

Clerk's Report 20 February 2025

- WBC contacted the Parish Council to enquiry about Neighbourhood CIL for wider infrastructure plans linked to the Leisure Centre.
- Hannah Nicholson thanked the Council for the flowers following her accident.
- The new noticeboard made by Men in Sheds is installed in the Village Hall foyer.
- The Clerk attended the Community Ownership Fund course 'Renting your space for the benefit of the community'. They focused on consistency – regular hirers, agreement before hire, clarity – agreement, published price list, compatibility – multiple users in one space, community cohesion. The example had employed a member of staff there one specific afternoon a week to oversee the building and co-ordinate the volunteers. They discussed market research, marketing, consult with other buildings for hire and emergency contacts and do you have the staff to open on Sundays. They also gave details of a funding directory: <https://mycommunity.org.uk/capital-funding-directory>
- The Clerk attended WBC's Town and Parishes Meeting which gave an update on the National Planning Policy Framework (NPPF). The Local Housing Need for Waverley has increased from 710 houses per annum to 1,481 houses per annum for the next 20 years, equivalent to a new Farnham and Godalming. WBC does not meet the five year housing land supply requirement, falling short at 1.28 years which means the titled balance applies and presumption in favour of development. Waverley is likely to see speculative planning applications and appeals until a new Local Plan is adopted, which could take three years. Notably part of Farnham, Cranleigh and Dunsfold are not within the green belt and have little protection in the way of local designation. WBC will be issuing a second call for sites. The Parish Council awaits further details on the Local Plan review and second call for sites before commencing a review of the Cranleigh Neighbourhood Plan.
- Surrey County Council is on the accelerated programme for local government reorganization. The Government has asked SCC to submit an interim plan by 21 March 2025, and a final proposal is due by 9 May 2025. The Government will then make a decision on the best option for Surrey by Autumn this year. The Government has postponed the Surrey County Council elections for one year to May 2026. It is expected that elections to new 'shadow' unitary council(s) will take place in May 2026, followed by the official 'vesting day' in May 2027, where the unitary council(s) will officially take hold, and existing councils will dissolve. Once local government reorganisation has taken place it is then expected that devolution will follow: either through establishing a Mayoral Strategic Authority (MSA), enabling further devolution across Surrey, or through joining a neighbouring MSA. There are six areas on the Government's priority devolution programme; Cumbria, Cheshire & Warrington, Norfolk & Suffolk, Greater Essex, Sussex & Brighton and Hampshire & Solent.
- The cost of the PRS PPL licence for Cranleigh Village hall has risen from £643.10 last year to £2,329 this year including increased usage of the hall using music.
- The ceiling in Snoxhall Community Centre is being re-decorated later this month.
- Confirmed guest speakers at the Annual Parish Meeting are: High Street Improvements, Cranleigh BID, Cranleigh Heritage Trust and SMART Health and Wellbeing Project.
- The first roller disco in the Village Hall was a great success and they will be back on Saturday 01 March.



CRANLEIGH PARISH COUNCIL

SCHEME OF DELEGATION

~~MAY 2024~~ FEBRUARY
2025

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 £5025,000
- 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

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

Telephone 01483 272311

Website: www.cranleigh-pc.gov.uk E-mail clerk@cranleigh-pc.gov.uk

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)
- 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 Democratic Services:

In the unplanned/unexpected absence of the Parish Clerk, the Senior 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 extended absence of the Parish Clerk which has or is likely to exceed 7 days, the Senior 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 including appointment of a temporary qualified Responsible Financial Officer.

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 and approved by the Council.
- 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

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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	£25,000	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.
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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 ~~by the Council as the first item of business~~ at their 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 ~~and~~ RFO 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 ~~by the Council at their annual meeting 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.

Chairmanship:

Elected by the Council at their annual meeting.

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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, Whistleblower Policy and other such policies that directly relate to staffing matters and make a recommendation to Council.

Planning Committee

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

Membership: Maximum of 12 Councillors.

Chairmanship:

Elected by the Council at their annual meeting.

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Terms of Reference:

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

1. Examining all planning applications (making recommendations to full Council on applications for major development), 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.

Chairmanship:

Elected by the Council at their annual meeting.

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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-Snoxhall Community Centre, Council Offices, Allotments and Cemetery within the Committee's approved budget.
- To make a recommendation at least 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 and make any requests to the highways authority.-
- 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, fire safety, legionella prevention and emergency lighting inspections.
- To review the annual tree survey and arrange tree surgery for health and safety.
- To review the five yearly memorial safety inspection and organise health and safety repairs.
- 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 a 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.

CRANLEIGH PARISH COUNCIL – STANDING COMMITTEES AND OBSERVERS ON OUTSIDE BODIES 2024/25

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
Claire Bennett Rosemary Burbridge Alan Morrison Dave Nicholas Liz Townsend Hannah Nicholson Mark Scully Liz Townsend Rowena Tyler Clive Walker George Worthington	Rosemary Burbridge Dave Nicholas Liz Townsend Clive Walker George Worthington	Rosemary Burbridge** Dave Nicholas Hannah Nicholson Marc Scully Rowena Tyler* Clive Walker George Worthington	Rosemary Burbridge** Marc Scully Rowena Tyler Mark West*	Liz Townsend* Mark West**	Rosemary Burbridge Alan Morrison Dave Nicholas* Marc Scully Clive Walker George Worthington**	Dave Nicholas** Mark Scully Liz Townsend Rowena Tyler Clive Walker* George Worthington

* Chairman
** Vice Chairman

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

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 & DISTRICT LIONS CLUB

Lion Paul Withers, Flat 1 Cranleigh Chase, The Common, Cranleigh, Surrey, GU6 8SN
Email: carnival@cranleightlions.org

Cranleigh Lions Carnival, Fun Day and Morris-fest Saturday 28th June 2025 on The Common

Dear Stall Holder,

1st February 2025

I am writing to you because you have either supported the Lions' Carnival in the past or have expressed an interest for this year. Following the success of last year's Golden Anniversary Carnival, we are now planning for the year 2025 event, when the theme will be "**Cranleigh Lions Carnival and Morrisfest**". We hope there will be several different sets of Morris Dancers "all over Cranleigh Common" & nearby.

The Fun-day will still provide an opportunity for charities, clubs and other groups to raise funds for yourselves by running your stalls and for local businesses & independent small traders to promote your goods and services by taking business pitches. For charities, if your local branch cannot man a stall, please pass this form to your nearest club as they may like to take part. If you are a regular attendee, we know times have been very hard but after several years at a very low cost we have slightly increased our requested donations, but to still less than most Craft Fairs charge, as you will find on the Booking Conditions, but to help our own administration we ask you to book by 1st May. These fees go towards the cost of hiring The Common from The Council & for bringing acts to the Arena.

If you would like to take a stall, please read the enclosed booking conditions before returning the booking form with payment by cheque or with confirmation of online payment, as detailed in the "Conditions". Please note you do not have a booking until your cheque is cleared, or online payment is confirmed by our Bank, when an acknowledgement will be sent to you. You will also be sent detailed setting up instructions with your payment receipt, although your site position cannot be allocated until much later when all stall applications are known. If you have not got a receipt, you have not got a booking. If you have not received an acknowledgement within 10 days of sending your booking form, please email me or telephone as above.

Please also note that **the number of tombola stalls is limited to 4**, on a first paid first served basis. If you intend to book a ride that needs a safety certificate and public liability insurance you **MUST** book at least 7 weeks before the event as the local Council requires copies of these forms by 7th May 2025.

If receiving this booking form as a Club Secretary or other Club Officer, please ensure that all your attendees are fully aware of all the conditions especially those involving **vehicles which are not allowed to block residential access roads at any time**. Please note that to save expense & for ease of correspondence our preferred communication is via email. (carnival@cranleightlions.org.)

As is traditional our Carnival and Fun Day is held on Cranleigh Common on the last Saturday in June. We look forward to seeing you on Saturday 28th June for what we very much hope will be an enjoyable day for all. We hope you will decorate your stall to celebrate our theme. The more stalls that join in, the better the Common will look, & hopefully the more people will attend

This mailing contains the booking information for stalls and side-shows at the fun-day but if you would like to take part in our Carnival procession too, please indicate as appropriate.

Yours sincerely,



CRANLEIGH PARISH COUNCIL

WIFI – Acceptable Use Policy

1. Terms of Use

By connecting to the wireless network facility (the Service), you acknowledge that you have read and understood and agree to be bound by these Terms and Conditions of Use.

- The wireless network service is provided by Cranleigh Parish and is completely at their discretion. Your access to the network may be blocked, suspended, or terminated at any time for any reason.
- Children under the age of 13 can only use the Service when accompanied and supervised by an appropriate adult. Managing and monitoring access to the internet by children is the responsibility of the child's parent, carer or legal guardian.
- You agree not to use the Service for any purpose that is unlawful or otherwise prohibited and you are fully responsible for your use.
- You acknowledge your use of the Service is entirely at your own risk, Cranleigh Parish Council does not guarantee the availability, speed or security of the Service.
- Wireless Internet access is inherently not secure, you are responsible for adopting appropriate security measures when using the Service, especially if conducting confidential transactions, such a VPN.
- You are accountable for all activity that occurs under the account you have registered. For this reason, you should not divulge your account name or password to anyone. If registration is requested, you agree to provide accurate and complete registration information.
- Cranleigh Parish Council may revise the Terms and Conditions at any time, it is your responsibility to review the Terms and Conditions for any changes.
- The Council collects information on your usage of this service including Internet browsing activity which is routinely monitored for inappropriate activity (refer to 2.3). For this reason, Internet browsing activity carried out on the Service cannot be deemed to be private.
- Cranleigh Parish Council reserves the right to remove, block, filter, or restrict by any other means any material that, in our sole discretion, may be illegal, may subject us to liability, may be unsuitable for the location in which the Service is provided or may violate these Terms and Conditions.

2. Use of the service

2.1. No software or hardware support is provided to a guest user of the Service.

2.2. It is the end user's responsibility to ensure the device used to access this Service has an appropriate level of security and protection against malicious means. Anti-virus and anti-malware provision are the responsibility of the end user. It is advised software applications are on the latest version and that device/vendor security patches are applied.

2.3. It is not acceptable to use the Service for any (but not limited to) the following:

2.3.1. the creation, display, downloading, transmission, searching or printing of any offensive, obscene, pornographic or indecent images, data or other material, or any data capable of being resolved into pornographic or indecent images or material;

2.3.2. the creation, display, downloading, searching or transmission of material which is designed or likely to cause annoyance, inconvenience, unnecessary anxiety, threats or the promotion of violence;

2.3.3. the creation, display, downloading, searching or transmission of defamatory or discriminatory material especially anything likely to promote religious or racial hatred;

2.3.4. the transmission or downloading of anything other than copyright free material;

2.3.5. the transmission of unsolicited commercial or advertising material;

2.3.6. deliberate unauthorised access (i.e. "hacking") to any facilities or services accessible on the network;

2.3.7. the viewing of live TV broadcasts (as Council premises are not licenced for this).

2.3.8. deliberate activities with any of the following characteristics are prohibited:

- i. Attempting to introduce a computer virus
- ii. Accessing another person's computer, computer account, files, or data without permission.
- iii. Attempting to circumvent or subvert system or network security measures.
- iv. Creating or running programs that are designed to identify security loopholes, to decrypt intentionally secured data, or to gain unauthorised access to any system.
- v. Using any means to decode or otherwise obtain restricted passwords or access control information.
- vi. Forging the identity of a user or machine in an electronic communication.
- vii. Saturating network or computer resources to the exclusion of another's use, for example, by overloading the network with traffic such as emails or legitimate (file backup or archive) or malicious (denial of service attack) activity.

2.4 Illegal or unlawful violations of these conditions or activities resulting in loss or damage to Cranleigh Parish Council will be referred for legal action or to the police.

Cranleigh Parish Council will upon request disclose your personal information and or information pertaining to your usage of the Service to the relevant authorities in the investigation of any suspected or alleged crime.

2.5 It is preferable for misuse to be prevented and Cranleigh Parish Council reserve the right to take appropriate measures to monitor your use of this service. Violations of these Terms and Conditions may result in the suspension or termination of access to the Service.

3. Disclaimer

3.1 Cranleigh Parish Council cannot accept any liability for any loss or damage that may result to you or any third parties from the use of the Service, including, (but without limitation) any direct, indirect, punitive or consequential loss or damages, loss of income, profits, goodwill, data, contracts, use of money, loss or damages arising from or connected in any way to business interruption and for any other loss or damage of any kind, however arising and whether caused by tort. This includes negligence, breach of contract or otherwise, even if foreseeable.

3.2 This does not affect our liability for death or personal injury arising from our negligence. Nor our liability for fraudulent misrepresentation or misrepresentation as to a fundamental matter. Nor any other liability which cannot be excluded or limited under applicable law.

3.3 Cranleigh Parish Council accepts no liability for the nature or accuracy of the information accessed or retrieved via the Service.

3.4 Cranleigh Parish Council cannot accept any responsibility for transactions carried out by the public.

4. Privacy Policy

4.1 All personal data submitted by users of the Service will be processed in accordance with the principles of the General Data Protection Regulation (UK-GDPR) Cranleigh Parish Council will store, for three months, your registration and connection details including your:-

- Name
- Email address
- IP address
- Activation and last login dates
- Device information (MAC address, device type, device name, device operating system)

Internet browsing activity logs are stored for one year.

4.2 The proprietor of this service is Cranleigh Parish Council registered as a data controller with the Office of the Information Commissioner under registration number Z8029622.

5. General

5.1 The English courts will have exclusive jurisdiction over any claim arising from, or related to, using this service. Although we keep the right to bring proceedings against you for breach of these conditions in your country of residence or any other relevant country, these terms are governed by English law.

5.2 The headings in these Terms and Conditions are inserted only for convenience and shall not affect its construction.

October 2022

Review: October 2026

Sales - Quote

Ms. Beverley Bell
Cranleigh Parish Council
Council Offices
Village Way, Cranleigh
GU6 8AF

Quote No. SQ302608-2
Sell-to Contact No. 68895
Quote Date 10-01-2025
Expiration Date 09-02-2025

Sales Support Jaymi King
Email jaykin@kompan.com

Project Name EN365309 Supernova orange bands

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
5 Leg Supernova bands:					
A900106-10	BAND,ORANGE	1	Pieces	24.00	24.00
A900461-99	RUBBER LIST FOR SUPERNOVA 6 METER LENGHTS	2	Pieces	62.00	124.00
X916000-93	REPAIR PACK SUPER NOVA	1	Pieces	11.00	11.00
EM711-01	HORTEX HA-7720 50G CYANOACRYLATE ADHESIVE	1	Pieces	100.00	100.00
202201904016	BLIND RIVET DOME H Ø4X16 A2 DIN7337	14	Pieces	0.30	4.20
AB9160-02	BPK SUPER NOVA	1	Pieces	56.00	56.00
FREIGHT	Freight	1	Pieces	38.30	38.30
EN-IM-INT-REPAIR	Kompan Engineer Repairs 2 MEN Supernova - Replace 1no damaged orange band	1	Day	624.00	624.00
Total GBP Excl. VAT					981.50
20% VAT					196.30
Total GBP Incl. VAT					1,177.80

Payment Terms Net 30 days

The colour and surface texture of products and surfacing manufactured with the recycled content are influenced by the differences within the used recycled, raw materials. Therefore, minor differences in the visuality and texture not only occur, but are to be expected.

Customer responsible for offloading; however KOMPAN can provide a quotation for a Hiab delivery upon request.

KOMPAN Standard Invoicing & Payment Terms *effective from 10/10/2022.

Please see below the standard invoicing and payment terms offered by KOMPAN. If your project has specific invoicing or payment criteria, please discuss this with us at the time you place your order.

Public Sector Customers:

Full value of the project will be invoiced upon project completion, payable within 30 days from invoice date.

Private Sector Customers:

For all new customers, a request for credit terms can be made when placing your order.

If successful, the Customer will be invoiced 50% of the KOMPAN equipment value for standard and variant products at the point of order and requires pre-payment prior to release into production. The remaining 50% of equipment value and 100% of freight is invoiced upon dispatch from the factory, payable within 30 days from invoice date.

Bespoke products created by KOMPAN Design Studio are invoiced 100% at the point of order and require pre-payment prior to release into production.

The remaining order value will be invoiced upon project completion, payable within 30 days.

If credit terms cannot be offered, then the Customer will be invoiced for 100% of the KOMPAN equipment value at the point of order, having 5 days to make payment to secure order being placed with the factory.

The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

House Builders/Developers:

Invoiced for 100% of the KOMPAN equipment value at the point of order, having 30 days to make payment to secure order being placed with the factory.

The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

Please note order value is only valid for 30 days.

Sales - Quote

Ms. Beverley Bell
Cranleigh Parish Council
Council Offices
Village Way, Cranleigh
GU6 8AF

Quote No. SQ303021-1
Sell-to Contact No. 68895
Quote Date 22-01-2025
Expiration Date 21-02-2025

Sales Support Jaymi King
Email jaykin@kompan.com

Project Name EN365309 Supernova orange bands

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
5 Leg Supernova Upper Part:					
X916000-86	REPL. KIT SUPERNOVA RING UPPER PART NS BLUE	1	Pieces	3,804.00	3,804.00
FREIGHT	Freight	1	Pieces	456.48	456.48
EN-IM-INT-REPAIR	Kompan Engineer Repairs 2 MEN Supernova - Replace 1no upper part	1	Day	624.00	624.00
EN-IM-WASTE	Kompan Waste Removal	1	Pieces	70.77	70.77
Total GBP Excl. VAT					4,955.25
20% VAT					991.05
Total GBP Incl. VAT					5,946.30

Payment Terms Net 30 days

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House Builders/Developers:

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The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

Please note order value is only valid for 30 days.