

## CRANLEIGH PARISH



## COUNCIL

NAME

Claire Bennett

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

To introduce myself, my name is Claire Bennett, I am a 41 year old mum of two young girls aged 6 and 2. We live on the Ewhurst Road in Cranleigh with my husband Ross and our cat Nina.

I am an active and enthusiastic member of the Cranleigh Parish/Community. We moved to Cranleigh 3 years ago from Bedfordshire to be closer to my husband's work in Esher. My husband is originally from Cobham, so he was delighted to return home to Surrey after many years living in London and Bedfordshire. I am originally from Ireland but have now lived longer in the UK than I ever did in Ireland – 21 years and counting!

I moved to the UK to study engineering at Liverpool John Moore's University in 2003 and I moved to London to pursue a career in the construction industry upon graduation. In 2018 I made a career change and qualified as a solicitor after studying for a law degree part time in the evenings whilst working during the day. It was hard work but worth it as I am now able to work from home on a freelance basis as a solicitor and maintain a (relatively) healthy work/life balance.

Not having to deal with the daily commute also means that I can be more involved with my local community, which I care a lot about. Not since leaving Ireland, have I ever felt more at home than I do in Cranleigh. The village welcomed my family and I with open arms when we moved here, and I have felt a strong connection and love for the place ever since. I always missed the strong sense of community which I grew up with in Ireland and never found it in London or Bedfordshire. But I have found it here.

My eldest daughter attends a local state school, where I am an active member of the school community. I regularly volunteer for fundraising, school trips and social events. My daughters attend swimming lessons and gymnastics at the leisure centre, and we are hoping to enrol our eldest in Cranleigh FC later this year.

I am also an active and committed member of the Cranleigh and Bramley RC Parish. I am on the social committee, and we are tasked with arranging the various parish social events throughout the year – the most recent being our Christmas Party in the Village Hall, which hosted more than 150 parishioners!

I would like to join the Parish Council because I believe that I have something to offer. I am enthusiastic and energetic. I work well with people – particularly when it means bringing people together, which is something I relish. And I love Cranleigh, my home.



## CRANLEIGH PARISH COUNCIL

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

I have lived in Cranleigh since 1974 except for when my wife Stephanie and I got married, and we lived in Broadbridge Heath for two years. I have also spent most of my working life working for businesses in Cranleigh.

We have two grown up children who were baptised in St Nicolas Church, attended school in Cranleigh and married at St Nicolas. We now have four grandchildren as well.

I have played cricket for Cranleigh Cricket club, where I used to coach young people from the age of 10 to 18 and umpire games. During my time at the club, I served on the committee and ran the bar.

I also played football for Cranleigh Football Club and again was involved with coaching and refereeing young people.

More recently I have been Secretary and Chairman of the Cranleigh and District Branch of the Royal British Legion. During my time as chairman the branch was awarded the Surrey County Chairman's Cup for being the most outstanding branch in Surrey.

I currently serve on the committee of Cranleigh Village Sports and Social Club.

I volunteer for the Commonwealth War Graves Commission as a speaker and carry out cemetery inspections to assess the condition of headstones and the condition of the cemeteries, and I must say that Cranleigh Cemetery is the best kept that I have inspected.

Over the last few years, I have been involved with the Parish Council for the planning of Remembrance Sunday where I have done risk assessments and event management plans. I was also part of the planning committee for the Kings Coronation event in the village.

During my many years in Cranleigh I have got to know many people and how they feel about the village, past, present and future. Many of these people have commented on the way that the Parish Council are giving much more to the village than in years gone by. For instance, the children's play area at Snoxhall, the help given to Cranleigh Football Club, and the organisation of various events in the village.

Therefore, I feel I could serve the Parish Council well with my understanding of the local community.

I would welcome the opportunity of being involved in the planning of future events for the village such as VE Day 80 which is coming up in May, and to continue to contribute towards the planning for Remembrance Sunday each year.

I quite often use the phrase 'giving something back'. This refers to all the good things that I have been involved with over the years as part of the community, and have taken great satisfaction from, and I wish to continue to do so as part of Cranleigh Parish Council.

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



## CRANLEIGH PARISH COUNCIL

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

I have a long association with the Cranleigh area, having been brought up in Rudgwick and schooled in Bramley. Once working, I lived in London and Indonesia before returning to this area in 2005 to bring up my own daughter, where like me, she learned to swim in the Leisure centre and we used the local shops and restaurants. My husband and I moved properly to Cranleigh in 2021.

I retired in May 2024 after 30+ years in the energy industry, mainly with bp's oil and gas exploration and production, and more recently on low carbon technologies including carbon capture projects in Teesside and Indonesia, and offshore wind in the UK. With a background in civil engineering and project management, my last role was as technical discipline lead in managing a team in developing capital estimates for early screening evaluation and development of potential opportunities in a global portfolio. I was also on the project controls leadership team in developing strategy for the department and was heavily involved in mentoring young women engineers and supporting the STEM programme internships which did require pastoral care and empathy in helping to build confidence in themselves.

I am now interested in using my skills (cost, planning/ scheduling, risk management, contract administration) in supporting community affairs in Cranleigh parish, particularly where technical expertise is required for buildings and infrastructure/ civil/ environmental works, as well as supporting the wider community projects and activities as the village expands. On the practical side, specific areas could be to support technical evaluations, document reviews, working with consultants, contractors and community stakeholders. I do enjoy doing Excel spreadsheets, Microsoft Projects scheduling and any analytical work, putting together documentation and communications to support business and project needs.

I can bring in a broader perspective having lived and worked overseas and in the UK, in a multi-cultural, multi-disciplined environment (engineering and commercial). I am experienced in working under ever changing uncertainties, challenges and objectives, working with stakeholders having different perspectives, and bringing them together to achieve win-win common goals. But also to – 'not fix what is not broken': I don't believe in change for change's sake.

Overall, I do love Cranleigh very much, and nothing makes me happier than driving past the Cranleigh cricket green, the avenue of Norwegian maples and the most charming village centre, on my way home. Cranleigh is such a beautiful village (I know we can't call it a town!) - and I would very much like to help Cranleigh's ESSENCE to be preserved, enhanced and improved for the community and local businesses to enjoy for the future. And I could not live in a more convenient location, within a 10 minute walk on the tree-lined Downs Link, where I pass the Parish council building almost everyday on my way to Cranleigh's lovely shops and restaurants!

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



## CRANLEIGH PARISH COUNCIL

NAME	Brian David Steel
<p>Please use the space below to outline your reasons for seeking co-option to Cranleigh Parish Council.</p> <p>I have lived in Cranleigh since the early 1980s, when I moved down from Kingston-upon-Thames, initially living on the Park Mead estate, but about 37 years ago moved to the house on Alfold Road where I still live with my wife, Barbara.</p> <p>My interests and skill set include the Musical Arts (I am an active pianist, and have been musical director of numerous amateur shows, including in Horsham, Woking, Epsom, Dorking, Worthing and (more locally) Peaslake). I also work as a software programmer (my "day") job, and hold a close interest in the natural environment, backed by my degree in Plant Biology from Imperial College, London.</p> <p>Following the disastrous (in my opinion, at least) BREXIT vote and subsequent termination of Britain's membership of the EU, I decided to get more involved with politics, joining the Liberal Democrats in about 2018.</p> <p>During the television debates between Johnson and Corbyn, I was creating graphics and memes in "real time", for Guildford Lib Dems to put out on social media during the broadcasts, on behalf of Zoe Franklin. I also did telling duties for the 2019 general election.</p> <p>After the COVID pandemic lockdowns, I began doing further volunteering with local Lib Dems, including canvassing in Cranleigh, Bramley and Shalford, attending meetings of local activists, and also taking high-quality photos of local events, such as Sir Ed Davey's visit to Milford and Ripley last year, for Laura Cavaliere and James Barratt for their respective local election campaigns. I also did likewise for Paul Follows for his General Election publicity.</p> <p>So in short, I have got to know a number of local Lib Dem councillors, and would now like to get even more deeply involved; hence, my interest in being co-opted onto Cranleigh Parish Council. I'd like to be active, and hopefully "make a difference".</p>	

## **Clerk's Report 16 January 2025**

- The Village Hall Grand Opening was a great success with a steady flow of visitors throughout the day and over 150 people in attendance for the main gala opening night. There have been booking enquiries as a result of the event. With grateful thanks to the Councillors who helped during the day and evening, Mynt who setup the craft fayre and Martin Bamford for photography.
- The new website will go live imminently.
- The Arts and Crafts storage cupboard is not completely empty, they have until 31 March 2025 to remove all of their equipment.
- Tree surgery continues into the new year with the outstanding works which were delayed due to the inclement weather last year.
- The Council has been contacted by the contractor working on the Cranleigh Leisure Centre to ask if they can use the tennis courts for parking – the Clerk has referred them back to WBC and explained that the Council has already given permission for temporary use of the car park.
- A member of the public shared their concerns with all Parish Councillors about their driveway on the Common being blocked during the Christmas event.
- Annual Parish Meeting is on Thursday 06 March 2025 – does the Council have any particular guest speaker in mind? Would they like to invite one of the drama or dance schools to showcase their work?
- The Parish Council needs to re-arrange the meeting with WBC leader and chief executive.

## **Cranleigh Villages Friday 24<sup>th</sup> January Health and Wellbeing**

**Venue:** Cranleigh Baptist Church, 262 High Street, Cranleigh, Surrey. GU6 8RT

**Parking:** In Stocklund Square car park 182 High St, Cranleigh, Surrey GU6 8RL

**Time:** Coffee / Tea 9.45; Meeting 10.00 – 12.30

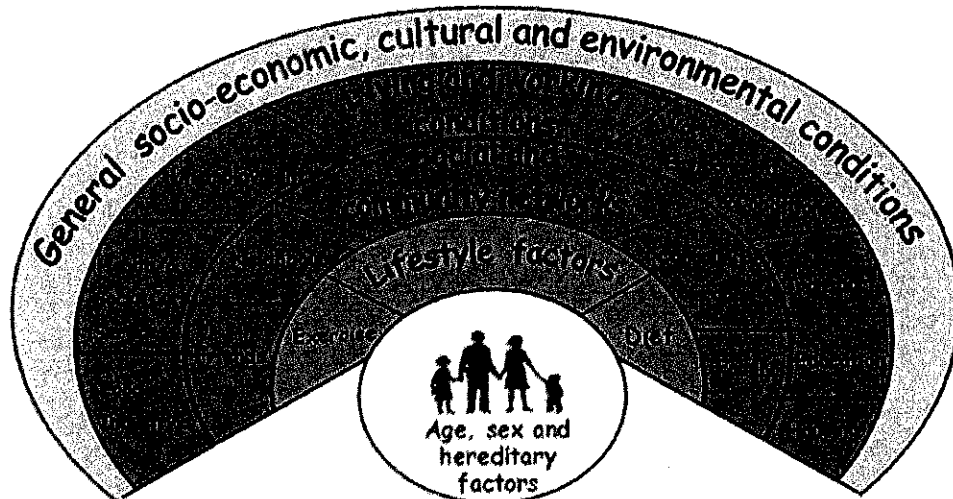
This is a follow-up meeting to the 12<sup>th</sup> June 2024 event (theme Growing Health Together) and updates of other focussed activities related to "Improving Community health and Wellbeing.

The aims of the meeting are :

- ▶ Develop and explore the Community Connector model locally
- ▶ Discuss a Health and Wellbeing survey to establish needs/gaps in our area,
- ▶ Reach and engage more residents with a call to action.
- ▶ Encourage greater collaboration between communities, Parishes etc

The meeting will be a forum to exchange and develop ideas related to health and wellbeing in Cranleigh Villages. It is hoped that this endeavour will lay the foundation for more integrated working between communities and statutory bodies.

## **Health and Wellbeing Considerations**



Adapted from: Dahlgren and Whitehead (with permission)<sup>[3]</sup>

RSVP by 10<sup>th</sup> Jan if possible

## **Cranleigh Villages Friday Jan 28<sup>th</sup> Health and Wellbeing**

**Venue:** Cranleigh Baptist Church, 262 High Street, Cranleigh, Surrey. GU6 8RT

**Time:** 10.00 to 12.30

**Guest Speakers:** Jeremy Hunt MP.

Jennifer Hartnoll, Consultant in Social Prescribing, Health Coaching, community development and all things that create connection

### **Agenda**

09.45: Refreshments

10.00 Welcome and Introduction

Rosemary Hurtley

### **Aims of meeting.**

- ▶ Develop and explore the Community Connector model locally
- ▶ Discuss a Health and Wellbeing survey to establish needs/gaps in our area,
- ▶ Reach and engage more residents with a call to action.
- ▶ Encourage greater collaboration between communities, parishes etc

10.15 – 10.35:

Jenny Hartnoll

10.15-25 Video Health Connections Mendip

10.25 -10.35 Discussion

10.50 - 11.05: Rethinking Social Prescribing

Roni/Neil Cooper

10.35-10.50: G&W Strategy Title TBD

People TBD or JR

11.05 -11.35 Barriers to, Strategies for, Collaborative Working : Jeremy Hunt

Presentation and Q&A

11.35 – 11.50 Health and Wellbeing Introduction, Table Discussion (5 mins each)

Overview

Jill Rasmussen

Alfold Example

Mary Brown

Survey

Wendyanne Sansom

11.50- 12.10 Breakout sessions& discussion

JR, RH, WS

12.10 to 12.20 Feedback from Breakout sessions (3 mins/table) Jill Rasmussen

12.20 – 12.30 Summary

Rosemary Hurtley

12.30 Close

### **Table Questions:**

1. How do we identify/where do we find the "hard to reach" people who are likely to be in most need?
2. What exists already (e.g. facilities, community groups etc) and what is missing for peoples' Health and Wellbeing?
3. What ideas do you have for how Community Connectors could best be used?
4. What is the best way to circulate the electronic survey to maximise community wide feedback?
5. How could collaboration be encouraged between communities, parishes etc?



**CRANLEIGH PARISH COUNCIL**

# **SCHEME OF DELEGATION**

## **MAY 2024**

This scheme of delegation authorises Standing Committees of the Council, the Proper Officer and the Responsible Finance Officer to act within delegated authority in the specific circumstances detailed. These delegations are necessary for the effective day to day running of the Council. This scheme of delegation shall be reviewed by the Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

## **COUNCIL AND ITS COMMITTEES**

### **1. Council**

The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- Approval of Budget and setting the Precept
- Authorisation of Borrowing
- Approval of the Council's Annual Governance Statement and the Accounting Statement
- Addressing recommendations in any report from the internal or external auditors
- Making, amending or revoking Standing Orders, Financial Regulations and the Scheme of Delegation
- Appointment to Standing Committees
- Filling of vacancies occurring on any Standing Committee of the Council during the Civic year
- Making, amending or revoking bylaws
- Making of orders under any statutory powers
- Approving and adopting the Council's Business Plan
- The appointment of the Parish Clerk and the Responsible Finance Officer taking into account the advice of the Personnel Committee
- The dismissal of the Parish Clerk or Responsible Finance Officer
- The dismissal of members of staff, excluding during probationary periods
- Dates of meetings of the Council
- Agreement to take on new, including devolved services, subject in all cases to the recommendation of the Personnel and Finance Committee
- Matters of principle or policy
- Adopting all the minutes approved by Committees
- Approval of application for the Local Council Award Scheme
- Nomination and appointment of representatives of the Council to any other authority, organisation or body
- Any proposed undertaking committing expenditure above £50,000
- Responses to legislative and other allied consultations excluding planning related matters dealt with by the Planning Committee (Full Council to submit responses for major development)
- Prosecution or defence in a Court of law other than an Employment Tribunal
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a Committee
- Decisions to adopt the General Power of Competence
- Write off of bad debts
- All other matters which must, by law, be reserved to the Full Council

## **2. Delegation to Committees**

For the day to day business of the Council, there are four Standing Committees of the Council:

- Finance
- Neighbourhood Plan
- Personnel
- Planning
- Property & Asset
- Subject Access Request

The terms of reference and accountability of each Committees is set out in Appendix A of this scheme.

The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where decisions are delegated to a Committee, so as far as is legally permissible, they are deemed the acts and proceedings of the Council.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

All Committees shall be delegated to make a decision on behalf of the Council to approve of the Committees Minutes as a true and correct record and to pass such minutes for adoption as a public record by the Council.

## **PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER**

### **3. Proper Officer**

The Parish Clerk is designated and authorised to act as Proper Officer of the Council for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer other than as required by the LGA 1972 S151 (Responsible Finance Officer) and as such is authorised to carry out the functions specified in Chapter 3 of the Council's Standing Orders. Additionally to the above, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Oversee all of the Council's services
- Manage the Council Staff in accordance with the Council's policies, procedures and budget
- Authorisation of expenditure as detailed in the Councils Financial Regulations
- Take, discontinue and/or appear in any legal action authorised by the Council
- To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest
- In consultation with the Chairman of the Council and Chairman of the Personnel Committee, negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal
- Terminate employment during probation and to review salary on completion of probationary periods (in consultation with the Chairman of the Personnel Committee)

Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF

Telephone 01483 272311

Website: [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk) E-mail [clerk@cranleigh-pc.gov.uk](mailto:clerk@cranleigh-pc.gov.uk)

- Commission legal and professional advice on staffing matters
- To apply for planning consent for carrying out of development by the Council
- Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land
- Negotiating the terms of any lease, licence conveyance or transfer of land or property
- The granting or refusal of the Council's consent under the terms of any lease
- The granting of easements, wayleaves and licences over Council land
- Exercise in his own right or to authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control
- Serve requests for information as to ownership, occupation and other interests in land for the purpose of any function under their control
- Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Standing Orders and Financial Regulations.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Parish Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements.

The Parish Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

Provided that such authorisation is not prohibited by statute, the Parish Clerk, to whom a power, duty or function is delegated, may authorise another Officer to exercise that power, duty or function, subject to:

- Such authorisation being in writing
- Only to be given to an Officer below the delegated officer in the organisational structure
- Only being given where there is significant administrative convenience in doing so
- The Officer authorised by the Parish Clerk acting in the name of the Parish Clerk

A delegation to a subordinate Officer shall not prevent the Parish Clerk from exercising the same power or duty at the same time.

#### **4. Position of Chairman of the Council**

The Council will appoint a Chairman of the Council.

Since no individual Member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Chairman to undertake overall management of the business of the Council, including:

- Day to day decisions on the implementation of Council Policy
- Overseeing work to implement Council Business Plan
- Managing Urgent Business

The Chairman of the Council and the Chairman of the Personnel Committee will provide line management for the Parish Clerk.

#### **5. Urgent Matters**

In the event of any matter arising which requires an urgent decision, the Parish Clerk shall forthwith consult with the Chairman of the Council and other relevant Committee Chairs and/or Vice Chairs before acting on behalf of the Council.

Before the Parish Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter justifies summoning an Extraordinary Meeting of the Council.

Whenever any action is taken as a matter of urgency, full details of the circumstances justifying the action shall be submitted in writing to the next available meeting of the Council.

#### **6. Absence of the Parish Clerk**

The Parish Clerk has broadly two roles within the organisation of the Council, firstly to fulfil the functions of the designated Proper Officer of the Council as detailed in para 3 above and Section Three of the Council's Standing Orders and secondly to act as the Council's senior executive and head of paid services with overall responsibility for the strategic delivery of council services.

##### **Delivery of Council Services:**

The tactical delivery of council services lies with the staff member responsible for the day to day delivery of the service. However, in the unlikely event that a staff member requires guidance on an urgent & significant issue which cannot wait until the return to work of the Parish Clerk, they may consult directly with the Chairman of the Committee responsible for the service. Emergency expenditure may be incurred within the criteria set out in table 1 below. The Parish Clerk is to be briefed on the issue in question at the earliest opportunity upon his/her return to work.

##### **Delivery of Democratic Services;**

In the unplanned/unexpected absence of the Parish Clerk, the Admin Clerk is to inform the Chairman of the Council and the Chairman of the Personnel Committee of the situation and is authorised to carry out the functions of the Proper Officer necessary to ensure the continued delivery of the council's democratic services, specifically those required under Standing Order 15bii – the serving of a duly signed summons confirming the time, place and the agenda for a meeting of the Council or one of its committees and the posting of the appropriate public notices.

Additionally in the unplanned absence of the Parish Clerk which has or is likely to exceed 7 days, the Admin Clerk is authorised to liaise with the Chairman of the Council in order to call an extraordinary meeting of the Council, for the purposes of agreeing arrangements appropriate for the situation.

## **7. Responsible Financial Officer**

The Responsible Finance Officer to the Council is the designated Local Government Act 1972 Section 151 Officer and shall be responsible for the Parish Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

The Responsible Finance Officer is authorised to:

- Operate the Council's banking arrangements.
- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belongs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate
- Enter into leasing and contract hire agreements for the acquisition of vehicles, machinery and equipment approved by Council or an appropriate Committee on such terms as are considered appropriate
- Manage investments as authorised by the Council's investment strategy
- Raise and repay loans approved by the Council
- Authorise action for the recovery of debt
- Maintain a Register of Assets and Inventory of Equipment
- Determine the Parish Council's insurance requirements.
- Make all necessary arrangements for the Council's insurance
- Prepare a draft budget for consideration by Council
- Prepare the final accounts for each financial year

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Responsible Finance Officer will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements

The Responsible Finance Officer may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

## 8. Authority to Incur Expenditure

Table 1 details the authorised limits of expenditure and certification of invoices.

Table 1 – Authority to Incur Expenditure			
AUTHORITY	LIMIT	OFFICER	COMMENTS
To incur expenditure	Within budget	Parish Clerk	As Proper Officer for the Council, the Parish Clerk is tasked with enacting the decisions of the Council and does this within approved budget parameters
Emergency Expenditure	£2,000	Parish Clerk	Report to next Council/Committee Meeting as appropriate
Authorise Invoices	All invoices	Parish Clerk and two Councillor signatories.	The Parish Clerk confirms expenditure and determines cost centre allocation. The Admin Clerk for Finance carries out an additional level of checks whilst inputting into the accounts system. The Council delegates authority to the Clerk and any two Councillor signatories to approve the accounts for payment. Such payments to be presented to the next meeting of the Council.

## 9. Council and Committee Meetings

Members of the public are welcome to attend meetings of the Council and its Committees, provided that members of the public are not excluded pursuant to the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality relating to staff or commercially sensitive matters.

Meetings of the Council and its Committees will also be broadcast on zoom, provided that members of the public are not excluded pursuant to the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality relating to staff or commercially sensitive matters.

## 10. Review of this Scheme

This Scheme will be reviewed at the annual meeting of the Council.

## **Finance and General Purposes Committee**

**Main Function:** The undertaking of Parish Council financial matters.

**Membership:** 7 Councillors. Membership of the Finance Committee shall consist of the Chairman and Vice Chairman of the Council, the Chairmen of the Planning, Property & Asset and Neighbourhood Plan Committees, and two members appointed from the remainder of the Council. If the Chairman of any Standing Committee is unable to attend a meeting of the Finance Committee, the Vice Chairman of that Standing Committee shall attend in his place and shall be entitled to vote.

### **Chairmanship:**

Elected as the first item of business at the annual meeting.

### **Terms of Reference:**

1. Developing the Council's annual budget and recommending to Council the annual precept required.
2. Developing and providing guidance to Standing Committees on wages, salaries and inflation to be incorporated in those committees' annual budget submissions.
3. Reviewing annual budget submissions from Standing Committees, and incorporating the agreed annual budgets into the Finance and General Purposes Committee's budget recommendations to Council.
4. Recommending to Council the allocation of grants and donations.
5. Reviewing all Council revenue and capital expenditure throughout the year, intervening as necessary should any Standing Committee's spending exceed that committee's agreed budget.
6. To make a recommendation to the Council on Investment Strategy.
7. To make a recommendation to the Council on investment approach.
8. Considering any public consultations and preparing a response for the Council to consider for submission in response to the consultation.
9. The Chairman and Vice Chairman of the Committee have delegated powers to deal with urgent or minor financial matters, details of which will be reported at the next meeting of the Committee.

## **Neighbourhood Plan Committee**

**Main Function:** Consultation with the community and stakeholders for the creation of a Neighbourhood Plan for Cranleigh.

**Membership:** 6 Councillors so voting quorum is 3, plus a maximum of 6 non-Councillor members.

**Chairmanship:**

Elected as the first item of business at the first meeting and subsequent annual meetings from amongst the Councillor members to ensure the Chairman is able to exercise a casting vote (if required).

**Voting:** In accordance with s.13(1) and (7) of the Local Government and Housing Act 1989 ('the 1989 Act'), only Councillor members are eligible to vote at meetings.

**Terms of Reference:**

- To define a timetable for the completion of the Neighbourhood Plan.
- To produce a statement of community and stakeholder engagement.
- To apply for grant funding to complete the Neighbourhood Plan process.
- To work with the planning consultants and the community to finalise the vision for the parish for approval by the Parish Council.
- To complete the evidence base to support the Neighbourhood Plan.
- To review and develop the policy, guidance and proposals for the Neighbourhood Plan.
- To review the call for site request and allocations.
- To present the revised pre-submission consultation Neighbourhood Plan to the Council for approval.
- To consider any advice or recommendations from Waverley Borough Council on the revised pre-submission Neighbourhood Plan.
- To present the submission Neighbourhood Plan and consultation statement to the Council for approval.
- To consider any modifications recommended by the Independent Examiner and make a recommendation to the Council.

**Secretariat:** Cranleigh Parish Council to provide full secretariat support to the Committee in accordance with Standing Orders. The Neighbourhood Plan Committee agendas, minutes, consultations and updates will be added to the Council's website.

**Financial:** Cranleigh Parish Council to retain full responsibility for the administration of the finances of the Neighbourhood Plan in accordance with its Financial Regulations.

## **Personnel Committee**

### **Main Function:**

The undertaking of all employment related matters.

**Membership:** Maximum of 5 Councillors.

### **Terms of Reference:**

- To make a recommendation to the Council on all employment related matters including contracts, performance management, salary reviews and superannuation.
- To make a recommendation to the Council on staffing levels.
- To make a recommendation to the Council for the setting of the annual staffing budget.
- To review Council policy documents in accordance with statutory advice: Discipline and Grievance Procedure, Staff Handbook, Pension Policy and other such policies that directly relate to staffing matters.

## **Planning Committee**

**Main Function:** Responding to planning consultations as a statutory consultee.

**Membership:** Maximum of 12 Councillors.

### **Terms of Reference:**

The Council delegates authority to the Parish Clerk to carry out all Committee recommendations below:

1. Examining all planning applications, applications for consent, applications for Certificate of Lawfulness and major amendments which are submitted to the Planning Authority from within the Parish of Cranleigh, and the prompt submission of any comments it considers necessary on such plans to the Planning Authority.
2. Examining applications for work on trees within the Parish of Cranleigh and the prompt submission of any comments it considers necessary to the Planning Authority.
3. Arranging the necessary level of representation of the Parish Council's views to any Planning Appeal or Inquiry which relates to the Parish of Cranleigh
4. Drafting for final approval by the full Council, the Parish Council's response to any consultations by the Planning Authority or the County Council on future Local Plans and Structure Plans and major planning applications, and if required, to respond to Central Government Consultation Papers on planning matters.
5. Developing the annual budget for the Committee for consideration by the Finance and General Purposes Committee during the Council's budget-making process.
6. The Chairman and Vice Chairman of the Committee and the Clerk have delegated powers to deal with urgent or minor planning matters, details of which will be reported at the next meeting of the Committee.

## **Property & Asset Committee**

### **Main Function:**

The management of all Parish Council property including buildings, playground equipment, open spaces, allotments and cemetery.

**Membership:** Maximum 12 Councillors.

### **Terms of Reference:**

- The maintenance of Cranleigh Village Hall, Public Conveniences, Snoxhall Fields Sports Pavilion, Snoxhall Fields and play equipment, Beryl Harvey Field, Bruce Mackenzie Field, Youth Centre, Council Offices, Allotments and Cemetery within the Committee's approved budget.
- To make a recommendation annually to the Finance Committee for revenue and capital budgets for these facilities.
- To consider requests for additional street furniture including bus shelters, notice boards and seats.
- To work in partnership with Waverley Borough Council on the maintenance of the monuments at Fountain Square, the Obelisk and the War Memorial.
- To review the schedule of inspection of Council property and open spaces including five yearly electrical safety, gas safety, legionella prevention and emergency lighting inspections.
- To review the Risk Assessments for individual property, open spaces and working practices in relation to property matters.
- To maintain the Local Authority Land Register.

### **Strategy:**

The efficient and effective administration and maintenance of all Parish property.

### **Policy:**

Seek to maintain and enhance the appearance of all the Parish Council's land holdings and property recognizing the significance and importance of such standards.

### **Financial:**

- To spend within the Council's adopted revenue budget.
- To seek the Council's approval for expenditure from earmarked reserves.

## **Subject Access Request Committee**

### **Main Function**

To consider Data Subject Access Requests made under the Data Protection Act 2018.

### **Membership**

All Parish Councillors, any available three to form Committee.

### **Terms of Reference:**

- To validate the identity of the requester.
- To identify the data requested.
- To consider any redaction or permission required for release of third party data.

Assets  
January 2025

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

Assets  
January 2025

PAT Testing carried out annually.	Check certification is up to date for PAT testing operative. Ensure all electrical equipment is tested in buildings including hirers equipment. Maintain log of tested equipment.	June annually	Parish Clerk	PAT Testing Certificates
Future maintenance considered when setting the budget annually in October.	Look at capital reserves held for buildings.	October annually	Clerk GM	Reserves spreadsheet
The Admin Clerk requests a copy of all contractors public liability insurance certificates annually.	Contractors liability certificates will be requested as they require renewal.	Ongoing	Admin Clerk	Contractors Liability Certificates file
Fire Risk Assessments	Review Fire Safety Policy and Fire Risk Assessment annually. Due June 2025.	June 2025	Clerk	Fire Risk Assessment file.
Fire Warden training	Annual Fire Warden training for GM	January annually	Clerk GM	Staff records
Fire alarm systems	Automatic fire alarm and detection systems with remote monitoring and service contract. Key holding service for call outs.	January annually	Clerk	Contracts file
Fire extinguishers	Provide training every three years for all staff on the use of fire extinguishers for a means of escape. Done Aug 2020 Ensure fire extinguishers are maintained on a service contract every August	Aug 2023  August annually	Clerk Clerk	Staff records  Contracts file

Assets  
January 2025

			Electrical Safety in Buildings	Ensure all buildings have a five yearly electrical safety inspection by a NICEIC registered electrician. Use an electrician certified to work at height for five yearly inspection of Village Hall stage lighting and ceiling lights. Annual electrical safety inspection of Village Hall stage lighting - system replaced in 2024 and on annual maintenance contract.	Dec 2026	Clerk	Electrical Safety Inspection File
			Electrical Safety in Floodlights, Sports Hall high level and Street lights	Ensure these items have a three yearly electrical safety inspection by a NICEIC registered electrician.	Feb 2027	Clerk	Electrical Safety Inspection File
			Gas Safety in Buildings	Ensure all buildings supplied with gas have an annual inspection by a Gas Safe registered engineer. Check that it includes gas cooker and gas heaters in sports hall.	Feb annually	Clerk	Gas Safety Inspection File
			Legionella control	Full Legionella Risk Assessments carried out every two years. Done 14 Feb 2024 Ensure water systems are inspected as part of legionella control contract	Due Feb 2026 Annually	Clerk	Legionella file
			Asbestos	Maintain asbestos register and provide a copy to all contractors working on buildings. Review asbestos inspection annually.	November annually	Clerk	Asbestos file
		M	Contractors	Create a list of preferred contractors for essential maintenance of buildings and open spaces	January annually	Parish Clerk	Financial Regulations

Assets  
January 2025

1.3 Assets	Vehicles	H	Licensing	Ensure all staff using vehicle have necessary licence to drive vehicle - obtain copy annually to check for disqualifications, convictions	January annually	Senior Admin Clerk	Staff File
			Training	Ensure staff have training before commencing use of vehicle	Ongoing	GM	GM Staff Training Records
			Tax and MOT	Ensure vehicle is taxed and has up to date MOT if required.	January annually	Clerk	Vehicle file
			Maintenance	Maintain schedule of routine and extraordinary maintenance	January annually	GM	Vehicle file
			Use on public highway	See Tractor/Trailer Risk Assessment before using vehicle on public highway	January annually	GM	Risk Assessment file.
			Weekly basic visual inspection of open spaces including play equipment, benches and litter bins and play areas by contractor.	Weekly basic visual inspection of open spaces including benches and litter bins and play areas by contractor. Defects reported immediately verbally to Council Office.	Weekly	GM	Open Spaces Inspection records
1.4 Assets	Open Spaces	H	Annual inspection of play areas by Council's insurers as mandatory part of insurance cover. Records maintained.	Report filed electronically and in folder. Grounds Manager to review report with Clerk and prioritise actions.	September annually	GM Clerk	Open Spaces Inspection records
			New play equipment.	Consider ROSPA post installation inspection and Risk Assessment.		Clerk	
			Annual health and safety inspections of all Parish Council trees.	Basic tree survey done June 2024	June 2025	Clerk	Tree Survey records
			Weekly basic visual inspection of cemetery by Senior Admin Clerk	Defects rectified immediately or reported to Council Office for further action	Ongoing	Senior Admin Clerk	Written records maintained
1.5 Assets	Cemetery	H					

Assets  
January 2025

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

Finance  
January 2025

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

Finance  
January 2025

2.3 Finance	Internal Audit	M	Monthly bank reconciliation circulated to all Councillors and approved and signed by a Councillor other than the Chairman or a cheque signatory.			Clerk	
			Reserves updated each time there are movements to or from reserves, and included in the cashbook reconciliation.			Clerk	
			Monthly cashbook reconciliation circulated to all Councillors to enable members to understand Council's complete financial position monthly.			Clerk	
			Read latest issue of Governance and Accountability - Practitioners Guide before External Audit annually		March annually	Clerk	
			Internal Auditor is appointed annually.		February annually	Clerk	
			Internal Auditor reviewed every three years in accordance with Financial Regulations.		Reviewed January 2022, review due January 2025	Clerk	
			Two internal audits conducted annually. October for mid year reconciliations and April for year-end accounts.			Clerk	
			Internal Auditor report circulated to all Councillors and advice considered by the Council. Appropriate action taken as considered necessary.			Clerk	
			Two Councillors appointed annually to review scope and effectiveness of the Internal Audit.			Clerk	
			Internal Audit Reports uploaded to Council website			Clerk	

Finance  
January 2025

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

Finance  
January 2025

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

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

Liability  
January 2025

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
3	Liability	Risk to third party, property	M	Public Liability insurance cover up to £10 million in place.				General Insurance File
3.1	Liability	Legal liability as consequence of asset ownership (Open Spaces, buildings, vehicles, cemetery, allotments)	H	Public Liability insurance cover up to £10 million in place.				General Insurance File
3.2	Liability	Hirers Liability	M	Ask commercial hirers for a copy of their liability cover. Ask outside hirers to provide the Council with a copy of their Event Safety Management plan	Ask for a copy of commercial hirer's public liability certificate.	Ongoing	Senior Admin Clerk	Hirers Liability Certificates Records
3.3	Liability	Cyber Risk	M	Employ IT contractor who undertakes quarterly routine maintenance, applies security patches and updates anti-virus software. Use Office 365 for email. Regularly review online banking permissions.	Take out cyber insurance.	Ongoing	Clerk	Cyber Insurance File

Employer  
January 2025

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

Employer  
January 2025

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

Employer  
January 2025

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

Legal  
January 2025

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
5	Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Powers for large projects recorded in the minutes when project approved.			Clerk	
5.1	Legal Liability	Proper and timely reporting via the Minutes	M	Council and Committee meetings minuted. Draft minutes are distributed to all Councillors and then approved at next meeting. Chairman of Meeting signs minutes as a correct record. Minutes are kept in a loose leaf minute book. Pages are consecutively numbered by hand. Approved Minutes made available to press and public via the web site and library.			Clerk	
5.2	Legal Liability	Responsibility	H	Ensure all staff are aware of their responsibility for a particular service provided by the Council and clear management reporting. Duty to conserve and enhance biodiversity			Senior Admin Clerk Clerk	
5.3	Legal Liability	Biodiversity	M		Training completed 20 February 2024 Develop Parish Council Policy in N Plan review	May-25	Clerk	

Propriety  
January 2025

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

Propriety  
January 2025

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

Form and Function  
January 2025

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

Form and Function  
January 2025

7.2	Form and Function	Council Records	H	<p>Ensure all original deeds and leases are kept in safe custody.</p> <p>Ensure burial records are kept in fire safe cabinet.</p> <p>Ensure cloud computing is backed up daily.</p> <p>Prune Council Office filing annually. Move old files to archive boxes. Purge archive boxes annually. Lodge important documents and previous minutes in County Archive.</p> <p>Freedom of Information Act 2000</p> <p>UK GDPR and Data Protection Act 1998</p>	<p>Location of some original deeds and leases are unknown. Copies and originals kept in filing cabinet in the Clerk's Office.</p> <p>Remotely monitored fire alarm system for the Council Office.</p> <p>Automatic remote backup to the cloud, 30 day retention. Check annually as part of Internal Audit.</p>	<p>January annually</p> <p>May annually</p> <p>May annually</p>	<p>Clerk</p> <p>Clerk</p> <p>Senior Admin Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p></p> <p></p> <p></p> <p>FOI Publication Scheme</p> <p>Data Protection Policy Data Sharing Agreements CCTV Policy</p>
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Form and Function  
January 2025

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

New Projects  
January 2025

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
8.1	Assets	Damage to assets through accident or poor practice	M	Ensure detailed scope of work is prepared prior to commencement of project.	Use of specialists or consultants where considered necessary. Ask for a copy of contractors professional indemnity insurance Seek testimonials	Ongoing	Clerk	
8.2	Finance	Insufficient funds	M	Ensure details cost plan for project and separate cashbook maintained	Consider a contingency budget Consider potential additional external audit costs Review Scheme of Delegation to ensure it includes new projects	Jan-25	Clerk	
8.3	Liability	Accident - claim	H	Ensure detailed scope of work is prepared.	Ensure staff are adequately trained for the task. Ensure volunteers are adequately trained and equipped for the task, and are supervised.	Ongoing	Clerk	
8.4	Employer	Accident	H	Provide details of all volunteers to insurance company and receive confirmation of cover		Ongoing	Clerk	
8.5	Legal	Acting with the law	L	Seek legal advice for the implementation of any new facilities that are governed by statute		Ongoing	Clerk	
8.6	Propriety	Reputation	M	Ensure each stage of a project is approved by the Council.		Ongoing	Clerk	
8.7	Function	Record keeping	M	Create a separate file for a new project	Create a Privacy Impact Assessment for new projects	Ongoing	Clerk	

**COVID-19**  
**January 2025**

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

Category	Council	Charity	Insurance
Buildings	£2,223,823	£1,605,249	£7,444,864
General Contents	£73,544	£7,829	£484,790
Street Furniture	£53,687	£17,141	£100,000
Gates and Fences	£67,680	£10,976	£125,929
Playground Equipment	£121,279	£172,593	£358,636
CCTV	£17,779	£16,847	£53,535
War Memorials	£0	£0	£90,000
Other Surfaces	£0	£362,054	£438,808
Mowers & Machinery	£123,124	£0	£82,290
Sports Equipment	£45,647	£0	£74,104
Regalia	£1,698	£0	£2,574
	<b>£2,728,261.76</b>	<b>£2,192,688.67</b>	<b>£9,255,530.00</b>

Catergories	Item/ description	Council Asset	Charity Asset	Insurance Value
Land & Buildings	tennis courts	£1.00		£0.00
Land & Buildings	Lych gate	£5,948.00		£43,360.41
Land & Buildings	land adjoining pc offices	£1.00		£0.00
Land & Buildings	land on tennis courts	£1.00		£0.00
Land & Buildings	Cemetery workshop	£92,312.00		£93,290.58
Land & Buildings	Parish Council Offices	£82,897.00		£423,092.49
Land & Buildings	Village Hall	£1,704,826.39		£3,069,391.45
Land & Buildings	Youth Centre	£0.00	£540,080.00	£1,128,684.61
Land & Buildings	Snoxhall Pavilion & machine shed	£0.00	£1,065,169.00	£1,530,753.87
Land & Buildings	allotments	£1.00		£0.00
Land & Buildings	cricket field	£1.00		£0.00
Land & Buildings	football field	£1.00		£0.00
Land & Buildings	allotments	£1.00		£0.00
Land & Buildings	Scout hut	£1.00		£0.00
Land & Buildings	BMMF	£1.00		£0.00
Land & Buildings	Guides hall	£1.00		£0.00
Land & Buildings	Village Way Toilets	£84,140.00		£191,836.97
Land & Buildings	CAB building	£253,024.00		£475,650.56
Land & Buildings	Land adjoining village hall	£1.00		£0.00
Land & Buildings	Band Room	£1.00		£0.00
Land & Buildings	cemetery	£1.00		£0.00
Land & Buildings	Common Toilets	£1.00		£112,999.86
Land & Buildings	flowerbeds	£0.00		£0.00
Land & Buildings	flowerbeds	£0.00		£0.00
Land & Buildings	war memorial	£0.00		£0.00
Land & Buildings	cemetery road & paths	£1.00		£0.00
Land & Buildings	storage container	£200.00		£2,733.02
Land & Buildings	Shed	£460.00		£604.42
Land & Buildings	allotments	£1.00		£0.00
		<b>£2,223,823.39</b>	<b>£1,605,249.00</b>	<b>£7,072,398.23</b>

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
General contents	access platform ladder	hrenchman	01/06/2011	hrenchman	£660.00		£1,053.96
General contents	wallgate washer x3 VW	wallgate	01/07/2020		£1.00		£1.60
General contents	Coat of arms & scroll		01/04/2007	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	01/04/2007	dell	£810.00		£1,293.49
General contents	hand tools	various	1988-2016	various	£2,000.00		£3,193.81
General contents	chemsafe	chemsafe	01/06/2010	spaldings	£1,079.00		£1,723.06
General contents	access platform ladder	litelift 6.1	11/03/2016	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	powertools	dewalt dcz298ct-gb evolution r210cms titan ttb286csw titan ttb276drl titan ttb290sdr erbauer erb666grd erbauer erb373rsp titan ttb291pln	2005 - 2016	screwfix	£800.00		£1,277.52
General contents	ladders 1 & steps x3 ramps x1	lyle	2010-2016	screwfix	£750.00		£1,197.68
General contents	fertiliser spreader	scotts 2000	01/01/2012	rigby taylor	£600.00		£958.14
General contents	gas cooker	falcon dominator	01/02/2006	CJB	£0.00	£1,543.00	£2,484.03
General contents	double sink unit	stainless steel	01/01/1990	insurance value	£0.00	£600.00	£958.14
General contents	x2 prep tables	stainless steel	01/01/1990	insurance value	£0.00	£600.00	£958.14
General contents	large cleaners unit		01/01/1990	insurance value	£0.00	£500.00	£798.45
General contents	floor coverings	refs room & main hall	11/08/2015	mitcheil & sons	£0.00	£3,911.00	£6,245.50
General contents	appliances	fridge, dish washer, microwave,	2005-2010	various	£0.00	£675.00	£1,077.91
General contents	curtains & back drops	insurance value	01/09/2017	A&H	£5,000.00		£7,827.97
General contents	folding tables x42		01/03/2009	GLS dudley ltd	£3,406.00		£5,439.06
General contents	warming cabinet	victor	01/01/1996		£500.00		£798.45
General contents	projector screen		01/02/2015	rms visual	£762.00		£1,216.84
General contents	chair trolley x1		01/03/2013	rosehill	£517.00		£825.60
General contents	piano	upright	donated		£550.00		£878.30
General contents	chairs x 279	red uphoistered	27/03/2006	rosehill	£10,000.00		£15,969.06
General contents	chair trolley x6	s-48-19	27/03/2006	rosehill	£1,989.00		£3,176.25
General contents	table trolley		01/01/2014		£1,000.00		£1,596.91
General contents	sink units x2	stainless steel	01/01/1996		£1,000.00		£1,596.91
General contents	x1 large x1small pre table	stainless steel	01/01/1996		£600.00		£958.14
General contents	medium prep table x3	stainless steel	01/01/1996		£900.00		£1,437.22
General contents	x4 shelf units	stainless steel	01/01/1996		£600.00		£958.14
General contents	wheel coat rack x4		01/01/1996		£500.00		£798.45
General contents	cranleigh crest	N/A	01/01/1996		£500.00		£798.45
General contents	vallender crest	N/A	01/01/1996		£500.00		£798.45
General contents	wallgate washer x2 TC	wallgate			£1.00		£1.60
General contents	appliances	fridge, freezer, cooker, dish washer			£1,500.00		£2,395.36
Office contents	honour boards x2		01/01/1986		£1,000.00		£1,596.91
Office contents	x3 filing cabinet				£600.00		£958.14
Office contents	x3 swivel chairs		2010-2016		£750.00		£1,197.68
Office contents	laptop x2	dell	01/12/2016	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	27/11/2019	KCS Professional	£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	28/04/2021	SJA			
					£5,075.00		£7,345.96
	Defib Cabinet One Stop	Defibsafe	4/28/21	SJA	£425.00		£615.18
General contents	Meeting IT equipment		10/08/2021	Netcom	£2,100.00		£3,039.71
Office contents	Defibrillators and cabinets The Common Public Conveniences and Snnoxhall Pavilion	Zoll AED Plus Defibsafe	14/09/2021	First Rescue			
					£2,650.00		£3,835.82
Office contents	TV screen in Council Chamber	Philips Media Suite IPTV	13/12/2023	AV Rental Services	£1,169.00		£1,169.00
Office contents	Computers x 3	Dell	01/03/2022	Netcom	£3,870.00		£3,870.00
	Laptops x 2	Dell	01/03/2022	Netcom	£2,000.00		£2,000.00
					£73,544.11	£7,829.00	£128,919.63

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
General contents	cctv system	Whole system	01/10/2018	CIA	£0.00	£13,957.09	£21,868.00
General contents	CCTV	4 PTZ and column	21/06/2021	CIA	£14,264.00		£21,489.00
General contents	CCTV	2 PTZ	27/07/2021	CIA		£2,000.00	£3,013.01
General contents	CCTV	CIA Village Hall system	13/01/2022	CIA	£3,514.99		£5,295.35
General contents	CCTV	ANPR No 2	13/01/2022	CIA		£889.64	£1,340.25
					<b>£17,778.99</b>	<b>£16,846.73</b>	<b>£53,005.60</b>

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Gates and fences	BMMF fencing		01/01/2011		£6,000.00		£10,653.06
Gates and fences	fence	N/A	01/01/2012	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	12/07/1905	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
Gates and fences	BMF gates	Metal	18/07/2024	Grasstex	2833		£2,833.00
					<b>£67,680.00</b>	<b>£10,976.00</b>	<b>£104,958.59</b>

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Mowers/machinery	Mole plough		20/04/2018		£0.00		£0.00
Mowers/machinery	stihl combi & hedgecutter	stihl	01/12/2008	withybush farm	£509.00		£706.72
Mowers/machinery	mini trailer		01/03/2013	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	01/06/2007	Oakes Bros	£1,475.00		£2,047.95
Mowers/machinery	quadruply groomer	sisis	01/11/2004	sisis	£1,737.00		£2,411.72
Mowers/machinery	fertiliser spreader	wessex	01/06/2003	Oakes Bros	£700.00		£971.91
Mowers/machinery	tractor spiker	sisis	01/01/1995	cranleigh school	£500.00		£894.22
Mowers/machinery	scarifier	Auto rotorake mk5	01/07/1998	sisis	£3,525.00		£4,894.26
Mowers/machinery	pedestrian mower	hayter 48	01/06/2005	mowers online	£527.00		£731.71
Mowers/machinery	pedestrian sprayer	team sprayers scout	01/04/2007	pitchcare	£890.00		£1,235.71
Mowers/machinery	pedestrian spiker	plugga	01/04/2007	dj turfcare	£1,600.00		£2,221.51
Mowers/machinery	pedestrian vac	bearcat	01/04/2007	abbey garden	£1,280.00		£1,777.21
Mowers/machinery	stihl combi & hedgecutter	stihl	01/05/2009	mowers online	£535.00		£742.82
Mowers/machinery	back pack blower	echo	01/05/2009	mowers online	£529.00		£734.49
Mowers/machinery	roller mower	major	01/10/2011	af wiltshire	£4,800.00		£6,664.89
Mowers/machinery	ride-on mower	john deere	01/11/2011	mowers online	£4,052.00		£0.00
Mowers/machinery	stihl combi & strimmer	stihl	01/11/2012	mowers online	£696.00		£966.36
Mowers/machinery	foam bout marker	tramline	01/06/2012	kellands	£716.00		£994.12
Mowers/machinery	tractor trailer		01/03/2013	Oakes Bros	£3,400.00		£4,720.72
Mowers/machinery	sweeper/collector	tomlin	01/04/2016	Oakes Bros	£6,500.00		£9,024.87
Mowers/machinery	tractor tipper trailer	J A Silk	29/04/2019	J A Silk	£2,650.00		£1,387.40
Mowers/machinery	powerflow collector	john deere	10/09/2015	mowers online	£970.00		£1,347.17
Mowers/machinery	Chipper	Jansen BX42-S	03/05/2018	Woodmanstore	£1,350.00		£0.00
Mowers/machinery	tractor sprayer	allman	01/01/1986	Oakes Bros	£1,500.00		£2,082.66
Mowers/machinery	Tractor Crane	Multec	29/04/2019	Multec	£225.00		£0.00
Mowers/machinery	Tractor transport box	Multec	29/04/2019	Multec	£350.00		£0.00
Mowers/machinery	Leaf Vacuum	Billy Goat	20/02/2020	ATS	£1,521.00		£1,914.21
Mowers/machinery	Multi mower	Stigma	02/02/2021	Cheltenham Mow	£750.00		£943.89
Mowers/machinery	Line markers x 2	Bow Com	02/02/2021	Bow Com	£1,100.00		£1,384.40
Mowers/machinery	Small trailer	Screwfix	02/02/2021	Screwfix	£450.00		£566.34
Mowers/machinery	Multi-tool - pruner/blower/cu	Screwfix	02/02/2021	Screwfix	£600.00		£755.11
Mowers/machinery	Mower	Timemaster TW21811	06/05/2021	Godfrey	£1,174.00		£1,477.51
Mowers/machinery	Tractor mounted flail	Wincanton	22/12/2021	Zaros	£2,456.12		£3,091.08
Mowers/machinery	Hayter Harrier mower	48 Pro	21/03/2022	J & M Garden	£995.83		£1,253.27
Mowers/machinery	Grillo	GRFD450	11/04/2022	Lister & Wilder	£10,431.00		£0.00
Mowers/machinery	Trencher	HYTR150 Hyundai 420	09/05/2022	Agri-Linc	£1,949.99		£2,454.11
Mowers/machinery	Bowser	SCH GWU	25/05/2022	Zaros	£941.81		£1,185.46
Mowers/machinery	Tractor loader	ALO Q3S	31/05/2022	Haynes	£11,400.00		£0.00
Mowers/machinery	Fuel Bund	900L	31/05/2022	RPM	£2,240.00		£2,819.09
Mowers/machinery	Spiker	SISIS Maxi-slit	12/02/2024	Farol	£6,450.00		£6,450.00
Mowers/machinery	Ryetec Flail Collector	Ryetec	02/10/2024	Lister & Wilder	£13,202.00		£0.00
Mowers/machinery	Timemaster 76 mower	Toro	02/10/2024	Cranleigh Garden	£1,207.50		£1,207.50
Mowers/machinery	Ride on mower	Alko T18-95	02/10/2024	Cranleigh Garden	£3,165.83		£0.00
Mowers/machinery	Toro Hover Mower	Pro 550	29/10/2024	Cranleigh Garden	£635.00		£635.00
					<b>£123,124.08</b>	<b>£0.00</b>	<b>£76,574.64</b>

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Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
play park equipment	teen shelter		01/03/2009	kompan	£0.00	£3,060.00	£3,648.86
play park equipment	argo		01/03/2009	kompan	£0.00	£1,517.00	£1,808.93
play park equipment	starsurfer		01/03/2009	kompan	£0.00	£1,592.00	£1,898.36
play park equipment	rock-it		01/03/2009	kompan	£0.00	£1,592.00	£1,898.36
play park equipment	bloqx		01/03/2009	kompan	£0.00	£10,000.00	£11,924.39
play park equipment	supanova		01/03/2009	kompan	£0.00	£3,040.00	£3,625.02
play park equipment	egg cup spinner	red	01/02/2011	kompan	£0.00	£780.00	£930.10
play park equipment	egg cup spinner	blue	01/02/2011	kompan	£0.00	£780.00	£930.10
play park equipment	multiplay		01/12/2009	kompan	£0.00	£25,500.00	£30,407.20
play park equipment	nest swing		01/11/2008	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	Sand pit	Proludic		Proludic	£0.00	£36,515.22	£36,515.22
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		24/06/2020	Eibe			£0.00
play park equipment	Aerial runway		24/06/2020	Eibe			£0.00
play park equipment	Inclusive swing		24/06/2020	Eibe	£0.00	£27,474.00	£29,695.55
play park equipment	Flat swings & team	Playdale	26/06/2023	playdale		£14,484.00	£14,484.00
Outside equipment	storage container	expanda store	01/06/2006	extra space	£1,000.00		£1,192.44
Outside equipment	Two handmade o	bespoke	08/23/18		£3,985.00		£4,479.52
Outside equipment	dugouts & stand	N/A	01/01/1998	insurance value	£10,000.00		£11,924.39
Outside equipment	storage container	expanda store	01/11/2004	extra space	£1,066.00		£1,271.14
Outside equipment	storage container	shipping contain	01/10/2008	container man	£1,535.00		£1,830.39
outside equipment	Parking ticket machine		14/05/2018	WBC	£0.00	£1,931.00	£5,260.76
Outside equipment	fitness equipment	air skier	01/01/2010	fresh air fitness	£1,005.00		£1,198.40
Outside equipment	fitness equipment	bench press	01/01/2010	fresh air fitness	£2,093.00		£2,495.78
Outside equipment	fitness equipment	rower	01/01/2010	fresh air fitness	£1,329.00		£1,584.75
Outside equipment	youth shelter	N/A	01/08/2008	monster	£6,695.00		£7,983.38
Outside equipment	fitness equipment	Arm & Pedal Bik	10/12/2018	fresh air fitness	£1,217.00		£1,368.02
Outside equipment	fitness equipment	Elliptical trainer	10/12/2018	fresh air fitness	£1,461.00		£1,642.30
Outside equipment	fitness equipment	Double sit-up bo	10/12/2018	fresh air fitness	£1,395.00		£1,568.11
Outside equipment	Outdoor table tenn	Ping	20/02/2020	Ping	£1,029.00		£1,112.20
Outside equipment	train	Eibe	31/08/2021	Eibe		£10,595.37	£11,452.11
Other surfaces	tennis courts						£33,388.30
Other surfaces	Pitch improvement	fencing, dugouts	24/08/2021	Centurian	£83,079.00		£89,796.77
Natural Surfaces	Silver Birch Trees		30/05/2018	Van Arnhem N	£2,500.00		£2,922.65
Natural Surfaces	Hornbeam		30/05/2018	Van Arnhem N	£890.00		£1,040.46
Natural Surfaces	Bare Root Planting		30/05/2018	Knoll Gardens	£1,000.00		£1,169.06
					£121,279.00	£172,592.59	£319,687.96

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Sports equipment	football goal	senior size	01/01/2011	mark harrod	£1,000.00		£1,658.32
Sports equipment	football goal	senior size	01/01/2007	edwards	£510.00		£845.74
Sports equipment	football goal	senior size	01/01/2005	mark harrod	£510.00		£845.74
Sports equipment	football goal	senior size	01/01/2005	mark harrod	£510.00		£845.74
Sports equipment	flood- lights		1/1/1999	carmel electrical	£28,119.00		£46,630.39
Sports equipment	flood- lights	LED	24/08/2021	Centurian	£14,996.43		£22,544.89
					<b>£45,647.43</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		01/07/2007	EDF	£2,445.00		£2,697.40
Street furniture	Two Wisley Benches	Wisley	31/07/2018		£4,800.00		£4,992.00
Street furniture	Steel Screen		31/07/2018		£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		16/11/2018	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	01/03/2013	broxap	£701.00		£773.37
Street furniture	litter bins x4 SF	nexus city	06/06/2015	glasdon	£1,840.00		£1,809.30
Street furniture	litter bins x6 - BMF	RLA/5	06/06/2015	wybone	£2,250.00		£2,482.27
Street furniture	picnic tables x4	enviropol	01/11/2008	glasdon	£0.00	£2,488.00	£2,744.84
Street furniture	seats x4	enviropol	01/09/2008	glasdon	£0.00	£1,772.00	£1,954.93
Street furniture	bins x 3 SF	guppy	24/09/2010	glasdon	£0.00	£732.44	£732.44
Street furniture	lighting columns x 11		21/06/2005	edf	£0.00	£5,320.00	£18,138.98
Street furniture	8m lighting column		18/05/2007	edf	£0.00	£1,598.00	£1,762.96
Street furniture	column between 9 & 10	Case	07/02/2022	Case		£3,595.00	£3,595.00
Street furniture	bollards		01/08/2007	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		01/09/2010		£576.00		£635.46
Street furniture	seat		21/12/2017	glasdon	£500.00		£540.80
Street furniture	oak benches	bespoke	30/05/2018	English Woodlands	£2,000.00		£3,203.20
Street furniture	Poppy sculpture	bespoke	30/05/2018	RM Hllam	£5,000.00		£5,408.00
Street furniture	bus shelter	High Street	28/05/2019	SCC	£5,000.00		£5,200.00
Street furniture	notice board	Alfold Road	21/06/2022	BELSigns	£836.00		£836.00
Street furniture	Water bottle refill station	Snoxhall Pavilion	14/09/2022	Culligan		£798.00	£798.00
Street furniture	Black bins x 3	Cemetery	27/02/2023	Glasdon Topsy Royal	£572.19		£572.19
Street furniture	Green bins x 2	Cemetery	27/02/2023	Glasdon Topsy Royal	£494.40		£494.40
Street furniture	50 union flags	High Street	05/05/2023	Harrisons	£1,528.15		£1,528.15
Street furniture	notice board	Village Hall	12/02/2024	Acorn Workshop	£1,200.00		£1,200.00
Street furniture	Wheelchair picnic table	Snoxhall Play Park	15/08/2024	Glasdon		£837.91	£837.91
Street furniture	Sherwood hooded bin x 2	Centenary Garden	15/08/2024	Glasdon	£821.18		£821.18
Street furniture	Plaza bins x 8	Snoxhall Fields	15/08/2024	Glasdon	£2,275.84		£2,275.84
					£53,686.76	£17,141.35	£93,397.29

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		01/10/2008	cygnet insignia	£628.00		942.314
					£1,698.00	£0.00	£2,547.85