

Questions

Waverley
BOROUGH COUNCIL



20 References

Aldred, R., Brooke, E., Crosweller, S., Danova, D., Dunk, W., Jungnickel, K., Lytton, N. and Thurston, J., 2015, *Investigating the rates and impacts of near misses and related incidents among UK cyclists.*

Atkins, AECOM and Maher, M, 2018, *20mph research Study - Process and Impact Evaluation Headline Report*

Bartmann, A., Spijkers, W. and Hess, M., 1991, *Street Environment, Driving Speed and Field of Vision Vision in Vehicles III*

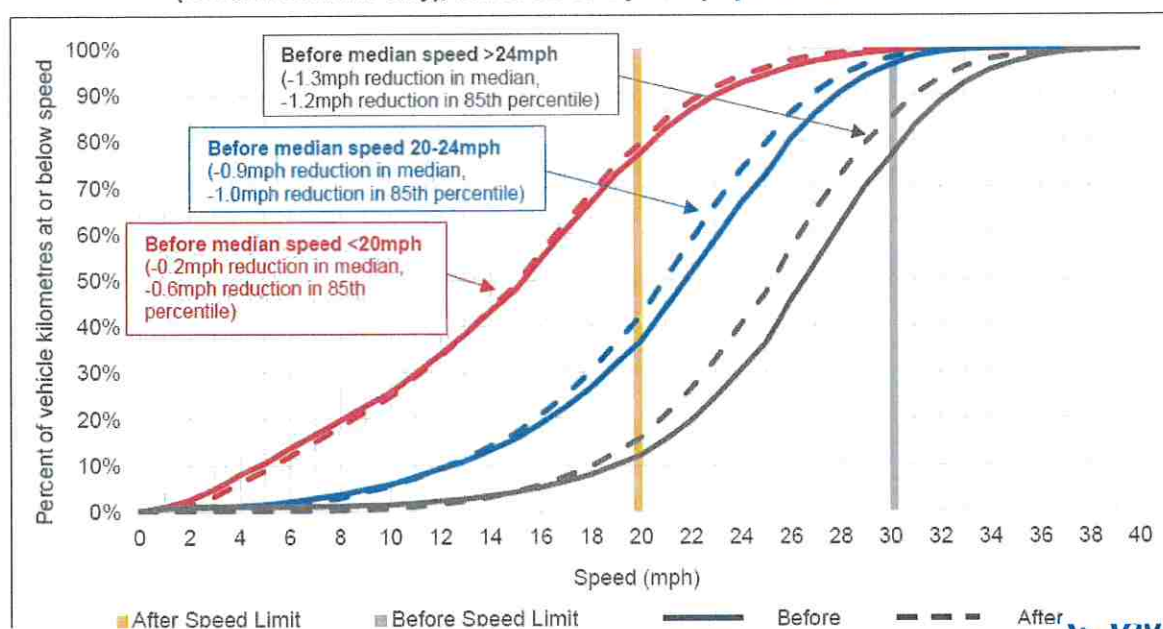
Hillman M, 1993, *Cycling and the promotion of health.* Policy Studies vol. 14 pp49-58

ROSPA, 2020, *Road Safety factsheet: 20mph Zones and Speed Limits*

WHO Europe, 2011, *Burden of disease from environmental noise. Quantification of healthy life years lost in Europe*

20 References

Figure 5. New 20mph limits (signed only) – Cumulative speed distribution, by pre-scheme speed (residential areas only), based on GPS journey speed data



*Atkins (2018) 20mph Research Study of 20mph limit areas

Assets
January 2024

Risk No.	Area	Risk	Level	Controls	Future Controls	Review Date	Responsibility	Separate Documentation
1	Assets	Protection of physical assets	M	Assets recorded on Fixed Asset Register. Location of deeds and leases recorded on Fixed Asset Register. Ensure new purchases throughout the year are added to the Fixed Asset Register and insurance schedule.	Fixed Asset Register available in Excel for staff, Councillors and members of the public to access. Local Authority Land Register is up to date and all properties are registered with HM Land Registry. A separate spreadsheet of additions and deletions is maintained to enable easy reconciliation for the statement of variances at year-end.	January annually	Clerk	Fixed Asset Register
				Ensure all assets on the Fixed Asset Register appear on the insurance schedule	Review insurance schedule every time the Fixed Asset Register is updated and reconcile in January prior to insurance renewal.	January annually	Clerk	Insurance Schedule
				Buildings insured.	Buildings insurance valuations should be done every three years. Properties re-valued in June 2012. Re-value all properties June 2025	June 2025	Clerk	Valuation Report on server
1.1	Assets	Security of buildings, equipment etc	H	All buildings kept locked. Senior Admin Clerk maintains key safe and register. Grounds Manager has separate key safe. Intruder alarms maintained on a service contract.	Blue metal key fobs for master keys, red metal key fobs for loan keys. New key sets created for loan of keys for hirers and contractors.	January annually	Senior Admin Clerk GM	Key Register
1.2	Assets	Maintenance of buildings etc	M	Detailed risk assessment of property and buildings annually for Health and Safety Risk Assessment in January.	Update Risk Assessments annually and report any actions to the Clerk.	January annually	Clerk	Risk Assessment file.
				Weekly basic visual inspection of Snoxhall Pavilion, Youth Centre, Village Hall and Public Toilets	Maintain written record of checks and any actions required. Notify the Clerk.	Weekly	Contractor	Inspection records or through IPAD app.

Assets
January 2024

PAT Testing carried out annually.	Check certification is up to date for PAT testing operative. Ensure all electrical equipment is tested in buildings including hirers equipment. Maintain log of tested equipment.	June annually	Parish Clerk	PAT Testing Certificates
Future maintenance considered when setting the budget annually in October.	Look at capital reserves held for buildings.	October annually	Clerk GM	Reserves spreadsheet
The Trainee Admin Clerk requests a copy of all contractors public liability insurance certificates annually.	Contractors liability certificates will be requested as they require renewal.	Ongoing	Trainee Admin Clerk	Contractors Liability Certificates file
Fire Risk Assessments	Review Fire Safety Policy and Fire Risk Assessment annually. Due June 2024.	June 2024	Clerk	Fire Risk Assessment file.
Fire Warden training	Annual Fire Warden training for GM	January annually	Clerk GM	Staff records
Fire alarm systems	Automatic fire alarm and detection systems with remote monitoring and service contract. Key holding service for call outs.	January annually	Clerk	Contracts file
Fire extinguishers	Provide training every three years for all staff on the use of fire extinguishers for a means of escape. Done Aug 2020 Ensure fire extinguishers are maintained on a service contract every August	Aug 2023 August annually	Clerk Clerk	Staff records Contracts file

Assets
January 2024

			Electrical Safety in Buildings	Ensure all buildings have a five yearly electrical safety inspection by a NICEIC registered electrician. Use an electrician certified to work at height for five yearly inspection of Village Hall stage lighting and ceiling lights. Annual electrical safety inspection of Village Hall stage lighting - Done October 2022, system will be replaced in 2024.	December 2024	Clerk	Electrical Safety Inspection File
			Electrical Safety in Floodlights, Sports Hall high level and Street lights	Ensure these items have a three yearly electrical safety inspection by a NICEIC registered electrician.	Dec 2024	Clerk	Electrical Safety Inspection File
			Gas Safety in Buildings	Ensure all buildings supplied with gas have an annual inspection by a Gas Safe registered engineer. Check that it includes gas cooker and gas heaters in sports hall.	Feb annually	Clerk	Gas Safety Inspection File
			Legionella control	Full Legionella Risk Assessments carried out every two years. Done 08 Feb 2022 Ensure water systems are inspected as part of legionella control contract	Booked 14 February 2024 Annually	Clerk	Legionella file
			Asbestos	Maintain asbestos register and provide a copy to all contractors working on buildings. Review asbestos inspection annually.	November annually	Clerk	Asbestos file
			Contractors	Create a list of preferred contractors for essential maintenance of buildings and open spaces	January annually	Parish Clerk	Financial Regulations

Assets
January 2024

1.3 Assets	Vehicles	H	Licensing	Ensure all staff using vehicle have necessary licence to drive vehicle - obtain copy annually to check for disqualifications, convictions	November annually	Senior Admin Clerk	Staff File
			Training	Ensure staff have training before commencing use of vehicle	Ongoing	GM	GM Staff Training Records
			Tax and MOT	Ensure vehicle is taxed and has up to date MOT if required.	January annually	Clerk	Vehicle file
			Maintenance	Maintain schedule of routine and extraordinary maintenance	January annually	GM	Vehicle file
			Use on public highway	See Tractor/Trailer Risk Assessment before using vehicle on public highway	January annually	GM	Risk Assessment file.
1.4 Assets	Open Spaces	H	Weekly basic visual inspection of open spaces including play equipment, benches and litter bins and play areas by contractor.	Weekly basic visual inspection of open spaces including benches and litter bins and play areas by contractor. Defects reported immediately verbally to Council Office.	Weekly	GM	Open Spaces Inspection records
			Annual inspection of play areas by Council's insurers as mandatory part of insurance cover. Records maintained.	Report filed electronically and in folder. Grounds Manager to review report with Clerk and prioritise actions.	September annually	GM Clerk	Open Spaces Inspection records
			New play equipment.	Consider ROSPA post installation inspection and Risk Assessment.		Clerk	
			Two yearly health and safety inspections of all Parish Council trees.	Basic tree survey done June 2022	June 2024	Clerk	Tree Survey records
1.5 Assets	Cemetery	H	Weekly basic visual inspection of cemetery by Senior Admin Clerk	Defects rectified immediately or reported to Council Office for further action	Ongoing	Senior Admin Clerk	Written records maintained

Assets
January 2024

			Carry out Memorial Safety Inspections every five years	Memorial safety inspection training for staff completed in 2018. Use NAMM registered contractor to undertake memorial safety inspection. Inspection June 2021	June 2026	Clerk Senior Admin Clerk	Memorial Safety Inspection records
			Minimum memorial safety repairs.	Endeavour to contact memorial owners before commencing repairs. Ensure at least four weeks notice of repairs is given to members of the public and owners of memorials by advertising the inspection on posters, in the local press and Council website.	Complete June 2022 from 2021 inspection	Clerk Senior Admin Clerk	Memorial Safety Inspection records
			Grave Digging	Following ICCM training, the Council has adopted new grave digging policy that requires graves to be shored. Ask funeral directors to sign acceptance of new grave digging policy.	January 2024	Clerk Senior Admin Clerk	Memorial Safety Inspection records
1.6	Allotments	L	Quarterly basic visual inspection by Admin Clerk.	Rectify any defects immediately or report defects requiring further action to Council Office.	Quarterly	Senior Admin Clerk	Allotments Inspections file

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

Finance
January 2024

2.3	Finance	Internal Audit	M	Monthly bank reconciliation circulated to all Councillors and approved and signed by a Councillor other than the Chairman or a cheque signatory.			Clerk	
				Reserves updated each time there are movements to or from reserves, and included in the cashbook reconciliation.			Clerk	
				Monthly cashbook reconciliation circulated to all Councillors to enable members to understand Council's complete financial position monthly.			Clerk	
				Read latest issue of Governance and Accountability - Practitioners Guide before External Audit annually		March annually	Clerk	
				Internal Auditor is appointed annually.		February annually	Clerk	
				Internal Auditor reviewed every three years in accordance with Financial Regulations.	Reviewed January 2022, new Internal Auditor appointed for 2022/23.	February 2023	Clerk	
				Two internal audits conducted annually. October for mid year reconciliations and April for year-end accounts.			Clerk	
				Internal Auditor report circulated to all Councillors and advice considered by the Council. Appropriate action taken as considered necessary.			Clerk	
				Two Councillors appointed annually to review scope and effectiveness of the Internal Audit.			Clerk	
				Internal Audit Reports uploaded to Council website			Clerk	

Finance
January 2024

				Internal Auditor reports sent to External Auditor with Annual Return.				Clerk	
2.4	Finance	Budgetary Controls	M	<p>Spreadsheet of invoices issued maintained and record of payments received.</p> <p>Monthly analysis of budget income and expenditure against actual income and expenditure and circulated to all Councillors.</p> <p>Quarterly budget report on income and expenditure taken to Finance Committee.</p> <p>Mid year reconciliation of budget income and expenditure against actual made to assist the Finance Committee with preparation of revenue budget for next year.</p>				Senior Admin Clerk	
								Clerk	
								Clerk	
2.5	Finance	Financial Records	M	<p>The Council approves monthly accounts for payment and Chairman signs payments spreadsheet filed with minutes of the meeting.</p> <p>Where appropriate for large purchases, the power to make the expenditure is recorded in the minute approving the expenditure.</p> <p>Publish expenditure over £500 on Council website in accordance with the Code of Practice on Data Transparency</p> <p>Clerk calculates monthly salaries for submission to Mulberry & Co for payment to employees. Checked by Mulberry & Co.</p>				Clerk	
								Clerk	
							Monthly	Clerk	PC website
2.6	Finance	Salaries	M				Monthly	Clerk	

Finance
January 2024

				Annual review of salaries conducted by Personnel Committee	Salaries budget signed by Chairman once approved by Council.	December with budget setting	Clerk	
				Calculations for backdated pay increase carried out by Clerk before submission to Mulberry & Co for checking and payment.			Clerk	
				Payment of PAYE tax and NI	Clerk arranges payment to HMRC in accordance with payments specified by Mulberry & Co	Monthly	Clerk	
				Payment of superannuation	Clerk arranges payment to Surrey County Council in accordance with payments specified by Mulberry & Co	Monthly	Clerk	
2.7	Finance	Precept	M	Ensure precept claim is submitted to WBC by 31 January annually.		January annually	Clerk	
2.8	Finance	VAT - Comply with Customs and Excise Regulations	M	Input and output VAT recorded with every transaction in Omega financial software. Quarterly VAT return submitted electronically. Annual de-minimis calculation for VAT.			Clerk	
				Advice sought from HMRC Helpline when unsure. HMRC Guidance books in Council Office Library.	Calculation done by a contractor	April annually	Clerk	
2.9	Finance	Borrowing Approvals	L	None.				
2.10	Finance	Charitable Funds	H	The Council nominates two Councillors to be individual Trustees of the Henry Smith charity. The Clerk is the Clerk to the Trustees.	Councillors to ensure they declare any interests arising from their Trusteeship of the charity.		Clerk	

Finance
January 2024

2.11	Finance	Risk of consequential loss of income	M	The Council is the Sole Managing Trustee of the Snoxhall Fields charity.	The Council has a s297 agreement for a term of five years for the charity for Council to manage the charity's funds in its own bank account. Renewal 01 April 2028 External Auditor has confirmed this is satisfactory.	Apr-28	Clerk	
				Ensure the Charity Commission annual return is submitted by 31 January annually.	Council submits annual return to Charity Commission for the Henry Smith charity and Snoxhall Field charity.	January annually	Clerk	
				Business interruption insurance cover to the sum of £35,000 for additional expenses which would provide for the cost of finding & renting new premises whilst the existing premises is rebuilt/repaired, associated staffing costs and reconstitution of computer records.				
				Location of some original deeds and leases are unknown. Copies and originals kept in filing cabinet in the Clerk's Office.	Identify safe storage of original deeds.			
2.12	Finance	Fidelity Guarantee	M	Level of Employee Dishonesty £1,000,000	Review Employee Dishonesty cover annually when insurance cover reviewed in January.	January annually	Clerk	

Liability
January 2024

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

Employer
January 2024

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
4	Employer Liability	Comply with Employment Law	M	NALC and The Clerk source of updates. Clerk is member of SLCC and attends regional conference and Surrey branch meetings. Clerk attends SALC Clerk's Networking Day and Legal and Finance Day and Clerks Forum		Quarterly	Clerk	
4.1	Employer Liability	Staff Handbook	L	Staff Handbook	To inform staff of their responsibilities and Council rules.	Apr-27	Clerk	Staff Handbook
4.2	Employer Liability	Staff Appraisal	M	Hold annual appraisal with all employees individually. Find out if there are elements of their role that they have concerns about or difficulty in achieving.		June annually	Clerk	Staff files
4.3	Employer Liability	Staff Training	M	Linked with the Staff Appraisal – find out if there are any areas where staff might benefit from training.			Clerk	Staff files
				Consider Training Strategy for staff.	Training and Development Policy adopted.	Apr-27	Clerk	
				Aspire for all Clerks (regardless of seniority) to achieve the Local Council Certificate in Administration.			Clerk	
4.4	Employer Liability	Comply with Inland Revenue requirements	M	Ensure Mulberry & Co complete and submit a P35 Annual Return to HMRC before 19 May annually. Ensure Mulberry & Co supply all employees with a P60 annually.		May annually	Clerk	Payroll file
4.5	Employer Liability	Comply with Pension Regulations	M	Automatically enrol all eligible employees in to the LGPS Complete annual return to SCC	Re-enrolment due 01 February 2025 done	May annually 01-Feb-25	Clerk	Payroll file Pension file

Employer
January 2024

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

Employer
January 2024

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

Legal
January 2024

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
5	Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Powers for large projects recorded in the minutes when project approved.			Clerk	
5.1	Legal Liability	Proper and timely reporting via the Minutes	M	Council and Committee meetings minuted. Draft minutes are distributed to all Councillors and then approved at next meeting. Chairman of Meeting signs minutes as a correct record. Minutes are kept in a loose leaf minute book. Pages are consecutively numbered by hand. Approved Minutes made available to press and public via the web site and library.			Clerk	
5.2	Legal Liability	Responsibility	H	Ensure all staff are aware of their responsibility for a particular service provided by the Council and clear management reporting. Duty to conserve and enhance biodiversity			Admin Clerk	
5.3	Legal Liability	Biodiversity	M		Training booked for 20 February 2024 Develop Parish Council Policy	May-24	Clerk	

Propriety
January 2024

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
6	Councillors Propriety	Code of Conduct	H	All Councillors are required to abide by the Members' Code of Conduct adopted on 15 December 2022.	Maintain copies of signed declarations of acceptance of office and agreement to abide by the Code of Conduct. Council adopted the Civility and Respect Pledge 15 December 2022		Declarations of Acceptance of Office File
6.1	Councillors Propriety	Register of Members' Interests	H	Councillors are reminded at the start of every meeting by an agenda item to declare any interests or changes to their Register of Members' Interests.	Maintain copies of registers and send a copy to Waverley Borough Council.		Register of Members Interests File
6.2	Councillors Propriety	Register of Members' Interests	H	Remind Councillors to update their Register of Members' Interests at the annual Council meeting	Maintain copies of update forms and send a copy to Waverley Borough Council.	May annually	Register of Members Interests File
6.3	Councillors Propriety	Registers of Interests and gifts and hospitality in place	H	Councillors are required to complete a Gifts and hospitality register on receipt of a gift or hospitality. Staff also maintain a voluntary register of gifts or hospitality.			Gifts and Hospitality Register
6.4	Councillors Propriety	Members Allowances	L	The Council has not adopted a Scheme of Members' Allowances.	No allowances can be paid.	Ongoing May annually	Gifts and Hospitality Register Members Allowances File
6.5	Councillors Propriety	Member/Officer Protocol	H	The Council is bound by employment law. It is important that both members and staff remember the Council's protocol during meetings and at work in the Council office.	Supply all new members and staff with a copy of the Dignity at Work policy.		Councillor/Staff Protocol

Propriety
January 2024

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

Form and Function
January 2024

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
7	Form and Function	Procedures	M	<p>Standing Orders are reviewed regularly, a check is made annually to see if NALC have updated Standing Orders.</p> <p>Financial Regulations are reviewed regularly, a check is made annually to see if NALC have updated Financial Regulations.</p> <p>This Risk Assessment is reviewed annually in January by the Clerk, then presented to the Council for approval.</p> <p>The insurance schedule is reviewed annually in January by the Clerk, then presented to the Council for approval.</p>	<p>NALC issued model Standing Orders in 2013, Standing Orders reviewed 18 May 2023.</p> <p>Financial Regulations reviewed 18 May 2023</p>	<p>May annually</p> <p>May annually</p> <p>January annually</p> <p>January annually</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Standing Orders</p> <p>Financial Regulations</p> <p>Risk Assessment</p> <p>Insurance Schedule</p>
7.1	Form and Function	Legislation	M	<p>The Council subscribes to NALC for the latest changes in legislation.</p> <p>The Clerk attends the quarterly meetings of the Surrey branch of SLCC for updates on legislation.</p> <p>The Clerk attends the regional conference of SLCC for legislation updates.</p> <p>The Clerk is registered as a Fellow of the Institute of Local Council Managers and is completing a Continuous Professional Development Portfolio.</p>			<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	

Form and Function
January 2024

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

				Ensure regular anti-virus software updates to protect the Council's computer system from viruses, and to reduce the risk of the Council inadvertently transmitting a virus outside the Council.				November annually	Clerk	
7.4	Form and Function	Staff	H	One of the biggest risks to the Council is staff turnover. Ensure that there are systems in place to record essential data, roles and responsibility.					Clerk	
7.5	Form and Function	Staff	H	Stress in the workplace			Be vigilant for signs of stress in the workplace. Offer bespoke stress management support		Clerk	
7.6	Form and Function	Staff Volunteers Young People	H	Ensure all staff and volunteers have DBS checks every five years for Youth Council and Youth Music Club Ensure all staff and volunteers undertake safeguarding training every three years	Maintain up to date Attendance Register of adults and young persons Maintain adult/young person ratios Obtain parental consent for attendance and photography				Clerk	Use of Online Club Manager in the cloud to hold data

New Projects
January 2024

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

COVID-19
January 2024

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
9.1	Assets	Outbreak of COVID-19 amongst hirers	H	Obtain hirer risk assessment and agreement to special conditions	Check hirer is meeting government requirements for their activity	Ongoing	Clerk	Server COVID-19
9.2	Finance	Reduction in hirers	H		Apply for government support grants	Ongoing	Clerk	
9.3	Liability	Claims for COVID-19	L	Monitor government communications		Ongoing	Clerk	
9.4	Employer	Outbreak of COVID-19 amongst staff	M	Follow latest government guidance	Manage staff stress levels, provide support as needed	Ongoing	Clerk	
9.5	Legal	Acting with the law	M	Risk of fines if buildings or play parks open when government has ordered them to close	Monitor government communications	Ongoing	Clerk	
9.6	Propriety	Reputation	M	Take control steps in Council properties and open spaces to reduce the transmission of COVID-19	Monitor government communications	Ongoing	Clerk	
9.7	Function	Record keeping	M	Separate area on server to hold risk assessments for COVID-19	Hirer risk assessments obtained and agreement to special conditions of hire	Ongoing	Clerk	Server COVID-19

[illegible]

Category	Council	Charity	Insurance
Buildings	£1,812,591	£1,605,249	£7,072,398
General Contents	£111,268	£11,829	£198,306
Street Furniture	£50,435	£17,348	£120,000
Gates and Fences	£25,327	£10,976	£63,382
Playground Equipment	£121,279	£128,316	£319,688
CCTV	£17,779	£16,847	£53,006
War Memorials	£0	£0	£90,000
Other Surfaces	£0	£362,054	£434,464
Mowers & Machinery	£103,294	£0	£73,736
Sports Equipment	£45,647	£0	£73,371
Regalia	£1,698	£0	£2,548
	£2,289,318.02	£2,152,619.54	£8,500,897.30

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Land & Buildings	tennis courts	x2 courts	includes bridge		£1.00		£0.00
Land & Buildings	Lych gate	cemetery			£5,946.00		£43,360.41
Land & Buildings	land adjoining pc offices	park land			£1.00		£0.00
Land & Buildings	land on tennis courts		includes bridge		£1.00		£0.00
Land & Buildings	Cemetery workshop	insurance value	01/01/1998		£92,312.00		£93,290.56
Land & Buildings	Parish Council Offices	insurance value	1/1/1980		£82,897.00		£423,082.49
Land & Buildings	Village Hall	insurance value			£1,293,594.00		£3,069,391.45
Land & Buildings	Youth Centre	insurance value			£0.00	£540,080.00	£1,128,884.61
Land & Buildings	Snookhall Pavilion & machine shed			insurance value	£0.00	£1,055,169.00	£1,530,753.87
Land & Buildings	allotments	beryl harvey field	with covenant		£1.00		£0.00
Land & Buildings	cricket field	snookhall(donated)	with covenant		£1.00		£0.00
Land & Buildings	football field	snookhall(donated)			£1.00		£0.00
Land & Buildings	allotments	elmsbridge rd			£1.00		£0.00
Land & Buildings	Scout hut	peppercom			£1.00		£0.00
Land & Buildings	BMMF	donated			£1.00		£0.00
Land & Buildings	Guides hall	peppercom			£1.00		£0.00
Land & Buildings	Village Way Toilets	insurance value			£84,140.00		£191,836.97
Land & Buildings	CAB building	peppercom		insurance value	£253,024.00		£475,850.56
Land & Buildings	Land adjoining village hall	bricked area			£1.00		£0.00
Land & Buildings	Band Room	peppercom			£1.00		£0.00
Land & Buildings	cemetery	burial grounds			£1.00		£0.00
Land & Buildings	Common Toilets	insurance value		WBC owned	£1.00		£112,999.86
Land & Buildings	flowerbeds	village area	CPC responsible		£0.00		£0.00
Land & Buildings	flowerbeds	outside village hall	CPC responsible		£0.00		£0.00
Land & Buildings	war memorial	village area	WBC & CPC responsible		£0.00		£0.00
Land & Buildings	cemetery road & paths				£1.00		£0.00
Land & Buildings	storage container		4/29/2019		£200.00		£2,733.02
Land & Buildings	Shed	beryl harvey field			£460.00		£604.42
Land & Buildings	allotments	Amlets Lane			£1.00		£0.00
					£1,612,591.00	£1,605,249.00	£7,072,398.23

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
General contents	access platform ladder	henchman	6/1/2011	henchman	£660.00		£1,053.96
General contents	wallgate washer x3 VW	wallgate	7/1/2020		£1.00		£1.60
General contents	Coat of arms & scroll		4/1/2007	college of heraldry	£9,000.00		£12,775.25
General contents	cleaning equipment	various		Insurance value	£1,200.00		£1,916.29
General contents	millennium tapestry	village hall	made by locals		£1,515.00		£2,419.31
General contents	projector screen	dell	4/1/2007	dell	£810.00		£1,293.49
General contents	hand tools	various	1998-2016	various	£2,000.00		£3,193.61
General contents	chemsafe	chemsafe	6/1/2010	spaldings	£1,079.00		£1,723.06
General contents	fuel bund	tuffa 1350slbfs	9/1/2006	tuffa tanks	£755.00		£1,205.66
General contents	access platform ladder	litlelift 6.1	3/11/2016	screwfix	£1,699.00		£2,553.45
General contents	generators x2	ipax 1500lbj sdmo3000	1/1/2016 1/1/2008	screwfix	£710.00		£1,133.80
General contents	powertools	dewalt dcz298ct-gb evolution r210cms titan ttb286csw titan ttb276drl titan ttb290sdr erbauer erb666grd erbauer erb373rsp titan ttb291pln	2005 - 2016	screwfix	£800.00		£1,277.52
General contents	ladders 1 & steps x3 ramps x1	lyle	2010-2016	screwfix	£750.00		£1,197.68
General contents	fertiliser spreader	scotts 2000	1/1/2012	rigby taylor	£900.00		£958.14
General contents	gas cooker	falcon dominator	2/1/2006	CJB	£0.00	£1,543.00	£2,464.03
General contents	double sink unit	stainless steel	1/1/1990	insurance value	£0.00	£600.00	£958.14
General contents	x2 prep tables	stainless steel	1/1/1990	insurance value	£0.00	£600.00	£958.14
General contents	large cleaners unit		1/1/1990	insurance value	£0.00	£500.00	£798.45
General contents	boilers	glowworm	1/1/1995		£0.00	£4,000.00	£6,387.62
General contents	floor coverings	refs room & main hall	8/11/2015	mitcheil & sons	£0.00	£3,911.00	£6,245.50
General contents	appliances	fridge, dish washer, microwave	2005-2010	various	£0.00	£675.00	£1,077.91
General contents	curtains & back drops	insurance value	01/09/2017	A&H	£5,000.00		£7,827.97
General contents	stage lighting		01/02/2000	brady & renaud	£1,737.00		£2,773.63
General contents	folding tables x42		01/03/2009	GLS dudley lid	£3,406.00		£5,439.06
General contents	upright fridge	dixELL	1/1/2012		£600.00		£958.14
General contents	water heater	insurance value	8/1/2008		£750.00		£1,197.68
General contents	gas cooker	stott benham	9/1/2013	brakes bros	£1,075.00		£1,716.67
General contents	warming cabinet	victor	1/1/1996		£500.00		£798.45
General contents	boilers	insurance value	8/1/2003		£15,000.00		£23,953.59
General contents	projector screen		2/1/2015	ms visual	£762.00		£1,216.84
General contents	chair trolley x1		3/1/2013	rosehill	£517.00		£825.60
General contents	piano	upright	donated		£550.00		£878.30
General contents	chairs x 279	red upholstered	3/27/2006	rosehill	£10,000.00		£15,969.06
General contents	chair trolley x8	s-48-19	3/27/2006	rosehill	£1,989.00		£3,176.25
General contents	table trolley		1/1/2014		£1,000.00		£1,596.91
General contents	PA & loop system		1/1/2006		£2,652.00		£4,234.99
General contents	stage lighting		12/22/2015	ron jimmerson	£1,150.00		£1,836.44
General contents	heating system	insurance value	8/1/2004		£7,000.00		£11,178.34
General contents	sink units x2	stainless steel	1/1/1996		£1,000.00		£1,596.91
General contents	x1 large x1small pre table	stainless steel	1/1/1996		£600.00		£958.14
General contents	medium prep table x3	stainless steel	1/1/1996		£900.00		£1,437.22
General contents	x4 shelf units	stainless steel	1/1/1996		£600.00		£958.14
General contents	wheel coat rack x4		1/1/1996		£500.00		£798.45
General contents	cranleigh crest	N/A	1/1/1996		£500.00		£798.45
General contents	vallender crest	N/A	1/1/1996		£500.00		£798.45
General contents	wallgate washer x2 TC	wallgate			£1.00		£1.60
General contents	ball net	N/A	11/1/2013	olympic gym	£2,917.00		£4,658.17
General contents	appliances	fridge, freezer, cooker, dish washer			£1,500.00		£2,395.36
General contents	boilers		1990-1991		£1,000.00		£1,596.91
Office contents	honour boards x2		1/1/1986		£1,000.00		£1,596.91
Office contents	x3 filing cabinet				£600.00		£958.14
Office contents	office heating system		12/1/2007	hw electric	£1,458.00		£2,328.29
Office contents	computers x 4	dell	1/1/2015	dell	£2,000.00		£3,193.61
Office contents	telephone system	BT	4/1/2015	BT			£0.00
Office contents	map draw	N/A	pre 1998	insurance value	£500.00		£798.45
Office contents	x3 swivel chairs		2010-2016		£750.00		£1,197.68
Office contents	laptop x2	dell	12/1/2016	net com IT	£1,200.00		£1,916.29
Office contents	x10 small filing cabinet				£1,000.00		£1,596.91
Office contents	chairs x13	compact plus	10/10/2007	rosehill	£500.00		£798.45
Office contents	chamber tables						£3,193.61
Office contents	desks x 3						£1,916.29
Office contents	Artwork	3 paintings					£1.60
Office contents	Photocopier	Sharp MX3061FK	11/27/2019	KCS Professional	£1,856.11		£2,397.19
Office contents	Defibrillators and cabinets Three Horseshoes, White Hart, Richard Onslow, One Stop, Village Hospital	Zoll AED Plus Defibsafe	4/28/2021	SJA	£5,075.00		£7,345.96
	Defib Cabinet	Defibsafe	4/28/21	SJA	£425.00		£615.18
General contents	Musical instruments		7/26/2021		£6,000.00		£7,237.40
General contents	Meeting IT equipment		6/10/2021	Netcom	£2,100.00		£3,039.71
Office contents	Defibrillators and cabinets The Common Public Conveniences and Snookhill Pavilion	Zoll AED Plus Defibsafe	9/14/2021	First Rescue	£2,650.00		£3,835.82
Office contents	TV screen in Council Chamber	Philips Media Suite IPTV	12/13/2023	AV Rental Services	£1,169.00		£1,169.00
					£111,268.11	£11,829.00	£198,305.63

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
General contents	cctv system	Whole system	10/1/2018	CIA	£0.00	£13,957.09	£21,868.00
General contents	CCTV	4 PTZ and column	6/21/2021	CIA	£14,264.00		£21,489.00
General contents	CCTV	2 PTZ	7/27/2021	CIA		£2,000.00	£3,013.01
General contents	CCTV	CIA Village Hall syst	1/13/2022	CIA	£3,514.99		£5,295.35
General contents	CCTV	ANPR No 2	1/13/2022	CIA		£889.64	£1,340.25
					£17,778.99	£16,846.73	£53,005.60

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Gates and fences	BMMF fencing		1/1/2011		£6,000.00		£10,653.06
Gates and fences	fencing	compound areas	1/1/2013		£1,000.00		£1,776.00
Gates and fences	fence	N/A	1/1/2012	kcl landscaping	£0.00	£4,500.00	£7,990.00
Gates and fences	Tennis court fencing				£8,846.00		£15,706.16
Gates and fences	x7 gates & posts	N/A	2012-2016	AVS fencing	£875.00		£1,553.57
Gates and fences	cemetery fencing				£1,000.00		£1,775.51
Gates and fences	recreation fencing				£7,606.00		£13,505.00
Gates and fences	recreation fencing	post and rail	7/12/1905	Grasstex		£2,591.00	£4,169.88
Other surfaces	play park extension mulch		24/06/2020	Elbe	0	£3,885.00	£6,252.41
					£25,327.00	£10,976.00	£63,381.59

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Mowers/machinery	Mole plough		4/20/2018		£0.00		£0.00
Mowers/machinery	garden mower	hayter 13/30	6/1/1999	murrey	£903.00		£0.00
Mowers/machinery	pedestrian mower x2	shanks 48	5/1/2007	withybush farm	£1,200.00		£1,666.13
Mowers/machinery	stihl combi & hedgecutter	stihl	12/1/2008	withybush farm	£509.00		£706.72
Mowers/machinery	mini trailer		3/1/2013	sch supplies	£2,938.00		£4,079.24
Mowers/machinery	Main Tractor	New Holland/T3020	01/05/2013	Oakes Bros	£18,500.00		£0.00
Mowers/machinery	finishing mower	major	6/1/2007	Oakes Bros	£1,475.00		£2,047.95
Mowers/machinery	quadraply groomer	sisis	11/1/2004	sisis	£1,737.00		£2,411.72
Mowers/machinery	fertiliser spreader	wessex	6/1/2003	Oakes Bros	£700.00		£971.91
Mowers/machinery	tractor spiker	sisis	1/1/1995	cranleigh school	£500.00		£694.22
Mowers/machinery	scarifier	Auto rotorake mk5	7/1/1998	sisis	£3,525.00		£4,894.26
Mowers/machinery	pedestrian mower	hayter 48	6/1/2005	mowers online	£527.00		£731.71
Mowers/machinery	pedestrian sprayer	team sprayers scout	4/1/2007	pitchcare	£890.00		£1,235.71
Mowers/machinery	pedestrian mower x2	shanks 48	5/1/2009	mowers online	£1,282.00		£1,779.98
Mowers/machinery	pedestrian spiker	plugga	4/1/2007	dj turfcare	£1,600.00		£2,221.51
Mowers/machinery	pedestrian vac	bearcat	4/1/2007	abbey garden	£1,280.00		£1,777.21
Mowers/machinery	stihl combi & hedgecutter	stihl	5/1/2009	mowers online	£535.00		£742.82
Mowers/machinery	back pack blower	echo	5/1/2009	mowers online	£529.00		£734.49
Mowers/machinery	roller mower	major	10/1/2011	af wiltshire	£4,800.00		£6,664.89
Mowers/machinery	ride-on mower	john deere	11/1/2011	mowers online	£4,052.00		£0.00
Mowers/machinery	stihl combi & strimmer	stihl	11/1/2012	mowers online	£696.00		£966.36
Mowers/machinery	foam bout marker	tramline	6/1/2012	kellands	£716.00		£994.12
Mowers/machinery	tractor trailer		3/1/2013	Oakes Bros	£3,400.00		£4,720.72
Mowers/machinery	sweeper/collector	tomlin	4/1/2016	Oakes Bros	£6,500.00		£9,024.87
Mowers/machinery	tractor tipper trailer	J A Silk	4/29/2019	J A Silk	£2,650.00		£1,387.40
Mowers/machinery	road trailer	forrester df8	5/27/2009	tools online	£1,445.00		£2,007.34
Mowers/machinery	powerflow collector	john deere	9/10/2015	mowers online	£970.00		£1,347.17
Mowers/machinery	Chipper	Jansen BX42-S	5/3/2018	Woodmanstore	£1,350.00		£0.00
Mowers/machinery	tractor sprayer	allman	1/1/1986	Oakes Bros	£1,500.00		£2,082.66
Mowers/machinery	Tractor Crane	Multec	4/29/2019	Multec	£225.00		£0.00
Mowers/machinery	Tractor transport box	Multec	4/29/2019	Multec	£350.00		£0.00
Mowers/machinery	Leaf Vacuum	Billy Goat	2/20/2020	ATS	£1,521.00		£1,914.21
Mowers/machinery	Multi mower	Stigma	2/2/2021	Cheltenham Mowe	£750.00		£943.89
Mowers/machinery	Line markers x 2	Bow Com	2/2/2021	Bow Com	£1,100.00		£1,384.40
Mowers/machinery	Small trailer	Screwfix	2/2/2021	Screwfix	£450.00		£566.34
Mowers/machinery	Multi-tool - pruner/blower/cu	Screwfix	2/2/2021	Screwfix	£600.00		£755.11
Mowers/machinery	Mower	Timemaster TW21811	5/6/2021	Godfrey	£1,174.00		£1,477.51
Mowers/machinery	Tractor mounted flail	Wincanton	12/22/2021	Zaros	£2,456.12		£3,091.08
Mowers/machinery	Hayter Harrier mower	48 Pro	3/21/2022	J & M Garden	£995.83		£1,253.27
Mowers/machinery	Grillo	GRFD450	4/11/2022	Lister & Wilder	£10,431.00		£0.00
Mowers/machinery	Trencher	HYTR150 Hyundai 420	5/9/2022	Agri-Linc	£1,949.99		£2,454.11
Mowers/machinery	Bowser	SCH GWU	5/25/2022	Zaros	£941.81		£1,185.46
Mowers/machinery	Tractor loader	ALO Q3S	5/31/2022	Haynes	£11,400.00		£0.00
Mowers/machinery	Fuel Bund	900L	5/31/2022	RPM	£2,240.00		£2,819.09
					£103,293.75	£0.00	£73,735.60

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Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
play park equipment	teen shelter		3/1/2009	kompan	£0.00	£3,060.00	£3,648.86
play park equipment	argo		3/1/2009	kompan	£0.00	£1,517.00	£1,808.93
play park equipment	starsurfer		3/1/2009	kompan	£0.00	£1,592.00	£1,898.36
play park equipment	rock-it		3/1/2009	kompan	£0.00	£1,592.00	£1,898.36
play park equipment	bloqx		3/1/2009	kompan	£0.00	£10,000.00	£11,924.39
play park equipment	supanova		3/1/2009	kompan	£0.00	£3,040.00	£3,625.02
play park equipment	egg cup spinner	red	2/1/2011	kompan	£0.00	£780.00	£930.10
play park equipment	egg cup spinner	blue	2/1/2011	kompan	£0.00	£780.00	£930.10
play park equipment	multiplay		12/1/2009	kompan	£0.00	£25,500.00	£30,407.20
play park equipment	nest swing		11/1/2008	playdale	£0.00	£1,870.00	£2,229.86
play park equipment	toddler swings	topset		kompan	£0.00	£1,941.00	£2,314.52
play park equipment	net mountain			hags play	£0.00	£6,326.00	£7,543.37
play park equipment	crisscross	net climber		kompan	£0.00	£858.00	£1,023.11
play park equipment	toddler slide			kompan	£0.00	£1,369.00	£1,632.45
play park equipment	sandworks	sand pit		kompan	£0.00	£6,723.00	£8,016.77
play park equipment	you&me springer			kompan	£0.00	£586.00	£698.77
play park equipment	small bridge	billygoat gruff		kompan	£0.00	£782.00	£932.49
play park equipment	safety surfacing	play park			£0.00	£20,000.00	£23,848.79
play park equipment	Snake swing		6/24/2020	Eibe			£0.00
play park equipment	Aerial runway		6/24/2020	Eibe			£0.00
play park equipment	Inclusive swing		6/24/2020	Eibe	£0.00	£27,474.00	£29,695.55
Outside equipment	storage container	expanda store	6/1/2006	extra space	£1,000.00		£1,192.44
Outside equipment	Two handmade o	bespoke	08/23/18		£3,985.00		£4,479.52
Outside equipment	dugouts & stand	N/A	1/1/1998	insurance value	£10,000.00		£11,924.39
Outside equipment	storage container	expanda store	11/1/2004	extra space	£1,066.00		£1,271.14
Outside equipment	storage container	shipping contain	10/1/2008	container man	£1,535.00		£1,830.39
outside equipment	Parking ticket machine		5/14/2018	WBC	£0.00	£1,931.00	£5,260.76
Outside equipment	fitness equipment	air skier	1/1/2010	fresh air fitness	£1,005.00		£1,198.40
Outside equipment	fitness equipment	bench press	1/1/2010	fresh air fitness	£2,093.00		£2,495.78
Outside equipment	fitness equipment	rower	1/1/2010	fresh air fitness	£1,329.00		£1,584.75
Outside equipment	youth shelter	N/A	8/1/2008	monster	£6,695.00		£7,983.38
Outside equipment	fitness equipment	Arm & Pedal Bik	12/10/2018	fresh air fitness	£1,217.00		£1,368.02
Outside equipment	fitness equipment	Elliptical trainer	12/10/2018	fresh air fitness	£1,461.00		£1,642.30
Outside equipment	fitness equipment	Double sit-up bo	12/10/2018	fresh air fitness	£1,395.00		£1,568.11
Outside equipment	Outdoor table tenn	Ping	2/20/2020	Ping	£1,029.00		£1,112.20
Outside equipment	train	Eibe	8/31/2021	Eibe		£10,595.37	£11,452.11
Other surfaces	tennis courts						£33,388.30
Other surfaces	Pitch improvement	fencing, dugouts	8/24/2021	Centurian	£83,079.00		£89,796.77
Natural Surfaces	Silver Birch Trees		5/30/2018	Van Arnhem N	£2,500.00		£2,922.65
Natural Surfaces	Hornbeam		5/30/2018	Van Arnhem N	£890.00		£1,040.46
Natural Surfaces	Bare Root Planting		5/30/2018	Knoll Gardens	£1,000.00		£1,169.06
					£121,279.00	£128,316.37	£319,687.96

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Sports equipment	football goal	senior size	1/1/2011	mark harrod	£1,000.00		£1,658.32
Sports equipment	football goal	senior size	1/1/2007	edwards	£510.00		£845.74
Sports equipment	football goal	senior size	1/1/2005	mark harrod	£510.00		£845.74
Sports equipment	football goal	senior size	1/1/2005	mark harrod	£510.00		£845.74
Sports equipment	flood- lights		1/1/19999	carmel electrical	£28,119.00		£46,630.39
Sports equipment	flood- lights	LED	8/24/2021	Centurian	£14,998.43		£22,544.89
					£45,647.43	£0.00	£73,370.84

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Street furniture	x1 lighting column		7/1/2007	EDF	£2,445.00		£2,697.40
Street furniture	Two Wisley Benches	Wisley	7/31/2018		£4,800.00		£4,992.00
Street furniture	Steel Screen		7/31/2018		£1,500.00		£1,560.00
Street furniture	millennium sculpture	outside village hall	CPC responsible		£15,000.00		£16,548.48
Street furniture	flag pole	war memorial	CPC responsible		£1,000.00		£1,103.23
Street furniture	notice board	post office	CPC owned		£0.00		£0.00
Street furniture	Red telephone kiosk		11/16/18	BT	£1.00		£3,120.00
Street furniture	Red telephone kiosk		11/16/2018	BT	£1.00		£3,120.00
Street furniture	tree guards x2	bespoke	2000-2002	local forge	£2,500.00		£2,758.08
Street furniture	seat	broxap	3/1/2013	broxap	£701.00		£773.37
Street furniture	litter bins x4 SF	nexus city	6/6/2015	glasdon	£1,640.00		£1,809.30
Street furniture	litter bins x6 - BMF	RLA/5	6/6/2015	wybone	£2,250.00		£2,482.27
Street furniture	picnic tables x4	enviropol	11/1/2008	glasdon	£0.00	£2,488.00	£2,744.84
Street furniture	seats x4	enviropol	9/1/2008	glasdon	£0.00	£1,772.00	£1,954.93
Street furniture	bins x 3 SF	guppy	9/24/2010	glasdon	£0.00	£732.44	£732.44
Street furniture	picnic table x2	enviropol	2/1/2016	glasdon	£0.00	£1,045.00	£1,152.88
Street furniture	lighting columns x 11		6/21/2005	edf	£0.00	£5,320.00	£16,138.98
Street furniture	8m lighting column		5/18/2007	edf	£0.00	£1,598.00	£1,762.96
Street furniture	column between 9 & 10	Case	2/7/2022	Case		£3,595.00	£3,595.00
Street furniture	litter bins x5 SF	elclipse	2/1/2016	advanced scape	£1,045.00		£1,152.88
Street furniture	bollards		8/1/2007	street furnishings	£545.00		£601.26
Street furniture	notice board	COOP	CPC owned		£500.00		£551.62
Street furniture	seats x2 village hall x1 guide hall		9/1/2010		£576.00		£635.46
Street furniture	seat		12/21/2017	glasdon	£500.00		£540.80
Street furniture	oak benches	bespoke	5/30/2018	English Woodlands	£2,000.00		£3,203.20
Street furniture	Poppy sculpture	bespoke	5/30/2018	RM Hillam	£5,000.00		£5,408.00
Street furniture	bus shelter	High Street	5/28/2019	SCC	£5,000.00		£5,200.00
Street furniture	notice board	Alfold Road	6/21/2022	BELSigns	£836.00		£836.00
Street furniture	Water bottle refill station	Snoxhall Pavilion	9/14/2022	Culligan		£798.00	£798.00
Street furniture	Black bins x 3	Cemetery	2/27/2023	Glasdon Topsy Royal	£572.19		£572.19
Street furniture	Green bins x 2	Cemetery	2/27/2023	Glasdon Topsy Royal	£494.40		£494.40
Street furniture	50 union flags	High Street	5/5/2023	Harrisons	£1,528.15		£1,528.15
					£50,434.74	£17,348.44	£90,568.12

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
General content	Badges(civic regalia)	chairman & vice		vaughtons	£1,070.00		£1,605.54
General content	Seal		10/1/2008	cygnet Insignia	£628.00		942.314
					£1,698.00	£0.00	£2,547.85

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Local Councils

MTA Policy Schedule

03/01/2024

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Important (Material Circumstances)

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

Your Details

Name of Council:	Cranleigh Parish Council
Correspondence Address:	Council Offices Village Way Cranleigh Surrey GU6 8AF
Business:	Local Council
Schedule produced on:	03/01/2024
The county association of local council you are affiliated to:	Surrey
Population of Council Area:	15,000

Period of Insurance

Effective dates	From:	03 January 2024
	To:	31 July 2024
Renewal date:		01 August 2024
Long Term Undertaking:		Expiry Date: 31 July 2026

Your Insurance Adviser's Details

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

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

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Premium Details

Annual Premium (excluding Terrorism):	£0.00
Insurance Premium Tax:	£0.00
Total Amount Due (excluding Terrorism):	£0.00
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Overall Annual Premium:	£0.00
Overall Insurance Premium Tax:	£0.00
Policy Administration Fee:	£0.00
Overall Amount Due:	£0.00

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£1,000,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Not Covered	Nil

Applicable to all Sections where stated.

Excess

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

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

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

Sub Limits

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

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

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

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	£5,893,665	£7,072,398
Contents	£165,449	£198,538
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Walls, Gates and Fences	£52,819	£63,382
Playground Equipment	£266,407	£319,688
CCTV Equipment	£44,172	£53,006
War Memorials	£75,000	£90,000
Ground Surfaces	£362,054	£434,464
Mowers and Machinery	£61,447	£73,736
Sports Equipment	£61,143	£73,371
Regalia	£2,124	£2,548
Terrorism	Not Insured	

Section Excess: £125

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

Excess in respect of all Terrorism claims: Nil

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

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Buildings Insured	
Location (1):	Cranleigh Village Hall, 36 High Street, Cranleigh, Surrey, GU6 8AT
Buildings Declared Value:	£2,557,920
Buildings Sum Insured:	£3,069,504
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Buildings Insured	
Location (2):	Council Office, Village Way, Cranleigh, Surrey, GU6 8AF
Buildings Declared Value:	£352,590
Buildings Sum Insured:	£423,108
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Buildings Insured	
Location (3):	Snoxhall Pavilion & Machine Shed, Knowle Lane, Cranleigh, Surrey, GU6 8JW
Buildings Declared Value:	£1,275,675
Buildings Sum Insured:	£1,530,810
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Buildings Insured

Location (4):

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

Buildings Declared Value:

£77,745

Buildings Sum Insured:

£93,294

Construction Type:

Non-Standard Constrution Buildings incl Listed
Buildings & Pavilions (excl
panelling/Timber/Portacabins)

Subsidence Cover:

Included

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Buildings Insured	
Location (5):	Lychgate Roof, Dewlands Lane, Cranleigh, Surrey, GU6 7AD
Buildings Declared Value:	£36,135
Buildings Sum Insured:	£43,362
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Buildings Insured	
Location (6):	CAB Office, Village Way, Cranleigh, Surrey, GU6 8AF
Buildings Declared Value:	£396,390
Buildings Sum Insured:	£475,668
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Buildings Insured	
Location (7):	Snoxhall Youth Club, Knowle Lane, Cranleigh, Surrey, GU6 8JW
Buildings Declared Value:	£940,605
Buildings Sum Insured:	£1,128,726
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Buildings Insured	
Location (8):	Public Conveniences, Village Way, Cranleigh, Surrey, GU6 8AF
Buildings Declared Value:	£159,870
Buildings Sum Insured:	£191,844
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Buildings Insured	
Location (9):	Cricket Green Public Conveniences, The Common, Cranleigh, Surrey, GU6 8NS
Buildings Declared Value:	£94,170
Buildings Sum Insured:	£113,004
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Buildings Insured	
Location (10):	Storage Container - Snoxhall Field, Knowle Lane, Cranleigh, Surrey, GU6 8JW
Buildings Declared Value:	£2,565
Buildings Sum Insured:	£3,078
Construction Type:	Non-Standard Constrution Buildings incl Listed Buildings & Pavilions (excl panelling/Timber/Portacabins)
Subsidence Cover:	Included

Property Damage Extensions - Sub-Limits

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

Section 1A - Money

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

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£30,000
Item 2 - Additional Increased Cost of Working	Not Insured	
Item 3 - Standalone Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 4 - Loss of Rent Receivable Maximum Indemnity Period: 12 Months	Insured	£20,000
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

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

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

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses:

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

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

Part B - Liabilities

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

Part C - Additional Covers

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

Continental Scale

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

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

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

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year.

To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

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

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

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay for necessary and reasonable costs and expenses incurred by the **Insured** with the Insurer's consent for the lopping or removal of trees for which the **Insured** is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the **Property Insured**.
However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay the reasonable costs of clearing and removing any property illegally deposited in or around the **Premises**.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[AMENDED] - Amended Policy Introduction

The following applies to your policy:

The Policy Introduction is amended and restated as follows:

Introduction

The contract of insurance between you and us consists of the following elements, which must be read together:

- your policy wording;
- the information contained on your "Statement of Fact" document issued by us;
- the policy schedule
- any notice issued by us;
- any endorsement to your policy; and
- the information under the heading "Important Information" which we give you when you take out or renew your policy.

In return for you having paid or agreed to pay the premium, we will provide the cover set out in this policy, to the extent of and subject to the terms and conditions contained in or endorsed on this policy.

The following paragraphs remain unaltered:

- **Important**
- **Breach of Term**
- **Terms not relevant to the actual loss**

[COVEX] - General Exclusions - Coronavirus

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

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

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

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

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

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

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

4. Data Protection Act

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

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

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

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

Provided that

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

[IL001] - Index Linking

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

For **Contents** and other **Property** specifically described in the **Schedule** (other than **Stock**), the Retail Price index (or some other suitable index **the Insurers** decides upon) will be used.

The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

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

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

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

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

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

Exclusions to this extension

We will not make payment under this Extension where

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

[LOR] - Rent Receivable

We will pay in respect of rent receivable the difference between

1. The rent which would have been receivable in respect of The premises during the Indemnity Period but for the Damage
2. The amount of rent actually received during the same period

less any savings in charges or expenses of The Business , payable out of rent receivable, which reduce or cease due to the Damage.

If at the time of the Damage the Sum Insured by this item is less than the rent which , but for the Damage would have been receivable during the 12 months from the date of the Damage (proportionately increased where the Maximum Indemnity Period exceeds 12 months) , You will

1. be Your own insurer for the difference
2. bear a rateable share of the loss.

The maximum we will pay is the Sum Insured stated in the schedule.

[FLOOD-EXCESS-2500] - Increased Flood Excess - Council Office, GU6 8AF

The Excess amount in respect of Damage to the Property Insured caused by or resulting from storm or flood is increased to £2,500.

For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at, or below ground level.

[FLOOD-EXCESS-2500] - Increased Flood Excess - Snoxhall Pavilion & Machine Shed, GU6 8JW

The Excess amount in respect of Damage to the Property Insured caused by or resulting from storm or flood is increased to £2,500.

For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at, or below ground level.

[FLOOD-EXCESS-2500] - Increased Flood Excess - CAB Office, GU6 8AF

The Excess amount in respect of Damage to the Property Insured caused by or resulting from storm or flood is increased to £2,500.

For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at, or below ground level.

[FLOOD-EXCESS-2500] - Increased Flood Excess - Snoxhall Youth Club, GU6 8JW

The Excess amount in respect of Damage to the Property Insured caused by or resulting from storm or flood is increased to £2,500.

For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at, or below ground level.

[FLOOD-EXCESS-2500] - Increased Flood Excess - Public Conveniences, GU6 8AF

The Excess amount in respect of Damage to the Property Insured caused by or resulting from storm or flood is increased to £2,500.

For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at, or below ground level.

[FLOOD-EXCESS-750] - Increased Flood Excess - Cricket Green Public Conveniences, GU6 8NS

The Excess amount in respect of Damage to the Property Insured caused by or resulting from storm or flood is increased to £750.
For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at, or below ground level.

[FLOOD-EXCESS-2500] - Increased Flood Excess - Storage Container - Snoxhall Field, GU6 8JW

The Excess amount in respect of Damage to the Property Insured caused by or resulting from storm or flood is increased to £2,500.
For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at, or below ground level.

The Insured: Cranleigh Parish Council
Policy No: 100723637BDN/LCO01925



Long Term Undertaking - Expiry Date 31 July 2026

Reduced Premium

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

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

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

Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

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

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

Personal information we collect and how we use it

We will use your personal information:

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

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

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

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

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

Credit Searches

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

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

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

Automated decision making

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

information we have collected.

How we share your personal information with others

We may share your personal information:

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

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

Marketing

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

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

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

By email: helpdesk@aviva.co.uk

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

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

How long we keep your personal information for

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

Your rights

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

Contacting us

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

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

Fraud Prevention and Detection

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

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches

- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this to prevent fraud and money laundering.

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

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

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

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

Claims History

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

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

Complaints Procedure

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

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

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

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

Financial Services Compensation Scheme

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

Choice of Law

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

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

Telephone Call Charges and Recording

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

Material Circumstances

IMPORTANT – This policy is a legal contract

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

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

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

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

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

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

Claims since inception of this policy

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



Clerk

From: Lee Cleaver <lee.cleaver@thecleargroup.com>
Sent: 21 December 2023 10:44
To: Clerk
Subject: RE: Cyber Insurance
Attachments: 009 Clear Councils Cyber Flyer 8-23.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hello Beverley

The main Council policy doesn't include Cyber cover however this is something we do. We offer a tailored policy for Local Councils which provides the below covers:

 What is insured?	 What is not insured?
<p>Following a Cyber Event (defined as unauthorised access, an operator error, a denial of service attack or the introduction of any malware, including ransomware) into or against your network or any cloud provider with whom you have a written contract:</p> <ul style="list-style-type: none">✓ Re-installment of your data,✓ Loss of your gross profit caused by the Cyber Event,✓ A specialist IT forensic company to investigate the cause and scope of the Cyber Event. <p>Following your loss of third party data or a breach of any privacy legislation worldwide (a Data Liability Event) :</p> <ul style="list-style-type: none">✓ Defence Costs, we will appoint a specialist law firm to defend you,✓ A specialist IT forensic company to investigate what data has been compromised,✓ Costs to notify data subjects if this is required by legislation or considered necessary to protect your reputation,✓ A Public Relations Company to protect and mitigate any damage to your reputation. <p>In addition, where this data relates to credit or debit card information:</p> <ul style="list-style-type: none">✓ Credit monitoring costs for affected individuals,✓ Any fines and penalties that you are required to pay by the Payment Card Industry as well as Assessment Costs that includes fraudulent transactions for which you are liable. <ul style="list-style-type: none">✓ Your legal liability for the transmission of a virus to a third party, or your unknowingly taking part in a denial of service attack.✓ Your legal liability for accidentally infringing any copyright or trademark, or any defamation, provided always that this liability is incurred in undertaking your usual business practices.	<ul style="list-style-type: none">✗ Any bodily injury or physical damage. Note that (i) data is not considered to be physical property; (ii) redundant devices as a result of a cyber event are excluded unless the additional Bricking cover is purchased as part of the optional Fund Transfer Fraud/Bricking endorsement).✗ Any claims or losses about which you were aware but did not tell us before incepting the policy.✗ Any losses attributable to or based upon any intentional, criminal or fraudulent acts committed or condoned by any Principal, Partner or Director of your business.✗ Any gross profit loss where the interruption to your network is less than the Waiting Period shown in the schedule.✗ Any losses caused by the failure of electricity or telecommunications.✗ Any statutory fines, unless these are considered to be insurable at law. Note this does not apply to Payment Card Industry fines and penalties.✗ Any losses caused by bankruptcy, insolvency or liquidation of you or your cloud service provider.✗ Any losses caused by the loss of media without password or biometric protection (including smartphones, tablets and laptops).✗ Any losses caused by a breach of any anti-Spam legislation anywhere in the world.

I have attached a flyer which also summarises some additional benefits of the policy. If you would like me to provide you with a quote then please do let me know – It is a set price of £405.25 for the standard indemnity limit of £250,000

Many thanks, Lee

Lee Cleaver

Cert CII | Client Account Executive

 **Web** clearinsurancemanagement.com  **Direct** 0116 2819 184

 **Address** Clear Insurance Management Ltd, AGM House, Grove Park, 3 Barton Cl, Enderby, Leicester, LE19



Broker at **LLOYD'S**

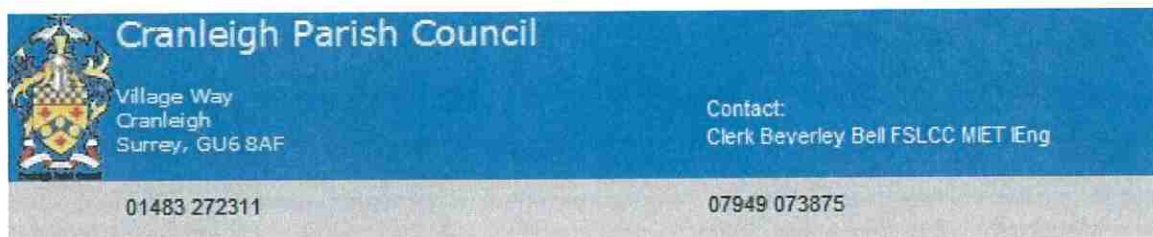


From: Clerk <clerk@cranleigh-pc.gov.uk>

Sent: 21 December 2023 08:35

To: Lee Cleaver <lee.cleaver@thecleargroup.com>

Subject: Cyber Insurance



Good Morning Lee

Please can you explain the extent of cyber insurance cover included within our current policy and any additional cover you can offer.

Our Internal Auditor has suggested we investigate cyber insurance as part of our risk assessment.

Kind Regards
Beverley Bell FSLCC
Parish Clerk

Sign up for our newsletter: <http://eepurl.com/hfYGcz>

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Is your Council data safe?



Spam emails, malicious login attempts and theft of public data are just a few ways that cyber criminals pose a threat to Councils.

Clear Cyber for Councils insurance solution offers a range of benefits:

- Direct access to a **24hr helpline** in the event of an incident
- Share the cost through a **joint policy** with up to 4 other Councils
- A **free 1 hour cyber and GDPR consultation** with an external compliance specialist, who is also a councillor
- **10 free anti-virus licences** and data breach alert software

Ready to invest in cyber protection for your Council?

0330 013 0036

clear
councils

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