

CRANLEIGH PARISH COUNCIL - STANDING COMMITTEES AND OBSERVERS ON OUTSIDE BODIES 2023/24						
Parish Council	Finance Committee (Max. 7)	Planning Committee (Max. 12)	Personnel Committee (Max. 5)	Neighbourhood Plan Committee (Max.6)	Property & Asset Committee (Max. 12)	Subject Access Request
Rosemary Burbridge Alan Morrison Dave Nicholas Hannah Nicholson Nigel Sanctuary Mark Scully* Laura Talmage Liz Townsend Rowena Tyler Clive Walker** Mark West George Worthington	Dave Nicholas Nigel Sanctuary** Marc Scully Liz Townsend Rowena Tyler Clive Walker* George Worthington	Rosemary Burbridge Dave Nicholas Hannah Nicholson Nigel Sanctuary Marc Scully** Laura Talmage Rowena Tyler* Clive Walker George Worthington	Rosemary Burbridge** Nigel Sanctuary Marc Scully Rowena Tyler* Mark West	Laura Talmage Liz Townsend * Mark West**	Rosemary Burbridge Alan Morrison Dave Nicholas* Nigel Sanctuary Marc Scully Laura Talmage Clive Walker George Worthington**	Dave Nicholas Mark Scully Liz Townsend Rowena Tyler Clive Walker George Worthington

\* Chairman

\*\* Vice Chairman

PARISH COUNCIL OBSERVERS	Observer	Deputy	Reserve
Acute Treatment Centre	R Tyler	Vacancy	
Chamber of Commerce	M Scully		
Climate Change Lead	M West		
Cranleigh Arts Centre	R Tyler		
Cranleigh Brick and Tile Liaison Group	R Tyler		
Cranleigh Community Fund	R Burbridge		
Cranleigh Flood Forum	M Scully, L Talmage, E Townsend		
Cranleigh Heritage Trust	R Burbridge		
Cranleigh Library	R Burbridge		
Cranleigh Networking Group	E Townsend, R Tyler		
Cranleigh Vallendar Club	Vacancy		
Cranleigh Neighbourhood Watch	Vacancy		
Dementia Friendly Cranleigh	R Tyler		
Destination Cranleigh	D Nicholas		
Draft Business Plan	D Nicholas, E Townsend, C Walker		
Dunsfold Advisory Group	N Sanctuary		
Gatwick - CAGNE	Vacancy		
High Street SCC Working Party	C Walker		
Internal Audit	N Sanctuary, C Walker		
Knowle Park			
Leisure Centre	C Walker, G Worthington		Rowena Tyler
Older Persons Network	R Burbridge		
Recreation Users Group	D Nicholas, L Talmage, E Townsend, G Worthington		
Remembrance Day	M Scully		
Rowleys	R Burbridge		
SALC	Vacancy		
Surrey Police	Clerk		
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	R Tyler	Vacancy	
Waverley Cycle Forum	D Nicholas, G Worthington		
WBC Economic Development Strategy	M Scully, M West		
WBC Town and Parish Planning Forum	M Scully, G Worthington, vacancy, vacancy, vacancy		
Wey & Arun Canal	R Burbridge, vacancy		
Youth Council	B Bell, A Morrison, D Nicholas, N Sanctuary, L Talmage, E Townsend, R Tyler, G Worthington		
Youth Lead	B Bell		
Henry Smith Charity - 2 Councillors + 3 independent members	R Burbridge	N Sanctuary	
	Brian Cheesman	Roy Glasper	Michael Trent

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

## Cranleigh Parish Council - Calendar of Meetings 2024/25

<b>2024</b>	
Monday 03 June 2024	Planning Committee
Monday 24 June 2024	Planning Committee
Thursday 27 June 2024	Parish Council Meeting
Thursday 04 July 2024	Property & Asset Committee
Thursday 11 July 2024	Personnel Committee
Thursday 11 July 2024	Finance Committee Q1
Monday 15 July 2024	Planning Committee
Thursday 18 July 2024	Parish Council Meeting
Monday 05 August 2024	Planning Committee
Monday 19 August 2024	Planning Committee
Monday 09 September 2024	Planning Committee
Thursday 19 September 2024	Parish Council Meeting
Monday 30 September 2024	Planning Committee
Thursday 10 October 2024	Property & Asset Committee
Thursday 17 October 2024	Parish Council Meeting
Monday 21 October 2024	Planning Committee
Monday 11 November 2024	Planning Committee
Thursday 14 November 2024	Personnel Committee
Thursday 14 November 2024	Finance Committee Q2
Thursday 21 November 2024	Parish Council Meeting
Monday 02 December 2024	Planning Committee
Thursday 12 December 2024	Parish Council Meeting
Monday 16 December 2024	Planning Committee
Friday 20 December 2024	Village Hall Grand Opening
<b>2025</b>	
Monday 06 January 2025	Planning Committee
Thursday 09 January 2025	Property & Asset Committee
Thursday 16 January 2025	Parish Council Meeting
Monday 27 January 2025	Planning Committee
Thursday 13 February 2025	Personnel Committee
Thursday 13 February 2025	Finance Committee Q3
Monday 17 February 2025	Planning Committee
Thursday 20 February 2025	Parish Council Meeting
Thursday 06 March 2025	Annual Parish Meeting
Monday 10 March 2025	Planning Committee
Thursday 13 March 2025	Property & Asset Committee
Thursday 20 March 2025	Parish Council Meeting
Monday 31 March 2025	Planning Committee
Thursday 17 April 2025	Parish Council Meeting
Tuesday 22 April 2025	Planning Committee
Thursday 08 May 2025	Personnel Committee
Thursday 08 May 2025	Finance Committee Q4
Monday 12 May 2025	Planning Committee
Thursday 15 May 2025	Annual Council Meeting

## **CRANLEIGH PARISH COUNCIL FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by the council at its meeting held on 16 May 2024.

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The Clerk/RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.



1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £2,000; and

**2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

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

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once a month, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

#### 4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than October each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

## **5. Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £2,000 excluding VAT.
  - the council for all items over £2,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

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

5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk.

## **6. Banking and payments**

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds and CCLA. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. The Clerk/RFO shall have delegated authority to authorise payments only in the following circumstances:

- i. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- ii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- iii. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify six councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be made available to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.



- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

## **9. Payment cards**

- 9.1. ~~Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of ]£500] unless authorised by council or finance committee in writing before any order is placed.~~
- 9.2. ~~A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].~~
- 9.3. ~~Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk (and RFO) (specify other officers) and any balance shall be paid in full each month.~~
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £500 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

- 10.1. All cash received must be banked intact. The RFO shall maintain a petty cash float of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
  - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account

or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by two authorised signatories (rotated monthly) approving online payment every month to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

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

## **12. Loans and investments**

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

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

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

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

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

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

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

~~13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.~~

~~13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.~~

#### **14. Payments under contracts for building or other construction works**

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

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

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

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

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

#### **16. Assets, properties and estates**

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council,

their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

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

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £2,000. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

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

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

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

## **18. Charities**

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

## **19. Suspension and revision of Financial Regulations**

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



# CRANLEIGH PARISH COUNCIL

## General Reserves Policy

May 2024

### 1. Introduction

Cranleigh Parish Council is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2022 advises:

- 5.31. As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.
- 5.32. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Parish Council about the level of reserves and to ensure that there are procedures for their establishment and use.

### 2. Types of Reserves

These may be categorised as either General or Specific.

#### 2.1 General Reserves

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies.

Setting the level of General Reserves is agreed with the Annual Budget.

JPAG (March 2024 edition) advises:

- 5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.
- 5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.



The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Parish Council would be able to draw down from its EMRs to provide short term resources.

## **2.2 Earmarked Reserves 'EMR's**

EMRs must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately identified to prevent query from internal and external auditors.

EMRs are held for several reasons and shall only be used for the purpose for which they were created:

- Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when taking into account asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets. The Council keeps this under annual review through its Forward Maintenance Plan.
- Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
- Developers Contributions – proceeds from developers which can only be used for specified purposes.
- Other Earmarked Reserves – these may be set up from time to time to meet known or predicted liabilities here the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Parish Council, be transferred to other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

EMRs will be established on a “needs” basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed.

Any decision to set up an EMR must be approved by Parish Council. If the EMRs are used to meet short term funding gaps, they must be replenished in the following financial year. However, EMRs which have been used to meet a specific liability would not need to be replenished, after having served the purpose for which they were originally set up.

## **3. Management and Control of Reserves**

Movements in Earmarked Reserves and General Reserves shall be reported to the Parish Council as part of the quarterly Budget to Actual Report and at monthly meetings. The use of Reserves shall be approved by the Parish Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Parish Council. The minimum level of General Reserves shall be recommended to the Parish Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Parish Council.



The current level of General Reserves to be held by the Council is set at equal to between three and six months of predicted expenditure.

Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Parish Council.

#### **4. Publication of Reserves**

The Council will publish the level and rationale for all reserves as part of the minutes of the quarterly Finance Committee meetings.

The Finance Committee will make a recommendation to the annual Council meeting on the level and rationale of earmarked reserves.

From JPAG clause 5.32 *'It is good practice to transparently publish both the level and rationale of all reserves.'*

Policy Review: May 2025

Category	Council	Charity	Insurance
Buildings	£1,812,591	£1,605,249	£7,072,398
General Contents	£111,268	£11,829	£198,306
Street Furniture	£51,635	£17,348	£121,200
Gates and Fences	£65,847	£10,976	£103,902
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	£109,744	£0	£80,186
Sports Equipment	£45,647	£0	£73,371
Regalia	£1,698	£0	£2,548
	<b>£2,337,488.02</b>	<b>£2,152,619.54</b>	<b>£8,549,067.30</b>

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Land & Buildings	tennis courts	x2 courts	Includes bridge		£1.00		£0.00
Land & Buildings	Lych gate	cemetery			£5,948.00		£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		£93,290.58
Land & Buildings	Parish Council Offices	insurance value	1/1/1980		£82,897.00		£423,092.49
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	£1,128,884.81
Land & Buildings	Snnoxhall Pavilion & machine shed			insurance value	£0.00	£1,065,189.00	£1,530,753.87
Land & Buildings	allotments	beryl harvey field	with covenant		£1.00		£0.00
Land & Buildings	cricket field	snnoxhall(donated)	with covenant		£1.00		£0.00
Land & Buildings	football field	snnoxhall(donated)			£1.00		£0.00
Land & Buildings	allotments	elmbridge rd			£1.00		£0.00
Land & Buildings	Scout hut	peppercorn			£1.00		£0.00
Land & Buildings	BMMF	donated			£1.00		£0.00
Land & Buildings	Guides hall	peppercorn			£1.00		£0.00
Land & Buildings	Village Way Toilets	insurance value			£84,140.00		£191,835.97
Land & Buildings	CAB building	peppercorn		insurance value	£253,024.00		£475,650.58
Land & Buildings	Land adjoining village hall	bricked area			£1.00		£0.00
Land & Buildings	Band Room	peppercorn			£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
					£1,812,591.00	£1,805,249.00	£7,072,398.23

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
General contents	access platform ladder	hrenchman	6/1/2011	hrenchman	£880.00		£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	£8,000.00		£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	1988-2016	various	£2,000.00		£3,193.81
General contents	chemsafe	chemsafe	6/1/2010	spaldings	£1,079.00		£1,723.06
General contents	fuel bund	tuffa 1350slbfa	9/1/2006	tuffa tanks	£755.00		£1,205.66
General contents	access platform ladder	litelift 6.1	3/11/2016	screwfix	£1,599.00		£2,553.45
General contents	generators x2	ipax 1500lbi sdmo3000	1/1/2016 1/1/2008	screwfix	£710.00		£1,133.80
General contents	power tools	dewalt dcz258ct-gb evolution r210cms titan ttb286csw titan ttb275drl titan ttb290sdr erbauer erb866grd erbauer erb373rasp titan ttb291pln	2005 - 2016	screwfix	£800.00		£1,277.52
General contents	ladders 1 & steps x3 ramps x1	hyle	2010-2018	screwfix	£750.00		£1,197.65
General contents	fertiliser spreader	scotts 2000	1/1/2012	rigby taylor	£800.00		£958.14
General contents	gas cooker	falcon dominator	2/1/2008	CJB	£0.00	£1,543.00	£2,464.03
General contents	double sink unit	stainless steel	1/1/1990	insurance value	£0.00	£800.00	£958.14
General contents	x2 prep tables	stainless steel	1/1/1990	insurance value	£0.00	£800.00	£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	mitchell & 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		£2,773.83
General contents	folding tables x42		01/03/2009	GLS dudley ltd	£3,406.00		£5,439.06
General contents	upright fridge	dixELL	1/1/2012		£800.00		£958.14
General contents	water heater	insurance value	8/1/2008		£750.00		£1,197.65
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 x6	a-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		£800.00		£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		£3,193.81
Office contents	telephone system	BT	4/1/2015	BT			£0.00
Office contents	map draw	N/A	pre 1988	insurance value	£500.00		£798.45
Office contents	x5 swivel chairs		2010-2016		£750.00		£1,197.65
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						£3,193.81
Office contents	desks x 3						£1,916.29
Office contents	Artwork	3 paintings					£1.60
Office contents	Photocopier	Sharp MX3061FK	11/27/2019	KGS Professiona	£1,656.11		£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
General contents	Defib Cabinet	Defibsafe	4/28/21	SJA	£425.00		£615.18
General contents	Musical instruments		7/26/2021		£5,000.00		£7,237.40
General contents	Meeting IT equipment		8/10/2021	Netcom	£2,100.00		£3,039.71
Office contents	Defibrillators and cabinets The Common Public Conveniences and Snookhall Pavilion	Zoll AED Plus Defibsafe	9/14/2021	First Rescue	£2,650.00		£3,855.52
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
					<b>£17,778.99</b>	<b>£16,846.73</b>	<b>£53,005.60</b>

Categories	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
Gates and fences	Storage compound		26/02/2024	Grasstex	35972		£35,972.00
Gates and fences	BMF compound		06/03/2024	Grasstex	4548		£4,548.00
					£65,847.00	£10,976.00	£103,901.59

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
Mowers/machinery	Spiker	SISIS Maxi-slit	2/12/2024	Farol	£6,450.00		£6,450.00
					<b>£109,743.75</b>	<b>£0.00</b>	<b>£80,185.60</b>

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 oa	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 containe	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 Bikes	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 box	12/10/2018	fresh air fitness	£1,395.00		£1,568.11
Outside equipment	Outdoor table tennis	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
					<b>£121,279.00</b>	<b>£128,316.37</b>	<b>£319,687.96</b>



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
					<b>£46,647.43</b>	<b>£0.00</b>	<b>£73,370.84</b>

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Street furniture	x1 lighting column		7/1/2007	EDF	£2,446.00		£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
Street furniture	notice board	Village Hall	2/12/2024	Acorn Workshop	£1,200.00		£1,200.00
					£51,634.74	£17,348.44	£91,768.12

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

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



## Local Councils

### MTA Policy Schedule

26/03/2024

**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**

<b>Name of Council:</b>	Cranleigh Parish Council
<b>Correspondence Address:</b>	Council Offices Village Way Cranleigh Surrey GU6 8AF
<b>Business:</b>	Local Council
<b>Schedule produced on:</b>	26/03/2024
<b>The county association of local council you are affiliated to:</b>	Surrey
<b>Population of Council Area:</b>	15,000

**Period of Insurance**

<b>Effective dates</b>	<b>From:</b>	26 March 2024
	<b>To:</b>	31 July 2024
<b>Renewal date:</b>		01 August 2024
<b>Long Term Undertaking:</b>		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

<b>Annual Premium (excluding Terrorism):</b>	£0.00
<b>Insurance Premium Tax:</b>	£0.00
<b>Total Amount Due (excluding Terrorism):</b>	£0.00
<hr/>	
<b>Overall Annual Premium:</b>	£0.00
<b>Overall Insurance Premium Tax:</b>	£0.00
<b>Policy Administration Fee:</b>	£0.00
<b>Overall Amount Due:</b>	£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**

<b>Property Insured</b>	<b>Declared Value</b>	<b>Sum Insured</b>
Buildings	£5,893,665	£7,072,398
Contents	£165,449	£198,538
<b>Other Property Insured away from the Premises</b>		
Street Furniture	£100,000	£120,000
Walls, Gates and Fences	£103,902	£124,682
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	£67,897	£81,476
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

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

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



#### Buildings Insured

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

Buildings Insured	
<b>Location (4):</b>	Cemetery Machine Shed, Dewlands Lane, Cranleigh, Surrey, GU6 7AD
<b>Buildings Declared Value:</b>	£77,745
<b>Buildings Sum Insured:</b>	£93,294
<b>Construction Type:</b>	Non-Standard Construstion Buildings incl Listed Buildings & Pavilions (excl panelling/Timber/Portacabins)
<b>Subsidence Cover:</b>	Included

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



#### Buildings Insured

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

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

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



#### Buildings Insured

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



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



#### Buildings Insured

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

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



#### Buildings Insured

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

Property Damage Extensions - Sub-Limits

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

Part C - Additional Covers

Section 5	<b>Fidelity Guarantee</b>	Limit any one Loss	<b>£1,000,000</b> any one <b>occurrence</b> and in the aggregate for the <b>Period of Insurance</b>
		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	<b>NCD &amp; Excess Protection</b>		Not Insured
	Loss of No Claims Discount		£500
	Application of Excess Protection		£250
Section 7	<b>Libel and Slander</b>	Limit of Indemnity	<b>£250,000</b> any one <b>occurrence</b> and in the aggregate for the <b>Period of Insurance</b>
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%
Section 8	<b>Officials Indemnity</b>	Limit of Indemnity	<b>£500,000</b> any one <b>occurrence</b> and in the aggregate for the <b>Period of Insurance</b>
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	<b>Personal Accident</b>		Insured
	Operative Time of Cover		Whilst carrying out official duties
	<b>Scale of Compensation - Ages 16-75</b>		
	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)	<b>Permanent Total Disablement</b>	100%
b)	Permanent Loss of One or More Limbs	100%
c)	<b>Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech</b>	
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%

	<b>Territorial Limits</b>	Worldwide
Section 10	<b>Legal Expenses</b>	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 Data 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 Data 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.

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](http://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](http://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](mailto: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](http://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](mailto: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](http://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.

# Annual Governance and Accountability Return 2023/24 Form 3

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

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

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

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

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

## Publication Requirements

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

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2023/24

## CRANLEIGH PARISH COUNCIL

www.cranleigh-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).			
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).			
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

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



## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

### CRANLEIGH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

[www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk)

VERIFICATION PAGE ADDRESS



## Section 2 – Accounting Statements 2023/24 for

### CRANLEIGH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	516,207	550,072	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	445,582	487,004	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	185,441	167,174	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	249,222	251,328	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	347,936	462,493	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	550,072	490,429	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	549,924	496,077	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,286,620	2,337,488	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE (REQUIRED)

Date

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

DATE

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE (REQUIRED)



## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

CRANLEIGH PARISH COUNCIL

### 1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

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

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

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

## HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
- 2) Publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
  - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
  - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Monday 3 June – Friday 12 July 2024. (The latest possible dates that comply with the statutory requirements are Monday 1 July –Friday 9 August 2024); and
  - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).



Smaller authority name: **CRANLEIGH PARISH COUNCIL**

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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

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

NOTICE	NOTES
<p>1. Date of announcement (a) <b>THURSDAY 30 MAY 2024</b></p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) <b>MRS B. M. BELL, PARISH CLERK, CRANLEIGH PARISH COUNCIL COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH, SURREY GU6 8AF</b></p> <p>commencing on (c) <u><b>Monday 3 June 2024</b></u></p> <p>and ending on (d) <u><b>Friday 12 July 2024</b></u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p><b>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</b></p> <p>5. This announcement is made by (e) <b>MRS B.M. BELL – PARISH CLERK</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

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

### **The basic position**

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

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

### **The right to inspect the accounting records**

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

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023/24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### **The right to ask the auditor questions about the accounting records**

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

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



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

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

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

### **The right to make objections at audit**

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

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

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

### **A final word**

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

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

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



## CRANLEIGH PARISH COUNCIL

Council Offices,  
Village Way,  
Cranleigh,  
Surrey,  
GU6 8AF  
Tel. 01483 272311  
E-mail [clerk@cranleigh-pc.gov.uk](mailto:clerk@cranleigh-pc.gov.uk)

### APPLICATION FOR GRANT

***Please read our Grants and Donations Policy before completing this form.***

When the form has been completed, please return to the Clerk at the address above.

### APPLICATION DETAILS

Organisation Name	Air Ambulance Charity Kent Surrey Sussex (KSS)
Contact Name	Nick Turrell
Position in Organisation	Community Fundraising Manager
Organisation Address	AAKSS, Rochester City Airport, Maidstone Road, Chatham, Kent
Post Code	ME5 9SD
Contact Telephone No	01634 471900
Registered Charity	YES Registration Number 1021367

### PROJECT DETAILS

Project Name	HEMS (Helicopter Emergency Medical Service)
Project Location	Throughout Kent, Surrey, and Sussex. Administrative headquarters at Rochester City Airport, helicopters based at Redhill Airfield, Surrey
Project Start Date	April 2024

Project End Date	March 2025, and continuing thereafter	
Total Cost of Project:	£ £18.8million annually, £51,000 daily	
Amount Requested*	£350	Percentage of Project Cost% 0.000021%
*Where the amount requested is in excess of £500 kindly advise		
The current level of Reserves held	£ See attached financial summary	
What is the applicants policy for use of those Reserves? <i>[brief outline to be given ]</i>	Reserves are a buffer against deficits including temporary declines in income/ constraints on fundraising (e.g. during pandemic). Their purpose is to ensure the sustainability of our service.	

### PROJECT COSTS

Has a grant been paid by this Council previously ?	YES
If YES give details:	2023 £300 2022 £300 2021 £300 2008 £300
Do you have funding from other authorities ?	Yes
If YES give details	Grant applications are being submitted to other councils, and the response is very positive and supportive.
Have any fundraising activities been arranged ?	YES Our fundraising efforts include grants, donations, lottery, raffles, legacies, events, sponsorship, business partnerships
Any other relevant additional information to support the request:	Please see covering e-mail, plus attached documentation

### GRANT DETAILS

***What is the Grant required for ?***



<u><i>Project Aims [ one/two sentences stating overall aim ]</i></u>	Our aim is an end to preventable loss of life from medical emergency.
<u><i>Project Objectives [ state three/four key objectives ]</i></u>	The saving of life in serious medical and trauma emergencies via the delivery of HEMS.
<u><i>Project Description [ outline a clear description of the project ]</i></u>	HEMS brings A&E resources, including doctors and paramedics direct to the patient at the scene of emergency. Some surgical interventions can be undertaken there, including administration of anaesthetics and blood transfusions. Plus rapid transfer to the most appropriate hospital trauma centre.

<b>Implementation</b>	
Which Organisation will be responsible for implementation of the project?	Air Ambulance Charity Kent Surrey Sussex (KSS)
If land/property is involved	NO
Has permission been obtained ?	N/A
Are there any current contracts or leases which may be affected ?	N/A
Who owns the land ?	N/A
Are any other consents required?	N/A

<b>Timings</b>	
When is the grant required by?	April 2024—March 2025
Timetable [ kindly provide a timetable to implement the project ]	Continuous service during that period, and continuing thereafter.
Date	Milestone


### COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
Our service is a very time-sensitive capability, and as such it is a unique resource serving communities throughout Kent Surrey and Sussex. Helicopters and rapid-response vehicles are deployed to deliver prompt and urgent life-saving care.
Who and how many of the local community will benefit ?
In the event of a seious medical or trauma emergency, every resident of Cranleigh could be a potential beneficiary of our life-saving service.
How do you know there is a need for this project ?
Our experience since 1989 is of growing demand, and of increasing complexity of medical interventions we undertake to save lives at the scene of the most serious emergencies.

### DECLARATION

I hereby certify that the details supplied in this application are correct and the following information is enclosed (as applicable).

A location plan or site plan	/NO
Copy of organisation's latest audited accounts	YES
Copy of constitution or set of rules	YES

Evidence of any permissions or consents	NO
Estimates/quotations to support the request  (Projects over £1,000 require evidence that three estimates/quotations have been sought.  Projects under £1,000 require evidence of two estimates/quotations	NO

Signed: <i>Nick Turrell</i>	Date: 08/04/2024
Position in Organisation: Community Fundraising Manager	

# CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31<sup>st</sup> MARCH 2023

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
		£	£	£	£
<b>Income:</b>					
Donations and legacies	3	6,138,708	185,513	6,324,221	6,123,466
Charitable activities	3	2,002,245	-	2,002,245	2,020,469
Trading activity	3	8,557,931	158,124	8,716,055	8,271,394
Investment income	3	250,326	-	250,326	232,195
Other income	3	1,007,898	1,500	1,009,398	915,070
<b>Total income</b>		<b>17,957,108</b>	<b>345,137</b>	<b>18,302,245</b>	<b>£17,562,594</b>
<b>Expenditure:</b>					
Raising funds	5	2,879,113	-	2,879,113	2,835,697
Charitable activities	5	13,746,892	239,859	13,986,751	12,441,288
Cost of sales trading subsidiary	5	1,902,979	28,656	1,931,635	1,298,435
<b>Total expenditure</b>		<b>18,528,984</b>	<b>268,515</b>	<b>18,797,499</b>	<b>16,575,420</b>
<b>Operating (deficit) / surplus</b>		<b>(571,876)</b>	<b>76,622</b>	<b>(495,254)</b>	<b>987,174</b>
Unrealised gains / (losses) on investments	8	(166,937)	-	(166,937)	1,503,725
<b>Net income</b>		<b>(738,813)</b>	<b>76,622</b>	<b>(662,191)</b>	<b>2,490,899</b>
Transfer between funds		29,401	(29,401)	-	-
<b>Net movement in funds</b>		<b>(709,412)</b>	<b>47,221</b>	<b>(662,191)</b>	<b>2,490,899</b>
<b>Reconciliation of funds:</b>					
Fund balances brought forward		34,233,017	129,949	34,362,966	31,872,067
<b>Fund balances carried forward</b>		<b>33,523,605</b>	<b>177,170</b>	<b>33,700,775</b>	<b>34,362,966</b>

The above statement contains all the gains and losses recognised in the current and preceding year.  
All operations are continuing.

The notes on pages 51-67 form part of these financial statements



**KSS**

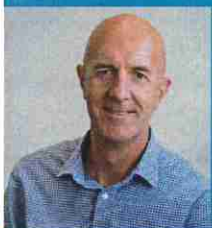
**AIR AMBULANCE CHARITY**  
KENT SURREY SUSSEX



# Working Together to Save More Lives

Our Five-Year Strategy 2022-2027

# Welcome



At Air Ambulance Charity Kent Surrey Sussex (KSS), we have dedicated the last 33 years to fighting to save lives and ensuring the best possible outcomes for our patients. We are an outstanding Air Ambulance Charity at the forefront of Helicopter Emergency Medical Services (HEMS) on both a national and international platform. We strive to continually improve to deliver better outcomes for more patients.

As the world continues to present us all with challenge, our purpose of saving lives and ensuring the best possible outcomes for our patients remains true.

We are proud to present our five-year strategy - Working Together to Save More Lives.

As one team, Team KSS, we will take bold, collaborative action to achieve our ambitious plans for the future. We will do this by focusing time and resource on our goals and accompanying key projects.

Collaboration and partnership are central to our success, especially with our colleagues in South East Coast Ambulance Service (SECamb) and the wider NHS.

The views, experiences and ambitions for the future of our staff, volunteers, Trustees, supporters and key stakeholders have come together in our co-produced strategy. Our future success is very much dependent on the dedication, expertise and passion within the wider KSS family who will all continue to play a key role in the ongoing implementation and success of our strategy.

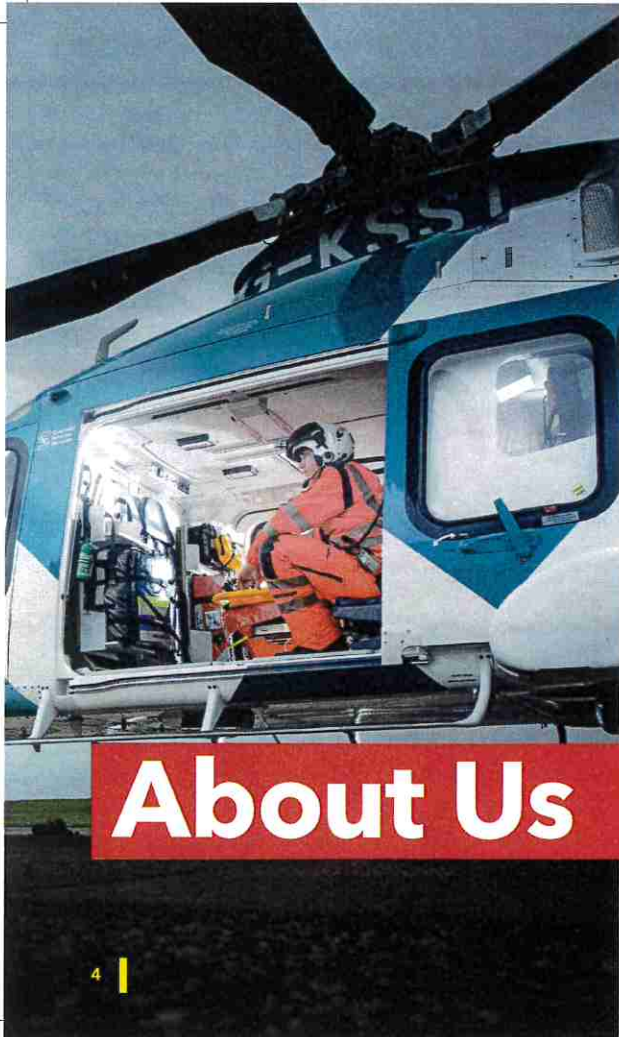
Thank you, on behalf of every patient we care for. Your support is as critical as our care.

**David Welch**  
**Chief Executive**  
**Air Ambulance Charity**  
**Kent Surrey Sussex**





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**We are KSS and we fight every day to save lives. We are people centred, purpose driven and values led.**

We serve a population of 4.8M plus a transient population of 90M people who travel through our region every year. Between 1989 and 2022 we have been tasked to over 40,000 incidents, saving lives and improving patient outcomes across Kent, Surrey and Sussex.

**Every life is important.**

The world is unpredictable, and medical emergencies happen, changing lives forever. That's why we have dedicated the last 33 years to saving lives and providing cutting-edge, pre-hospital critical care. We are a vital part of your community, your lives and your safety. We're driven by our purpose of saving lives and ensuring the best possible outcomes for our patients. Last year alone, we were called to respond to over 3,000 incidents.



**Time is critical.**

Our dispatchers task our crews of pilots, doctors and paramedics, along with our life-saving equipment, to our patients 24/7, 365 days a year.

Our highly skilled multi-disciplinary team operate at the very forefront of Helicopter Emergency Medical Services (HEMS). We perform life-saving emergency chest and heart surgical procedures, deliver emergency anaesthesia and administer blood transfusions to patients suffering from life-threatening blood loss.

We can do all of this at the side of a road, on a beach, in a park – wherever and whenever you need us.

We're continuously innovating and utilising technology to develop and further improve the treatment and care we can deliver.

**Together, we are changing the world.**

Our exceptional research and innovation programme breaks ground with innovative developments that influence our work and shape practice across the UK and beyond. Our impact is felt worldwide, but it's felt most in our communities of Kent, Surrey and Sussex.

It currently costs over £15M a year to operate our cutting edge, innovative service with 86% of our total income raised through the incredible generosity of our supporters. Every life matters, and with your support we can give every patient the best possible chance of survival and recovery.

In order to deliver on our strategy, we need to raise more funds every year and rely on your continued support in whatever way you can.

**Your support is as critical as our care.**

The KSS Way

# The KSS Way

The KSS Way is our strategic and cultural framework; what we do to deliver on our purpose, work towards our vision and how we do this by staying true to our values and always keeping people at the heart of all we do.



## Our Purpose

Saving lives and ensuring the best possible patient outcomes



## Our Vision

An end to preventable loss of life from medical emergency



## Our Values



### Caring

Caring for people and putting people at the heart of all we do



### Trusted

Generating trust in everyone we engage with



### Dedicated

Dedicated to ensuring the best possible outcomes for our patients and communities



### Innovative

Pushing the boundaries through research and innovation to better meet the needs of our patients and expectations of our supporters



### Collaborative

Embracing collaboration and partnership to achieve the best for our patients







**KSSX**

AIR AMBULANCE CHARITY  
KENT SURREY SUSSEX

# What the Future Looks Like

The world is changing, and so are we.

## At KSS we believe in a better future

A future where families stay together, where communities are not devastated by critical incidents, and where we all work together to provide the best possible pre-hospital emergency healthcare, whenever and wherever needed.

We have real hope and ambition for the future as to how we can grow and innovate to save more lives. We have focused on those areas where we can make the biggest difference to the care we provide and to our patient outcomes. Through examining the effectiveness of our service, thinking differently about how current problems could be solved, and ultimately looking at how we could develop to deliver better patient outcomes, we have outlined our goals with related key projects that will drive our service forward.



# Our Goals & Key Projects

We have developed four goals which enable us to work together to save more lives. We have developed a set of key projects which underpin our goals and prioritise our activity.







#### Our Goals & Key Projects



## We Deliver Outstanding Treatment and Care

Our patients are in urgent need of pre-hospital emergency medical intervention and specialist clinical expertise.

We will enhance delivery of our core service in order to reach more patients and save more lives.

Our key projects will drive our service forward by developing our aviation capability, enhancing our outstanding pre-hospital emergency medicine and implementing the outputs of our research and innovation activity.

In pursuit of our vision, we will also develop community-based initiatives to prevent and respond to medical emergency.

To ensure the best possible outcomes for our patients, we will also develop a Patient and Family Aftercare Service which supports patients and their families in their rehabilitation and recovery.



## Key Projects





### **We will develop community based initiatives to prevent and respond to medical emergency**

These initiatives include a community-based prevention, education and training programme, a HEMS Academy for healthcare and emergency response professionals, and a community-based first responders programme.



### **We will develop our Patient and Family Aftercare Service**

Through the nature of our work, we are all too aware of the devastating impact of trauma on patients, their families and communities and the difference and benefit that ongoing management and support of trauma can make. We will develop the service organically to holistically meet patient and family needs in the aftermath of their emergency for as long as required in order to ensure the best possible outcomes.



## We Make a Difference

We will collaborate to deliver high-quality patient-centred research and innovative practice, continuing to improve service quality, accessibility and availability while demonstrating our impact.

We will monitor, review and evaluate all that we do so we can continue to improve and push the boundaries of our outstanding treatment and care.



**We will expand our research & innovation activity and demonstrate our impact so that we can show the difference that we make**

We will deliver high-quality, collaborative, patient centred research such as:



**SEE-IT trial** - a prospective, randomised pilot trial exploring whether using live footage from 999 callers' mobile phones can improve the accuracy of HEMS tasking.



**Whole Blood** - we are part of a collaborative project with the Ministry of Defence and NHS Blood Transfusion aiming to explore whether transfusing bleeding trauma patients with Whole Blood (including all blood components) can improve survival when compared to transfusing with red blood cells and plasma.



**Medfield Brain Scanner** - working in partnership with King's College Hospital, we are trialling a portable microwave brain scanner that has the potential of diagnosing severe traumatic brain injury in the field. This could improve the treatment and triage of brain injury patients.



**We will monitor, review and evaluate**

This will ensure the continuous improvement of our service.





**#YourLocalAirAmbulanceCharity**

## We Generate and Inspire Support



Generating and inspiring support is the lifeblood of KSS.

To ensure the best possible healthcare for our families and communities, the charity sector has a powerful role to play in bringing the public and private sectors together to support our communities.

To realise our vision, we need people and organisations – our NHS, other charities and the community – to come together and help one another for the greater good in order to enable sustainable change so that together we can save more lives.

We will widen our reach and strengthen our profile as a sector leading Air Ambulance Charity to engage new supporters and grow diverse and resilient income streams.

### **We are your local Air Ambulance Charity**

We have a special link to the communities we serve – we are dedicated to being there for our communities and your support is as critical as our care.

### **We will widen our reach and strengthen our profile**

We will maximise the effectiveness of our digital, media and social media channels and work to increase brand awareness to drive engagement and support from different types of supporters. This will help people to better understand the complexity of our work and also support our prevention, education, training and aftercare programmes.



### **We will grow diverse and resilient income streams**

We will build on the success of all of our different income streams to provide various options and touchpoints for our communities to support us. We inspire people to join Team KSS as fundraisers, donors and volunteers and we will work to expand our fantastic, committed group of volunteers, offering an empowering, valuable experience to a diverse group.

## Our Goals & Key Projects

# We Aspire for Excellence in All We Do



We will deliver continuous improvement and organisational development to ensure KSS is a professional, well-led charity with a people centred, inclusive, values led culture.

As Team KSS, we ensure we offer an inclusive environment for everyone we engage with. We value and respect each other, and work together as one committed team, so we can be at our best for our patients, communities, supporters and volunteers.

## We will deliver continuous improvement and organisational development

We will ensure the continuous improvement of our processes which support efficient service delivery and organisational effectiveness, deliver our Environmental, Social and Governance (ESG) requirements, and embed The KSS Way culture so everyone continues to feel even more valued and included and that we create exciting opportunities for development.







Team KSS

## Team KSS

Collaboration and teamwork are key to the success of our strategy.

We are proud to be Team KSS. Our staff team is a close-knit team of dedicated, skilled, multi-disciplinary, sector-leading professionals with an incredible level of expertise who put people at the heart of all we do.

That said, we could not fund and deliver our outstanding, life-saving service without the generous support of our incredible supporters and volunteers. We celebrate their individuality and generosity, and the critical contribution they make to the sustainability and impact of our service.

We hope you too will feel proud to be part of our Team KSS family.

Together we will achieve great things as we strive towards our vision of an end to preventable loss of life from medical emergency and be true to our purpose every day of saving more lives and ensuring the best possible outcomes for our patients and communities.



Thank you for reading our five-year strategy.  
We are very excited for our future and hope  
you will join us on our journey.

To find out more, please contact  
**hello@aakss.org.uk**

**#CaringTheKSSWay**



**Air Ambulance Charity Kent Surrey Sussex**

Rochester City Airport, Maidstone Road, Chatham, Kent ME5 9SD

Redhill Aerodrome, Redhill, Surrey RH1 5JZ

Charity no. 1021367 • A company limited by guarantee

Registered in England and Wales • Company no. 2803242

**aakss.org.uk**   **@airambulancekss**



## KSS Policy on Safeguarding

<b>Policy name</b>	KSS Safeguarding Policy		
<b>Policy lead</b>	Executive Director of Service Delivery		
<b>Approved by</b>	Audit, Risk, Remuneration and Investment Committee		
<b>Review Date</b>	August 2022	<b>Version Number</b>	3

Version number	Revision Date	Nature of Revision	Next Review Due
1.0	1/4/19	Document creation	
2.0	11/08/21	Document reviewed and approved by ARRI Committee. Patrick Stewart appointed as Safeguarding Trustee	August 2022
3.0	28/07/22	Moved to updated template and checked for equalities statement. Updated 'the Trust' to 'KSS'	
3.1	10/08/22	Accompanying guidance removed to a separate document. Updated language to 'adult in need' and included reporting of serious incidents to the Charity Commission. Policy approved by ARRI.	August 2023

<b>Audience</b>	All staff, volunteers, Trustees
<b>Public facing policy (yes/no)</b>	Yes

### Policy Statement

The welfare and protection of all is paramount to every aspect of the work undertaken by KSS and it is our intent to ensure that a safeguarding culture is embedded across the entire organisation in all that we do. KSS recognises that everybody has the right to be protected from harm, exploitation and neglect within the context of the law and personal civil liberties safeguarding is the responsibility of everyone.

KSS is committed to principles and activities which monitor, review, learn from, support and promote safeguarding.

This policy is underpinned by national guidelines for child and adult safeguarding and is designed to align with the variety of local authority arrangements within KSS' boundaries.

Information will be shared with partner agencies, adhering to Caldicott Guidelines and in accordance with KSS Information Governance procedures



KSS will fulfil its responsibilities in relation to attendance at meetings and events which promote safeguarding, for example Local Safeguarding Children Boards (LSCB's) and their replacement Safeguarding Partnerships, and any sub-groups, including the Child Death Overview Panels (CDOP), as appropriate in collaboration with SECAMB, and any statutory meeting arranged by the Local Authority Designated Officer (LADO) or any Person in a Position of Trust (PiPOT) meeting.

KSS will ensure that all procedures and supporting documentation reflect current national guidance in relation to safeguarding and that any national inquiry recommendations such as those within the Laming and Bichard Inquiries and the Munro review are implemented appropriately.

KSS' Board of Trustees, through their Committees, will receive at least annual safeguarding reports detailing trends and patterns in referrals.

Any safeguarding alert received into KSS, where any member of KSS is alleged to have abused a patient or individual will be notified to the National Reporting and Learning System (NRLS) and will be logged as a confidential safeguarding incident on KSS' incident reporting system. Investigations and reporting/notifications will be carried out in line with KSS' investigation procedures and the Safeguarding Trustee (Patrick Stewart) will be informed.

## Purpose

- To ensure KSS actively promotes and supports the principles of safeguarding for all people at risk
- To ensure all staff, volunteers and Trustees understand their responsibilities to protect and safeguard all people at risk
- To ensure KSS has robust and effective procedures in place which protect and promote the interests of children and adults at risk in need of protection
- To ensure there is clear accountability and robust governance arrangements regarding the care and protection of people at risk within KSS
- To define the process for raising concerns regarding adults and children at risk and outline how concerns are received, recorded and fed back.

## Background and Scope

Safeguarding children is everyone's responsibility and is a legal requirement under the Children Act 1989, and the Children Act 2004. This must be embedded in the work of all agencies who have contact with children and young people. Effective plans for safeguarding children's welfare, which include the child's wishes and feelings, will result in improved outcomes for children.

KSS recognises its responsibility under section 11 of the Children Act 2004 to work in partnership to achieve the shared vision of improving outcomes for children. Working Together to Safeguard Children 2018 (HM Government) makes clear the statutory responsibilities of organisations (Chapter 2 Organisational Responsibilities - Health). The guidance states: "All staff working in healthcare settings – including those who predominantly

treat adults – should receive training to ensure they attain the competences appropriate to their role and follow the relevant professional guidance” and that “Other public, voluntary and independent sector organisations, agencies and social enterprises providing NHS services to children and families should ensure that they follow this guidance.”

The HM Government publication Working Together 2010 (WT2010) makes clear the statutory responsibilities of all organisations. It states that ‘all organisations commissioning or providing healthcare should ensure there is board level focus on the needs of children and that safeguarding children is an integral part of their governance systems’.

These arrangements will include:

- Having a named professional with a specific role and responsibility for safeguarding children
- Contributing to child death panels, serious case reviews, root cause analysis and domestic homicide reviews, including implementing lessons learned
- Liaising closely with other agencies, including other health professionals, police and social services, sharing information as appropriate
- Contributing to child protection, adult safeguarding investigations, family group and strategy discussions / case conferences as required
- All staff understanding risk factors and recognising children in need of support and/or safeguarding.

Adult safeguarding differs from the principles underpinning safeguarding children as adults have the right to choose their lifestyle and take risks if they have capacity to make that decision. Any person giving concern regarding capacity must undergo a capacity assessment using the Mental Capacity Act 2005. All people have a right to a lifestyle which maintains personal independence, safeguarding privacy, offering genuine and informed choices, providing opportunities to enjoy and contribute to society and enables them to have their social, cultural and individual needs met.

Section 1 of the Care Act 2014 introduced the concept of “wellbeing”. KSS is committed to working within the framework laid out in the Care Act 2014 Statutory Guidance. In working with adults, KSS will ensure that the six principles of adult protection work are adhered to. These are:

- Empowerment – support individuals to make their own decisions as far as possible – complying with the Mental Capacity Act 2005 and Equalities Act 2010
- Prevention – It is better to act before harm occurs
- Proportionality – Responses should be appropriate to the risk presented and the least restrictive of individuals rights and choices
- Protection – Support and represent those in greatest need
- Partnership – Services working in partnership with their local communities
- Accountability – Accountable and transparent safeguarding practice.

Under this framework KSS will work together with partner agencies to ensure a coherent approach to the protection of adults at risk of abuse and a consistent and effective response to any circumstances giving ground for concern or formal complaints or expressions of



anxiety. This includes working with partner agencies within Safeguarding Adult Boards (SABs).

### Principles

- Abuse can be in the form of physical abuse, emotional abuse, sexual abuse or neglect (including acts of omission or failure to act, and self neglect), child sexual exploitation and hate crime. Abuse of adults can also include domestic violence and abuse, discriminatory abuse, institutional and financial abuse. (See accompanying guidance definitions).
- Staff, volunteers and Trustees should be mindful that they are not there to investigate concerns. The task for our staff is to be aware of the signs of potential abuse and ensure appropriate reporting.
- Listen to the person telling you about the abuse.
- Following a dynamic risk assessment, ensure your own safety and the safety of patients, children or adults at risk.
- In the event of KSS staff having concerns regarding abuse, they must do nothing to alert or confront the alleged abuser.
- Wherever possible the adult or child suspected of suffering abuse should be removed to a place of safety; this should be discussed with the statutory safeguarding authorities if the person is not a consenting patient.
- Abuse or concern encountered in the course of Service Delivery activity must be reported via the RADAR and HEMSBase systems. Concerns encountered within other areas of work of KSS must be reported to the designated Safeguarding Lead.
- To keep a detailed record of observations and/or what you have been told.
- Seek consent to share relevant information unless this will increase the risk to the patient, individual or staff. Consent should always be sought where there are concerns around social care issues.
- ***For urgent cases where it is thought the patient or individual is at an immediate risk of harm the police and social services should be contacted.***

### Definitions

Staff	Any individual who works for KSS in any capacity including Emeritus staff and those working on a full-time, part-time, temporary, secondment, or line share basis.
Abuse	See Accompanying Guidance for definitions of abuse.
Children	For the purposes of child protection, a child is anyone who has not yet reached their 18th birthday. Where concerned about possible domestic abuse, adult protection legislation recognises however that those aged 16 and over can be in an intimate partner relationship and therefore whilst those 16- and 17-year-olds are children, domestic abuse legislation similarly applies.
Safeguarding children	Safeguarding children refers to the arrangements for any person who has yet to reach their 18th birthday (as defined by the Children Act 1989). The terms children, and children and young people are referred to within this document using this definition. This includes those living

	independently, in further education, the armed forces, in prison or other secure estate for children and young people.
Safeguarding lead	A Designated Safeguard Lead has the duty to ensure a company's safeguarding policy is followed by all members of staff in the location or event.
Adult and Adult at risk	Any person over the age of 18 years. The Care Act 2014 came into effect in April 2015, providing a clear statutory framework for safeguarding adults in England. A key change in terminology from the former guidance 'No Secrets' (2000) is in reference to the term 'Vulnerable Adults'. This has now been replaced with 'adult at risk', focusing on the situation rather than the characteristics of the adult themselves. The label 'vulnerable adult' may wrongly imply that some of the fault for any abuse lies with the abused adult. Whilst throughout the policy the term those who may be vulnerable people is used to reflect that the policy covers all who may be vulnerable, generally adults in need of protection or safeguarding adults is used.
Harm	<p>Injury (physical or psychological) caused by abuse or neglect, or by the failure to act. Where a patient is concerned, harm can be considered unexpected if it is not related to the natural course of the patient's illness or underlying condition.</p> <p>In relation to an adult who is not mentally impaired, harm means, ill treatment or the impairment of health. In relation to an adult who is mentally impaired, it means ill treatment or the impairment of health or development.</p>
Significant harm	The threshold that justifies compulsory intervention in family life in the best interests of the patient. This can be a compilation of significant events, both acute and long-standing, which interrupt, change, or damage physical and psychological development.

## Policy Application

Concerns regarding an adult or child at risk can be identified at any stage of contact with patients, their families, and individuals at risk for example during a telephone call, at the patients' home, during a base visit, during a fundraising event or during case reviews etc. This procedure is aimed at supporting staff, volunteers and Trustees that have direct or indirect contact with patients or any other adult or child potentially at risk where concerns are raised around their safety and wellbeing. However, irrespective of the source of information, members of staff or volunteers identifying a person potentially at risk should in any setting ensure their concerns are reported appropriately. The following procedure must be followed by all KSS staff, Trustees and volunteers and a process flowchart can be found at the end of this policy.

### Guidance for Making Referrals

Staff, Trustee and volunteer responsibilities are:

- To listen to the person telling them about the abuse



- Following a dynamic (on the spot) risk assessment, ensure their own safety and the safety of individual(s) at risk
- To report the abuse via the appropriate channels
- To keep a detailed record of their observations and/or what they have been told
- To seek consent to share relevant information unless this will increase the risk to the patient or staff member. Consent should always be sought where there are concerns around social care issues.

### **Additional Guidance for Service Delivery Staff Making Referrals**

KSS staff can become aware of potential concerns from a variety of sources. These can include from the HEMS Desk, from the person concerned or from visual signs such as physical injury or the environment in which the patient lives (e.g. the story given for an injury may be inconsistent with what is observed or very poor hygiene standards).

Safeguarding concerns relate to potentially abusive situations where others, who are providing care (paid, or unpaid) may be neglecting a patient, or causing physical harm etc. through their actions, or through their failure to act to keep a patient safe.

Social Care concerns relate to incidents where patients may possibly require care in the home either because of increasing care needs, self-neglect or social deprivation and those demonstrating self-harm.

Observations about the condition of other adults or children in the household might suggest risk (e.g. living in an environment where domestic violence has taken place or carers suffering from a mental health crisis or substance misuse). Staff may observe hazards in the home or find signs of distress shown by others in the home. These may alert staff to potential abuse or patients in need of safeguarding to avoid suffering harm.

Air Ambulance staff may often be the first or only professionals on scene and the actions taken and accurate recording of information may be crucial to subsequent enquiries. Wherever possible the person at risk should be removed to a place of safety.

Although carers should generally be kept informed of the actions required in the interest of the patient, this may not always be practicable for KSS staff if abuse is suspected. It is particularly important that carers should not be informed of staffs' concerns in circumstances when this may result in:

- A refusal to attend hospital;
- Any situation where the vulnerable person may be placed at further risk; or
- In cases where KSS staff are concerned that carers may be the person(s) alleged responsible for the abuse and informing them may lead to destruction or removal of any potential evidence.

KSS staff should follow the normal history-taking routine, taking particular note of any inconsistency in history and any unexplained/significant delay in calling for assistance. They should ask open questions, ideally away from any potential abusers, relating to the injury

allowing opportunity for the patient to disclose abuse and making full assessment including checking for any other marks which may indicate non accidental injury. It is important not to ask leading questions or be judgemental about information.

### **Hearing a Disclosure**

Staff, Trustees and volunteers should try to listen and react appropriately to install confidence. They should avoid questioning or probing, as this may affect the credibility of subsequent evidence. They should write down exactly what they have been told.

Staff, Trustees and volunteers should accept the explanations given, and not make any suggestions as to how any injury or incident may have happened. Similarly, if they are told of abuse, they should not question the child or adult about it but should accept what they are being told and act appropriately.

Clinical Staff should treat the presenting signs and symptoms normally and in line with clinical protocols. However, they should be particularly aware of the circumstances they were presented with, and any verbal comments made to them about alleged abuse.

If someone says that they have been abused (disclosure) they should be moved to a private place if possible. Let them tell you what happened in their own words. Reassure them that they have done the right thing in telling someone about the abuse.

Staff, Trustees and volunteers should never promise to keep a secret. Tell the person at risk as soon as possible that the matter will have to be reported to the Safeguarding Lead, as it is our duty to do this. This will give them the chance to stop talking if they are not happy for this to happen.

### **Need to Know Basis**

Staff, Trustees and volunteers must not talk to anyone who does not need to know about the allegation or suspicion of abuse, this includes witnesses (if there were any), hospital reception staff, or other colleagues not directly involved in the case. By inadvertently telling the alleged abuser for example, any criminal investigation may be affected or compromised. Any discussions required with other professionals, such as hospital staff or police, who do need to be informed, must be undertaken as discreetly as possible.

### **Reporting Concerns Encountered in Service Delivery (Staff)**

Any allegation or suspicion of abuse must be taken seriously and reported immediately. Staff must complete an incident report form using the KSS incident reporting system detailing the HEMSBase number and a HEMSBase Safeguarding report form providing the detail requested. It should be remembered that as health professionals who may come into contact with children and adults at risk of harm, we have a duty to report concerns about abuse. Information can be shared without patient consent if they are at risk of suffering or have suffered significant harm, or if it is in the public interest, however, best practice would involve gaining consent to share information whenever possible. If we do not report the disclosure or our concerns, we may be putting the victim at greater risk, and may also discourage them from disclosing again, as they may feel they were not believed. Failure to share information as detailed above may put others at risk.



Reporting concerns around social care issues, such as patients finding it difficult to cope in their home unsupported, can follow the same reporting process as detailed above. Consent should be sought wherever possible for concerns of this nature.

### **Transporting Patients**

If the person at risk is the patient and they are to be conveyed to hospital, staff should not let any carers know they have concerns if there is any suspicion of them being the person (s) alleged responsible for the abuse as this may result in refusal to go to hospital or destruction of evidence.

Staff should ensure that the Patient Clinical Record (PCR) contains a brief outline of concerns. The verbal handover should include any social / safeguarding concerns which will enable the immediate involvement of the hospital social care teams if necessary. A HEMSBase Safeguarding Form **MUST** also be completed by KSS staff giving full details of any concerns. An Incident Report using KSS' incident reporting system should also be made at the earliest opportunity detailing the HEMSBase incident number.

### **Non-Transported Patients**

If the child or adult at risk is the patient and they, or any carers refuse transport to hospital, the HEMS Desk should be informed and a HEMSBase Safeguarding Form **MUST** also be completed by KSS staff giving full details of the concerns. An Incident Report using KSS' incident reporting system should also be made at the earliest opportunity detailing the HEMSBase incident number.

Consideration must be made regarding the patient's mental capacity if they refuse treatment and the decision appears to be unwise i.e. it will have a detrimental effect on the patient's health and wellbeing; a capacity assessment may be required as per the consent and capacity procedure.

In urgent cases, where there are concerns regarding the immediate safety of a patient, the HEMS Desk should be asked to call the police and contact Social Services on the appropriate 24-hour emergency number. Consideration must be made to call the Duty Manager by the crew on a case-by-case basis. In these cases, an Incident Report using KSS' incident reporting system should also be made at the earliest opportunity detailing the HEMSBase incident number.

### **Concern for a Person at Risk who is not a Patient**

If the child or adult at risk is not a patient but the circumstances give cause for concern, staff should consider the implications of leaving the person at risk should the patient require transport to hospital. This may include making arrangements for the care of the dependant person, such as contacting a family member, out of hours social care, including them in the transport to hospital etc.

Some people can be at higher risk due to mental ill health, substance misuse (either their own or that of a person with caring responsibility), learning or physical disability or domestic violence situation of a care giver, consideration must be made regarding their immediate safety i.e. the vulnerable person is a child and the parent needs to be taken to hospital etc. An

Incident Report using KSS' incident reporting system should also be made at the earliest opportunity detailing the HEMSBase incident number for every person identified.

### **Duty Manager Actions**

Duty Managers will as part of their incident review process for safeguarding incidents occurring within their duty period ensure that HEMSBase Safeguarding forms have been correctly completed and submitted.

The Duty Manager must create a RADAR incident report for any incident identified as part of their case review which in their opinion requires a HEMSBase Safeguarding Form to be completed. In these circumstances the Duty Manager must contact the attending crew and request that they complete the referral process unless this would create an unnecessary delay in which case the HEMSBase Safeguarding Form should be completed by the Duty Manager.

### **Safeguarding Lead Actions**

The Safeguarding Lead will establish contact with the appropriate SECamb Safehaven to confirm receipt and actioning of all safeguarding referrals. Confirmation of receipt must be noted on KSS' incident reporting system for the case in question.

### **Safeguarding under Specific Circumstances**

Under common law, air ambulance personnel are empowered to act in the patient's best interest. In extreme circumstances, and providing it is safe to do so, personnel can remove the patient / person at risk to the safety of the ambulance for conveyance to A & E. This is only advisable if the patient / person at risk is in danger of immediate significant harm.

Under the Mental Capacity Act (2005) KSS staff may remove any ADULT patient to hospital without their consent if it is in their best interest ("best interest" decisions should be based around what the patient would have wished if they had the capacity to make a decision - if time allows, their decision should be made following discussion with family members / someone who knows the patient to try and ascertain what their wishes might have been) and they do not have capacity to consent to treatment. A capacity assessment and whether the patient was subject to a "best interest" decision must be documented clearly on the HEMSBase record. Capacity assessments and best interest decisions can only be applied to patients over 16 years of age.

### **Reporting Concerns Encountered in Non-Service Delivery Areas of KSS Work**

Where abuse is suspected or disclosed then this needs to be reported to their line manager or, in their absence, to the Designated Safeguarding Lead. The line manager upon receipt of the safeguarding concern will alert the Safeguarding Lead. A safeguarding referral must be made if any volunteer, member of staff or Trustee has a safeguarding concern. The welfare of the child or adult at risk is paramount.

Staff members, Trustees and volunteers should therefore;

- Report concerns to the Designated Safeguarding Lead who will in the case of a child contact the local authority children's safeguarding team by phone (this must be followed up by completing a safeguarding form within 48 hours) or by just completing a safeguarding referral.



- Where the concern relates to an adult at risk of harm, the Safeguarding Lead will contact the adult protection team by telephone (which will be followed up in writing within 48 hours), or by completing a safeguarding referral.

### **Safeguarding Concerns Encountered in a School**

Where staff, Trustees or volunteers hear a disclosure of abuse, or suspect that a child is at risk of significant harm then they **MUST** report this to supervising teacher, who in turn should report the matter to the Designated Safeguarding Lead in the school. This process is completed in addition to the normal KSS reporting procedures outlined above.

### **Managing Allegations Against Staff and Volunteers Working in Regulated Activity**

Most adults who work with children and adults at risk act professionally and seek to provide a safe and supportive environment which secures the wellbeing and best outcomes for adults and children at risk and their families.

Where there is a concern that someone working with children may have caused harm, and whenever there are any allegations against staff, or volunteers then this needs to be reported to the Safeguarding Lead immediately.

An allegation may relate to a person who works with children who has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

The Safeguarding Lead should inform the Executive Director of Service Delivery as soon as possible and the Local Authority Designated Officer (LADO) within 1 working day of an allegation being made.

As outlined in "Working Together to Safeguard Children" (2015) [now replaced by Working Together 2018], the LADO will be informed of all allegations against adults working with children and provides advice and guidance to Safeguarding Leads on the progress of cases to ensure they are resolved as quickly as possible.

The LADO role applies to the children's workforce (paid, self-employed and volunteers). They are involved from the initial phase of the allegation through to the conclusion of the case. They provide advice and guidance and help determine that the allegation sits within the scope of the procedures. Within the role the LADO helps co-ordinate information sharing and will also monitor and track any investigation with the expectation that it is resolved as quickly as possible.

Where an allegation against a member of staff, Trustee or volunteer in regulated activity involves their conduct with an adult at risk of harm then the Safeguarding Lead should inform the Executive Director of Service Delivery as soon as possible and the Adult Safeguarding Team within one working day who will convene a Person in a Position of Trust (PiPOT) meeting,

as outlined in the Care Act 2014 Statutory Guidance. A PiPOT meeting is similar to a LADO meeting.

In respect of all allegations the Safeguarding Lead must ensure that they are recorded in the KSS incident reporting system as a confidential event and investigated in accordance with the procedures outlined in the Incident Recording and Investigation SOP.

Once notified by the Safeguarding Lead of an allegation against a member of staff, Trustee or volunteer, the Executive Director of Service Delivery will as soon as possible ensure:

- The individual is suspended from any further duties pending the conclusion of the investigation.
- The police are informed if a crime is suspected
- Relevant stakeholders are informed
- Any Duty of Candour declaration are made.

As soon as is practicable the Executive Director of Service Delivery will inform the Chief Executive, the Safeguarding Trustee, and Safeguarding Lead of the allegation and the action taken or required to be taken.

On the basis of the initial findings of the investigation and advice received from the LADO and PiPOT meeting, the Safeguarding Lead and Executive Director of Service Delivery will use their professional judgement to determine the subsequent action taken which must be recorded as part of the investigation record.

Where it is decided to remove an individual from working with children because the person poses a risk of harm to children, or they are deemed to have caused harm to an adult at risk and been removed from regulated activity, then the following action must be taken by the Executive Director of Service Delivery or his nominated deputy:

- Inform the Chief Executive and Safeguarding Trustee of the intended course of action
- Liaise with the LADO or PiPOT and make a referral to the Disclosure and Barring Service for barring consideration. Make a referral to the individual's regulatory body if they are professionally registered.

The Safeguarding Trustee will report to the Board where it will be decided if the incident meets the requirements of reporting of Serious Incidents to the Charity Commission.

## Related Documents

Incident Reporting and Investigation SOP  
 Consent and Capacity SOP  
 Being Open and Duty of Candour SOP

## Roles and Responsibilities



Board of Trustees	<p>Board members are accountable for safeguarding on behalf of KSS and for robust oversight to ensure executive responsibilities are discharged.</p> <p>The board is therefore required to ensure that:</p> <ul style="list-style-type: none"> <li>• There are policies in place to safeguard and promote the welfare of children and young people and adults at risk of harm that are adhered to by Trustees, staff and volunteers</li> <li>• There is a clear commitment by senior leadership and management to the importance of safeguarding and promoting the wellbeing of children and adults at risk</li> <li>• All incidents or allegations of abuse are handled and recorded in a secure and responsible way</li> <li>• All incidents or allegations of abuse are reported to the police if the incident or concern involves potentially criminal behaviour and where necessary incidents have been referred to social services and reported to other agencies and professional regulators</li> <li>• Safeguarding concerns, incidents or allegations are reported to the Charity Commission as Serious Incidents</li> <li>• All safeguarding concerns with children or adults at risk are referred to the appropriate safeguarding children or adult team</li> <li>• Referrals have been made to the DBS for barring consideration where someone has been in regulated activity and been removed from this due to risk of harm.</li> </ul>
Safeguarding Trustee	<p>The Safeguarding Trustee is the designated board member with lead responsibility for ensuring Trustee and Board responsibilities in relation to safeguarding are fulfilled. The nominated Trustee is Patrick Stewart.</p>
Chief Executive	<p>The Chief Executive has overall responsibility for safeguarding on behalf of KSS. The Chief Executive may delegate the responsibility to an appropriate deputy(s) with Executive responsibilities.</p>
Executive Director of Service Delivery	<p>The Executive Director of Service Delivery will be the Executive Director with delegated responsibility for safeguarding.</p>
Assistant Director of Service Delivery (Clinical)	<p>The Assistant Director of Service Delivery (Clinical) is the lead manager with delegated day to day responsibility for safeguarding across KSS. The lead manager for safeguarding is responsible for:</p>

	<ul style="list-style-type: none"> <li>• Overseeing appropriate information sharing and exchange with other agencies and stakeholders both internal and external to KSS in a timely manner</li> <li>• Membership of LSCBs, SABs, CDOPs and other subgroups of boards as appropriate.</li> <li>• Ensuring that effective communication systems exist between all levels of staff and external agencies as appropriate</li> <li>• Monitoring training competencies frameworks and ensuring suitable training is available for all staff regarding child and adult safeguarding</li> <li>• Maintaining accurate records and multi-agency contact details</li> <li>• Providing leadership regarding awareness and development of the safeguarding agenda across KSS.</li> </ul>
All Trustees, staff and volunteers	All Trustees, staff and volunteers are responsible for completing all required safeguarding training and having a clear understanding of their safeguarding roles and responsibilities in respect of the protection of children and adults at risk.

### Further reading and references

- Working Together 2010, 2015, 2018
- Department of Health publication – Pre and post employment checks for all persons working in the NHS in England 2002.
- HM Government publication – Statutory Guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004
- Safeguarding vulnerable groups Act 2006
- The Care Standards Act 2008.
- Department of Health - No Secrets – Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse 2000
- Death by Indifference (Mencap 2007)
- Understanding serious case reviews and their impact – a biennial analysis of serious case reviews 2005-07
- Human Rights Act 1998
- JRCALC (2016)
- NICE guidelines CG89 – When to Suspect Child Maltreatment
- ACPO 2009 Guidance on Investigating Child Abuse and Safeguarding Children
- Department of Health -Taskforce on the Health Aspects of Violence against Women and Children: Report from the Domestic Violence sub-group
- United Nations Convention on the Rights of the Child 1991
- Sexual Offences Act 1988
- Sexual Offences Act 2003
- Data Protection Act 1998



- Data Protection Act 2018 (and GDPR requirements)
- General Data Protection Act (2016/679)
- Information Sharing Advice for Safeguarding Practitioners; HM Government 2015
- Children Act 1989
- Children Act 2004 (incorporating Every Child Matters 2003)
- Police Act 1997
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
- Children and Families Act 2014
- Counter-Terrorism and Security Act 2015
- The Prevent Duty Guidance 2015
- Female Genital Mutilation Act as amended by the Serious Crime Act 2015
- The Care Act 2014
- The Mental Capacity Act 2005

### **Monitoring, Compliance and Managing Deviation**

This policy is subject to an annual internal audit. Any deviation from policy will be managed within the Policy Deviation process.

### **Equality Analysis**

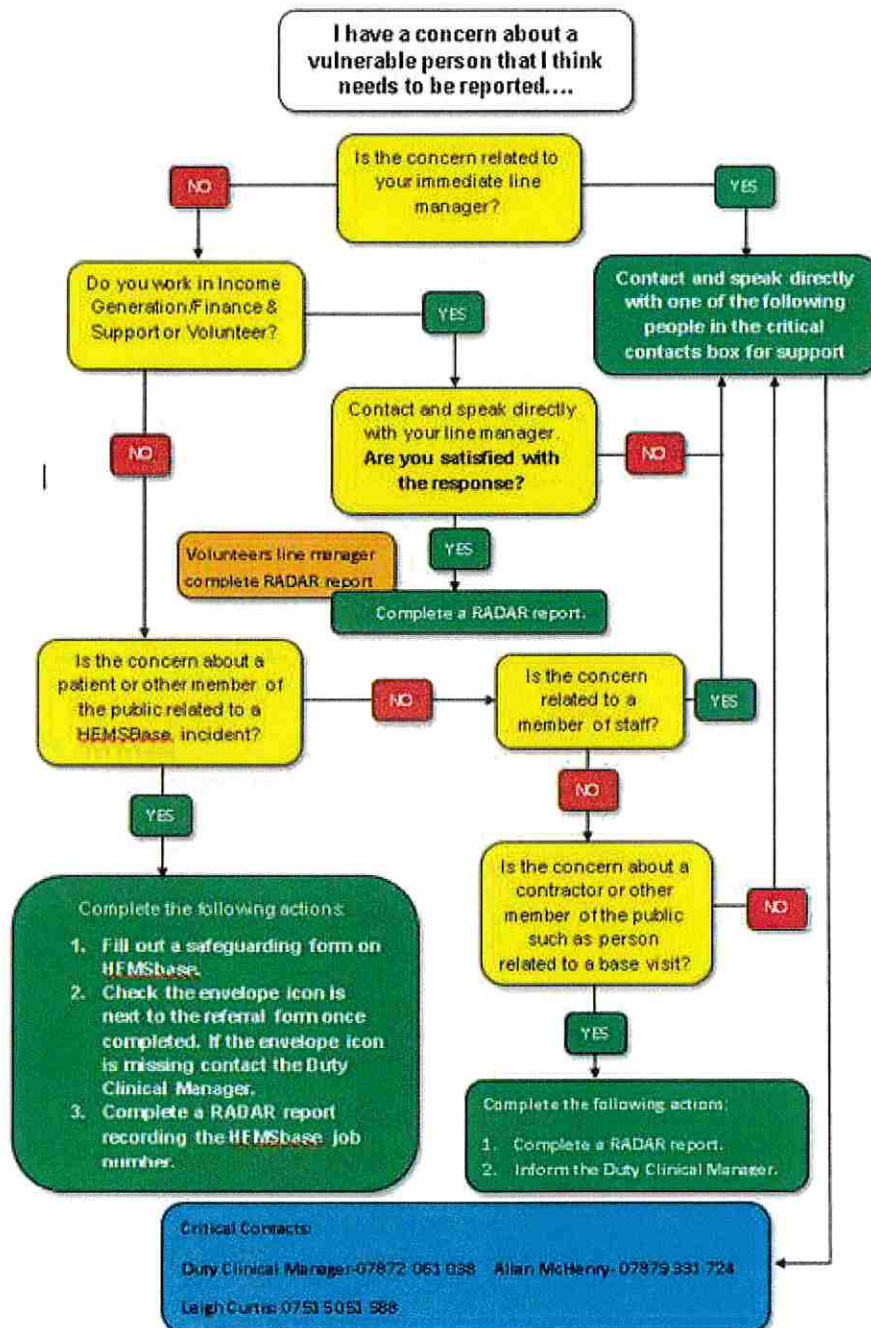
KSS is committed to creating an equal, diverse and truly inclusive culture where everyone feels welcome and able to be their authentic selves.

We believe that everyone has the right to live without fear or prejudice, and be treated fairly, and with respect and dignity regardless of race, age, gender, disability, sexual orientation, social class, religion and belief.

Our policies all undergo an equality impact assessment as a way of ensuring they do not inadvertently disadvantage anyone and that where possible they proactively advance equality, diversity and inclusion.

## Process Flowchart





Date: 01 March 2024

Our Ref: CH2024019

Mr Rob Fairbanks and Kathy Atkinson

By email only: [rob.fairbanks@surreycc.gov.uk](mailto:rob.fairbanks@surreycc.gov.uk)



Mail Hub,  
Worcester County  
Hall, Spetchley  
Road, Worcester,  
WR5 2NP

Dear Kathy,

Thank you for your letter to Tony Juniper of 19<sup>th</sup> February regarding the Surrey Hills National Landscape boundary review. I am replying, given that this is an operational matter.

You will be aware that the boundary review has generated over 1500 responses to the public consultation. That demonstrates the huge level of interest in the designation project, which is very positive. However, it does mean a delay in our work in analysing and preparing responses. The consultation responses will play a vital role informing decisions on any changes to the area of the proposed boundary extension and we do not therefore want to cut corners at this stage. We expect to publish a Consultation Analysis Report in May.

Please be assured though that we are fully committed to concluding the boundary review as soon as possible. But landscape designations are complex, with the processes largely laid out in statute and involving a series of consecutive stages, each of which must be completed before the next can be undertaken and in as thorough a manner as possible. This will minimise the risk of a public inquiry or legal challenges at the end of the process.

Stephen Rudd of Natural England will be attending the next Surrey Hills National Landscape Board meeting on 6<sup>th</sup> March. We won't then be able to present the final proposed extension areas to the Surrey Hills Board. However, we will be providing detail on the work undertaken to date, updated timelines, and next steps.

As you highlight in your letter, a huge amount of work has already been undertaken, including by public respondents, Local Planning Authorities, the Surrey Hills National Landscapes Team, and the Natural England team leading on this work. We are very grateful for the support from the Surrey Hills National Landscape Board and Unit. We look forward to continuing to work with you throughout the process.

Yours sincerely,

Marian Spain  
Chief Executive  
Natural England