

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



Local Councils

MTA Policy Schedule

11/12/2024

Important (Material Circumstances)

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

Your Details

Name of Council:	Cranleigh Parish Council
Correspondence Address:	Council Offices Village Way Cranleigh Surrey GU6 8AF
Business:	Local Council
Schedule produced on:	11/12/2024
The county association of local council you are affiliated to:	Surrey
Population of Council Area:	15,000

Period of Insurance

Effective dates	From:	11 December 2024
	To:	28 August 2025
Renewal date:		29 August 2025
Long Term Undertaking:		Expiry Date: 28 August 2026

Your Insurance Adviser's Details

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

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

Premium Details

Annual Premium (excluding Terrorism):	£127.04
Insurance Premium Tax:	£15.24
Total Amount Due (excluding Terrorism):	£142.28

Overall Annual Premium:	£127.04
Overall Insurance Premium Tax:	£15.24
Policy Administration Fee:	£0.00
Overall Amount Due:	£142.28

Cover Summary

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

Applicable to all Sections where stated.

Excess

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

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

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

Sub Limits

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

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

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

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	£6,204,054	£7,444,864
Contents	£403,992	£484,790
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Walls, Gates and Fences	£104,941	£125,929
Playground Equipment	£298,864	£358,636
CCTV Equipment	£44,613	£53,535
War Memorials	£75,000	£90,000
Ground Surfaces	£365,674	£438,808
Mowers and Machinery	£68,575	£82,290
Sports Equipment	£61,754	£74,104
Regalia	£2,145	£2,574
Terrorism	Not Insured	

Section Excess: £125

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

Excess in respect of all Terrorism claims: Nil

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

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



Buildings Insured

Location (1):	Cranleigh Village Hall, 36 High Street, Cranleigh, Surrey, GU6 8AT
Buildings Declared Value:	£2,764,905
Buildings Sum Insured:	£3,317,886
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

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



Buildings Insured

Location (2):	Council Office, Village Way, Cranleigh, Surrey, GU6 8AF
Buildings Declared Value:	£363,520
Buildings Sum Insured:	£436,224
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

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



Buildings Insured

Location (3):	Snoxhall Pavilion & Machine Shed, Knowle Lane, Cranleigh, Surrey, GU6 8JW
Buildings Declared Value:	£1,315,220
Buildings Sum Insured:	£1,578,264
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

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



Buildings Insured

Location (4):	Cemetery Machine Shed, Dewlands Lane, Cranleigh, Surrey, GU6 7AD
Buildings Declared Value:	£80,155
Buildings Sum Insured:	£96,186
Construction Type:	Non-Standard Constrution Buildings incl Listed Buildings & Pavilions (excl panelling/Timber/Portacabins)
Subsidence Cover:	Included

Buildings Insured

Location (5):	Lychgate Roof, Dewlands Lane, Cranleigh, Surrey, GU6 7AD
Buildings Declared Value:	£37,255
Buildings Sum Insured:	£44,706
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Buildings Insured

Location (6):	CAB Office, Village Way, Cranleigh, Surrey, GU6 8AF
Buildings Declared Value:	£408,678
Buildings Sum Insured:	£490,413
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Buildings Insured

Location (7):	Snoxhall Youth Club, Knowle Lane, Cranleigh, Surrey, GU6 8JW
Buildings Declared Value:	£969,763
Buildings Sum Insured:	£1,163,715
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Buildings Insured	
Location (8):	Public Conveniences, Village Way, Cranleigh, Surrey, GU6 8AF
Buildings Declared Value:	£164,825
Buildings Sum Insured:	£197,790
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

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



Buildings Insured

Location (9):	Cricket Green Public Conveniences, The Common, Cranleigh, Surrey, GU6 8NS
Buildings Declared Value:	£97,089
Buildings Sum Insured:	£116,506
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

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



Buildings Insured

Location (10):	Storage Container - Snoxhall Field, Knowle Lane, Cranleigh, Surrey, GU6 8JW
Buildings Declared Value:	£2,644
Buildings Sum Insured:	£3,172
Construction Type:	Non-Standard Constrution Buildings incl Listed Buildings & Pavilions (excl panelling/Timber/Portacabins)
Subsidence Cover:	Included

Property Damage Extensions - Sub-Limits

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

Section 1A - Money

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

Section 2 - Business Interruption

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

Business Interruption Extensions – Sub-Limits

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

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

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



Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses:

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

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

Part B - Liabilities

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

Part C - Additional Covers

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

Continental Scale

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

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

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

Aviva Legal Helpline

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

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

Endorsements

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

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

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:

The **Insurer** will pay for necessary and reasonable costs and expenses incurred by the **Insured** with the Insurer's consent for the lopping or removal of trees for which the **Insured** is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the **Property Insured**.

However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.

The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:

The **Insurer** will pay the reasonable costs of clearing and removing any property illegally deposited in or around the **Premises**.

The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[AMENDED] - Amended Policy Introduction

The following applies to your policy:

The Policy Introduction is amended and restated as follows:

Introduction

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

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

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

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

[BOUNCE001] - Bouncy Castles/Inflatables

Inflatables

If the Insured hires or operates inflatable equipment the Insured must:

1. ensure all operators have sufficient training and knowledge to understand the procedures and rules regarding the safe use and operation of such devices.
2. Follow the manufacturers' or suppliers' guidelines in relation to the maximum number of persons allowed in or on such devices at any one time.
3. Ensure all outdoor devices have adequate anchorage points that must be used at all times.
4. Inspect all devices daily prior to use and at least annually by a competent person. All defects that are a risk to health & safety must be rectified immediately or the device must be taken out of use until repaired.

Where inflatable equipment is hired in, the Insured must:

1. have in place a system of check to ensure that the supplier has Public and Products Liability insurance, which must not be less than the limit provided to the Insured by this Policy.
2. Keep written details of such insurance including the policy number, insurer and the limit of liability.

[COVEX] - General Exclusions - Coronavirus

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

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

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

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

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

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

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

4. Data Protection Act

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

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

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

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

Provided that

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

[IL001] - Index Linking

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

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

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

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The Insurer will indemnify the Insured against;

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

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

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

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

Exclusions to this extension

We will not make payment under this Extension where

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

[LOR] - Rent Receivable

We will pay in respect of rent receivable the difference between

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

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

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

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

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

[PL004_23] - Playgrounds and Amusement Devices

1. If in relation to any claim You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim.

You must ensure that in connection with playground and amusement devices

- a. all equipment, devices and facilities, including sand pits and paddling pools
 - i. are manufactured and installed to the appropriate standard and maintained in good condition.
 - ii. are inspected, by a competent person, at least weekly and
 - all defects or risks to health or safety immediately rectified, or
 - the structure taken out of use
 - b. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the equipment device or facility and clearly stating any restrictions on its use.
 - c. You will determine where supervision is necessary and ensure that it is provided whenever the play equipment device or facilities are in use.
2. We will not provide indemnity in respect of the operation of mechanically powered passenger carrying amusement devices or inflatable devices.

Long Term Undertaking - Expiry Date 28 August 2026

Reduced Premium

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

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

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

Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

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

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

Personal information we collect and how we use it

We will use your personal information:

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

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

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

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

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

Credit Searches

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

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

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

Automated decision making

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

How we share your personal information with others

We may share your personal information:

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

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

Marketing

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

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

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

By email: helpdesk@aviva.co.uk

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

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

How long we keep your personal information for

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

Your rights

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

Contacting us

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

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

Fraud Prevention and Detection

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

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this to prevent fraud and money laundering.

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

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

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

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

Claims History

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

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

Complaints Procedure

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

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

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

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

Financial Services Compensation Scheme

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

Choice of Law

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

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

Telephone Call Charges and Recording

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

Material Circumstances

IMPORTANT – This policy is a legal contract

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

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

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

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

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

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

Claims since inception of this policy

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



Risk Management Policy

1. Introduction

1.1 The Council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.

1.2 The Council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk

2. Objectives

2.1 The objectives of the risk management policy are to:

- Integrate risk management into the culture of the Council
- Manage risk in accordance with best practice and legislative requirements
- Minimise loss, disruption, injury and damages
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management

2.2 These objectives will be achieved by:

- Identification of risk
- Undertaking risk assessments
- Managing the risk and recording actions
- Incorporating risk management considerations into council processes
- Providing appropriate training
- Establishing clear roles, responsibilities and reporting lines
- Effective communication with, and active involvement of, employees

May 2025.

Policy Review Date: May 2026

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.	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.	January annually	Clerk	Fixed Asset Register
				Ensure new purchases throughout the year are added to the Fixed Asset Register and insurance schedule.	A separate spreadsheet of additions and deletions is maintained to enable easy reconciliation for the statement of variances at year-end.	Ongoing	Clerk	
				Ensure all assets on the Fixed Asset Register appear on the insurance schedule	Review insurance schedule every time the Fixed Asset Register is updated and reconcile in January prior to insurance renewal.	January annually	Clerk	Insurance Schedule
				Buildings insured.	Buildings insurance valuations should be done every three years. Properties re-valued in June 2012. Re-value all properties June 2025	June 2025	Clerk	Valuation Report on server
1.1	Assets	Security of buildings, equipment etc	H	All buildings kept locked. Senior Admin Clerk maintains key safe and register. Grounds Manager has separate key safe. Intruder alarms maintained on a service contract.	Blue metal key fobs for master keys, red metal key fobs for loan keys. New key sets created for loan of keys for hirers and contractors.	January annually	Senior Admin Clerk GM	Key Register
1.2	Assets	Maintenance of buildings etc	M	Detailed risk assessment of property and buildings annually for Health and Safety Risk Assessment in January.	Update Risk Assessments annually and report any actions to the Clerk.	January annually	Clerk	Risk Assessment file.
				Weekly basic visual inspection of Snoxhall Pavilion, Youth Centre, Village Hall and Public Toilets	Maintain written record of checks and any actions required. Notify the Clerk.	Weekly	Contractor	Inspection records 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 December annually	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	Staff Training Records
				Tax and MOT	Ensure vehicle is taxed and has up to date MOT if required.	January annually	Clerk	Vehicle file
				Maintenance	Maintain schedule of routine and extraordinary maintenance	January annually	GM	Vehicle file
				Use on public highway	See Tractor/Trailer Risk Assessment before using vehicle on public highway	January annually	GM	Risk Assessment file.
1.4	Assets	Open Spaces	H	Weekly basic visual inspection of open spaces including play equipment, benches and litter bins and play areas by contractor.	Weekly basic visual inspection of open spaces including benches and litter bins and play areas by contractor. Defects reported immediately verbally to Council Office.	Weekly	GM	Open Spaces Inspection records
				Annual inspection of play areas by Council's insurers as mandatory part of insurance cover. Records maintained.	Report filed electronically and in folder. Grounds Manager to review report with Clerk and prioritise actions.	September annually	GM Clerk	Open Spaces Inspection records
				New play equipment.	Consider ROSPA post installation inspection and Risk Assessment.		Clerk	
				Annual health and safety inspections of all Parish Council trees.	Basic tree survey done June 2024	June 2025	Clerk	Tree Survey records
1.5	Assets	Cemetery	H	Weekly basic visual inspection of cemetery by Senior Admin Clerk	Defects rectified immediately or reported to Council Office for further action	Ongoing	Senior Admin Clerk	Written records maintained

Assets
January 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
1.6		Allotments	L	Quarterly basic visual inspection by Admin Clerk.	Rectify any defects immediately or report defects requiring further action to Council Office.	Quarterly	Senior Admin Clerk	Allotments Inspections file

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. 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. Petty cash receipts kept in accounts for payment file.</p>			Clerk	
				Receipts recorded in Rialtus Suite Omega software.			Clerk	
				Payments by cheque require two signatories and signatories to initial cheque book stub. Clerk to countersign cheques.	Most payments now by online bank transfer authorised by two Councillor signatories. Admin Clerk downloads monthly payment authorisation history from Lloyds.		Clerk	
				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. Approved accounts for payment filed with the signed minutes of the Council meeting.			Clerk	
2.2	Finance	Financial Controls	M	Bank accounts reconciled monthly against Omega.			Clerk	
				Cashbook reconciled monthly against Omega.			Clerk	

Finance
January 2025

				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	
2.3	Finance	Internal Audit	M	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	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.	Function performed by Omega accounting software.		Senior Admin Clerk	
				Monthly analysis of budget income and expenditure against actual income and expenditure and circulated to all Councillors.			Clerk	
				Quarterly budget report on income and expenditure taken to Finance Committee.			Clerk	
				Mid year reconciliation of budget income and expenditure against actual made to assist the Finance Committee with preparation of revenue budget for next year.			Clerk	
2.5	Finance	Financial Records	M	The Council approves monthly accounts for payment and Chairman signs payments spreadsheet filed with minutes of the meeting.			Clerk	
				Where appropriate for large purchases, the power to make the expenditure is recorded in the minute approving the expenditure.			Clerk	
				Publish expenditure over £500 on Council website in accordance with the Code of Practice on Data Transparency		Monthly	Clerk	PC website
2.6	Finance	Salaries	M	Clerk calculates monthly salaries for submission to Mulberry & Co for payment to employees. Checked by Mulberry & Co.		Monthly	Clerk	

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.			Clerk	
				Quarterly VAT return submitted electronically.			Clerk	
				Annual de-minimis calculation for VAT.	Calculation done by a contractor	April annually	Clerk	
				Advice sought from HMRC Helpline when unsure.			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	

Finance
January 2025

				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	Clerk	
						Annually	Clerk	
						Annually	Clerk	
4.1	Employer Liability	Staff Handbook	L	Staff Handbook	To inform staff of their responsibilities and Council rules.	Apr-27	Clerk	Staff Handbook
4.2	Employer Liability	Staff Appraisal	M	Hold annual appraisal with all employees individually. Find out if there are elements of their role that they have concerns about or difficulty in achieving.		June annually	Clerk	Staff files
4.3	Employer Liability	Staff Training	M	Linked with the Staff Appraisal – find out if there are any areas where staff might benefit from training.			Clerk	Staff files
				Consider Training Strategy for staff.	Training and Development Policy adopted.	Apr-27	Clerk	
				Aspire for all Clerks (regardless of seniority) to achieve the Local Council Certificate in Administration.			Clerk	
4.4	Employer Liability	Comply with Inland Revenue requirements	M	Ensure Mulberry & Co complete and submit a P35 Annual Return to HMRC before 19 May annually.		May annually	Clerk	Payroll file
				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
				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
4.7	Contractors Liability	Personal Accident	M	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.			Clerk	
				Minutes are kept in a loose leaf minute book. Pages are consecutively numbered by hand.			Senior Admin Clerk	
				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.			Clerk	
5.3	Legal Liability	Biodiversity	M	Duty to conserve and enhance biodiversity	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.			Gifts and Hospitality Register
				Staff also maintain a voluntary register of gifts or hospitality.		Ongoing	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.	May annually	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	Standing Orders are reviewed regularly, a check is made annually to see if NALC have updated Standing Orders.	NALC issued model Standing Orders in 2013, Standing Orders reviewed 18 May 2023.	May annually	Clerk	Standing Orders
				Financial Regulations are reviewed regularly, a check is made annually to see if NALC have updated Financial Regulations.	Financial Regulations reviewed 18 May 2023	May annually	Clerk	Financial Regulations
				This Risk Assessment is reviewed annually in January by the Clerk, then presented to the Council for approval.		January annually	Clerk	Risk Assessment
				The insurance schedule is reviewed annually in January by the Clerk, then presented to the Council for approval.		January annually	Clerk	Insurance Schedule
7.1	Form and Function	Legislation	M	The Council subscribes to NALC for the latest changes in legislation.			Clerk	
				The Clerk attends the quarterly meetings of the Surrey branch of SLCC for updates on legislation.			Clerk	
				The Clerk attends the regional conference of SLCC for legislation updates.			Clerk	
				The Clerk is registered as a Fellow of the Institute of Local Council Managers and is completing a Continuous Professional Development Portfolio.			Clerk	

Form and Function
January 2025

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

Form and Function
January 2025

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

**New Projects
January 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



CRANLEIGH PARISH COUNCIL

HEALTH AND SAFETY POLICY 2025

1. GENERAL STATEMENT OF POLICY

1.1 This policy was adopted by the Council on 16 May 2024.

1.2 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.

1.3 Our policy is to ensure the safety of members of the public whilst on our premises through a system of regular inspection and risk assessment.

1.4 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

1.5 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review including an annual review and report on the Council's Risk Assessment.

2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work Act 1974 and Regulations* made under the Act and the Occupiers Liability Act is that of the Parish Council of Cranleigh.

The Parish Council is responsible for:

2.1.1 Overseeing the Health and Safety Policy.

2.1.2 Reviewing its effectiveness.

2.1.3 Ensuring its correct implementation at all the Council's premises.

2.1.4 Periodically reviewing the policy.

2.2 Duties of supervisors are:

Supervisor	Area
Grounds Manager	Council Office, Snoxhall Pavilion, Village Hall, Youth Centre Snoxhall Fields, Bruce McKenzie Field, Beryl Harvey Field, Beryl Harvey Allotments, Elmbridge Road Allotments, Public Conveniences – Village Way, the Common and Snoxhall, High Street flower beds
Sexton	Cemetery

* See Note on Page 6

2.3 All staff are responsible for ensuring a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate supervisor.

2.5 Consultation between management and employees is provided by immediate day to day discussion with the Parish Clerk and Grounds Manager.

2.6 Accident Record Books are located:

Area	Location
Snoxhall Fields	Council Office
Youth Centre	Council Office
Village Hall	Council Office
Council Office	Council Office
Cemetery	Council Office

3. FIRST AID

3.1 First aid boxes are located as follows, and are the responsibility of:

Location	Responsibility
Snoxhall Fields Pavilion	Admin Clerk
Youth Centre	Admin Clerk
Village Hall	Admin Clerk
Council Office	Admin Clerk
Cemetery	Admin Clerk

4. FIRE SAFETY

4.1 Designated persons responsible for the Regulatory Reform (Fire Safety) Order 2005 are:

Area	Person
Snoxhall Fields Pavilion	Parish Clerk
Youth Centre	Parish Clerk
Village Hall	Parish Clerk
Council Office	Parish Clerk
Cemetery	Parish Clerk

4.2 Fire Risk Assessments shall be reviewed annually, with a three yearly professional review.

4.3 Fire extinguishers shall have a basic visual inspection quarterly.

4.4 Fire extinguishers shall be maintained annually.

4.5 Fire alarm systems and fire drills shall be carried out in accordance with the individual property Fire Risk Assessments.

4.6 Fire exits shall be kept free from obstructions and inspected regularly.

4.7 Notices should be prominently displayed giving directions for the evacuation of buildings in the event of fire, and shall be inspected annually.

4.8 Electrical certificates (PAT Testing) shall be obtained on all Council occupied premises in accordance with the property risk assessment.

4.9 Five yearly electrical safety inspections will be undertaken on all Council property.

5 TRAINING

5.1 The Council's Parish Clerk has overall responsibility for the provision of the Council's health and safety training, and will be allocated a portion of the Council's training budget for these purposes.

6. SPECIFIC POLICIES

6.1 Policies for particular premises and activities are attached as Annexes as follows:-

6.1.1 General advice to all employees, contractors, users of Council facilities and general public.

6.1.2 All Property.

6.1.3 Grounds Maintenance.

6.1.4 Caretaking and Cleaning.

6.1.5 Grounds Staff.

6.1.6 Contractors.

6.1.7 Safe Systems of Work

6.1.8 Pregnant Women.

6.1.9 Working from Home.

6.1.10 Handling of Animals

6.1.11 Clearance of Snow and Ice.

6.1.12 Hot Works Policy

7. EMPLOYMENT OF CONTRACTORS

7.1 The notes to be given to contractors are attached at Annex 5.

8. REPORTING AND RECORDING ACCIDENTS

8.1 Accidents should be reported and recorded in the Accident Record books as follows:

Area	Responsibility
Snoxhall Fields	Grounds Manager
Youth Centre	Grounds Manager
Village Hall	Grounds Manager
Council Office	Grounds Manager
Cemetery	Sexton

9. SMOKING

9.1 Smoking is not allowed in any enclosed space owned by the Parish Council in accordance with the Health Act 2006, or in vehicles when used for Council business.

NOTE: This policy has been prepared with acknowledgement to the following legislation:

- Electricity at Work Regulations 1989
- The Management of Health & Safety At Work (Amendment) Regulations 2006
- Manual Handling Operations Regulations 1992
- The Personal Protective Equipment At Work Regulations 1992
- The Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
- The Provision and Use of Work Equipment Regulations 1998
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Fire Precautions (Workplace) Regulations 1997, as amended in 1999
- The Health & Safety (Young Persons) Regulations 1997
- The Work at Height Regulations 2005
- Gas Safety (Installation and Use) Regulations 1998
- The Control of Asbestos Regulations 2012
- The Control of Noise at Work Regulations 2005

Annex 1

GENERAL ADVICE TO ALL EMPLOYEES, CONTRACTORS, USERS OF COUNCIL PROPERTIES and GENERAL PUBLIC.

1. TIDINESS

- a. Keep floors, passages etc. clear of stores, packages and litter.
- b. Ensure no chairs or tables block corridors or fire exits.
- c. Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your Supervisor if in doubt.

2. FALLS AND COLLISIONS

- a. Walk, do not run. Look where you are going.
- b. Use care in opening doors outward.
- c. Take care on stairs and use the handrail.
- d. Mop up spills of liquid, do not leave it to someone else.
- e. Do not climb on chairs, desks, window sills to reach shelves or to open windows.
- f. Use a step-ladder and window poles etc.

3 FIRE PRECAUTIONS

READ AND UNDERSTAND FIRE PRECAUTION NOTICES

- a. Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.
- b. Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will bum.

4 HORSEPLAY

- a. Avoid horseplay, sky larking, practical jokes.

5 LIFTING AND HANDLING

The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action. Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

6. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help. If mechanical aids are provided, use them. If an object is to be lifted manually:

6.1 Bend the knees and crouch to the object.

6.2 Get a firm grip using the whole hand and not the finger tips.

6.3 Keep the back straight.

6.4 Tuck the chin in.

6.5 Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.

- 6.6 Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- 6.7 Avoid pinching fingers when releasing object.
- 6.8 When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- 6.9 Protect your toes with safety footwear, to be provided by the Council.
- 6.10 Wear protective gloves when handling objects with sharp or jagged edges.

WORKING AT HEIGHT

7. Your personal safety and that of others who could be affected by what you do is a joint responsibility. The following notes have been written to remind you how you can help. It also details some aspects of your job where things could go wrong. A written risk assessment shall be undertaken by the contractor or supervisor for each task that requires working at height and filed for future reference. You should never use a ladder unsupervised. Avoid working at height where possible.

7.1 Ladders

7.1.1 Risk assessment must justify use;

- Low risk
- Short duration
- Or site conditions dictate

7.1.2 Checks

- Correct ladder for task
- Examined prior to use
- Defects checked (painted, rungs, feet)
- Suitable surface

7.1.3 Safe Use

- Ladder stable
- Secured where possible
- Good access
- No overreaching
- 3 points of contact

7.2 All Equipment

7.2.1 All equipment should be inspected by the operative prior to use (including contractor's equipment).

7.2.2 Appropriately maintained

7.2.3 Suitable for the task

7.2.4 Used by a competent person (particularly hired equipment)

7.2.5 Specific guidance for individual equipment available

7.2.6 Types of equipment:

- Step ladders
- Mobile elevated work platforms (MEWPS) (e.g. cherrypickers)
- Mobile scaffold (towers)
- Scaffolds

7.3 Other Considerations

7.3.1 Avoid risks from fragile surfaces (roofs)

7.3.2 Prevent falling objects (use of nets)

7.3.3 Warn about danger areas (notices, barriers)

7.3.4 Employees should

- Follow instructions and training
- Advise employer of hazards/risks to health & safety

7.4 Summary

7.4.1 Complete written risk assessment, plan and organise your work properly

7.4.2 Follow the hierarchy: avoid – prevent – minimise

7.4.3 Choose right equipment – select collective protection before personal

7.4.4 Guidance available – Work at Height Regulations – A brief guide – INDG 401

7.5 Sports Hall and Village Hall

7.5.1 Use only contractors qualified to work at height. Ensure a copy of their RAMS is received prior to working. If access equipment is left on site, ensure it has appropriate tags.

7.5.2 No access to the Village Hall roof space until roof space project is complete.

VISUAL DISPLAY EQUIPMENT

8.1 The information booklet provided by the Health and Safety Executive is available to all employees on request and stored on the Council server.

8.2 The Workstation

The Parish Council will ensure that good features are in place, i.e. adjustable and safely balanced chairs and appropriate desks. Good lighting.

8.2 Breaks and Changes of Activity

The need for breaks depends on the nature and intensity of the work; guidance will be given by the Supervisor.

8.3 Eye Tests and the Provision of Spectacles

Training will be provided to ensure that employees are aware of the regulations and can use their equipment safely to avoid health problems. Eye tests for Parish Council staff will be arranged and paid for by the Council. In exceptional circumstances, where reading glasses are unsuitable, prescription spectacles for monitor reading may be recommended by the Council's optician and paid for by the Council. They will remain the property of the Council.

Employees Responsibility

8.4 Comfort

The equipment should be adjusted to suit individual physical requirements:

8.5 Getting comfortable

The chair and VDU should be adjusted so that, as a broad guide, forearms should be horizontal and eyes at the same height as the top of the VDU. There should be adequate space for documents to be managed on the top of the desk. A document holder can help the position of the head relative to the VDU and prevent neck discomfort.

8.6 Visual Display Equipment

Sunlight or artificial light should not be allowed to bounce off the screen and there should be adequate space beneath the desk to allow free movement of legs. Excess pressure on the back of the knees and legs should be avoided and a footrest used where necessary.

8.7 The Keyboard

Adjust the keyboard and mouse to suit your hand movements. A wrist rest in front of the keyboard may help alleviate strain.

8.8 Breaks

Do not sit in the same position for long periods. The general principle to be followed is short frequent breaks are better than longer, less frequent ones.

Annex 2

ALL PROPERTY

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised by the property supervisor. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) Office lighting. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the 1989 Regulations and a log maintained.
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. All trailing leads should be covered. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f) Defective equipment should always be labelled and must never be used.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- b) Heavy equipment and furniture must not be moved by individuals.
- c) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- d) Filing cabinets should be bolted to walls wherever possible. Where this is not possible, filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- e) Top of cabinets, cupboards etc should not be used for storage; should always be kept clear.

f) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

4. FIRE PRECAUTIONS

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the property. These notices to be checked annually by the person responsible under the Regulatory Reform (Fire Safety) Order 2005.
- b) Exit corridors, landings and stair cases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Waste paper bins must be of metal construction and be emptied each day.

Annex 3

GROUNDS MAINTENANCE

This policy applies to all Council employees and contractors.

1. Only authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use. Machinery must be switched off before repairs are undertaken.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected from the mains supply.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
7. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Parish Clerk, currently the garage for Council property.
8. The manufacturers instructions regarding the safe use of chemicals must be adhered to.
9. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use. No one should climb a ladder without another person bracing the base.
11. Pathways on Council owned premises should be inspected annually and will be recorded in the Council's property inspection record for the appropriate property.

Annex 4

CARETAKING AND CLEANING

This policy applies to all Council property.

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step-ladders which are used to gain access to heights must be in good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.

8. ALL OF THE FOLLOWING SHOULD BE REPORTED TO THE LOCAL SUPERVISORS:

- 8.1 Structural faults which appear dangerous.
- 8.2 Floor coverings, etc. which cause a tripping hazard.
- 8.3 Faulty gas, electric, paraffin fixtures, fittings and equipment.
- 8.4 All accidents, however small, should be reported.

NOBODY SHOULD:

- 8.5 Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- 8.6 Attempt to move obviously heavy furniture alone.
- 8.7 Stand on something to reach windows, if you do ensure the object on which you stand is solid and reliable.
- 8.8 Dispose of aerosol cans UNLESS in the recommended way.
- 8.9 Dispose of soiled materials UNLESS in sealed bags.

Annex 5

GROUNDSTAFF

1. Your personal safety and that of others who could be affected by what you do is a joint responsibility. The following notes have been written to remind you how you can help. It also details some aspects of your job where things could go wrong.

1.1 Clothing

1.1.1 Ensure that you wear all relevant safety clothing e.g. gloves, reflective waistcoats, safety shoes.

1.1.2 Always wear reflective jackets with double stripes when working near a highway.

1.1.3 Wear heavy duty gloves to protect your hands from sharp objects.

1.1.4 Check that your protective clothing is in good condition and ask for replacements if they get damaged or worn.

1.2 Personal Safety

1.2.1 In bad light, fog, heavy rainfall and other conditions where visibility is restricted you must stop working on the highway for both your own safety and the safety of others.

1.2.2 Do not put yourself or any other road user in unnecessary danger.

1.2.3 Ensure you look out for traffic and other road users when stepping out onto the highway.

1.2.4 When litter picking in car parks ensure you keep your eyes and ears open for moving vehicles.

1.2.5 If you have an accident no matter how minor, report it to the Grounds Manager so it can be recorded in the Accident Book.

1.2.6 Do not run, no matter how keen you are to finish your work, running increases the risk of falling and hurting yourself.

1.2.7 Do not climb into any stream or watercourse, unless supervised by the Grounds Manager to retrieve rubbish.

1.2.8 Where rubbish presents a risk, it may be necessary to request outside help from another authority such as the Environment Agency or Waverley Borough Council.

1.2.9 Lone working on any stream or watercourse is prohibited.

1.3 Manual Handling

1.3.1 Bend your knees not your back.

1.3.2 If you come across a heavy item ask for help – never risk straining yourself.

1.3.3 Never collect any items which you consider may be hazardous to move e.g. chemicals, asbestos, dead animals, aerosol cans, gas cylinders, hypodermic needles etc...

1.3.4 If emptying litter bins, place sacks into a barrow or wheeled bin to avoid risk of being cut by sharp objects or hypodermic needles.

1.3.5 If you must carry sacks and it is for short distances, make sure you keep them away from your body to avoid stick wounds from hypodermic needles or cuts from other sharp objects.

1.3.6 If you find a hypodermic needle, do not handle it unless you can do so safely. Wrap it securely, place in a lidded canister and keep it separate from general rubbish. If in ANY doubt contact the Borough Council on 01483 523524

1.4 Solvents

1.4.1 If using any cleansing material ensure you wear proper safety equipment as instructed, i.e. gloves, boots, goggles, face masks.

1.4.2 Take care when in confined areas, make sure doors and windows are open.

1.4.3 If there is no air circulation do not use aerosol sprays.

1.4.4 Ensure all lids are secured and tightened on containers so that chemicals cannot leak.

1.5 Sweeping

1.5.1 Take care that you do not raise too much dust.

1.5.2 Work downwind wherever possible.

1.5.3 In enclosed spaces, damp down before starting to sweep and wear a mask if the dust levels are still high.

1.6 Tractor

1.6.1 Ensure that the tractor is serviced at regular intervals, and a record of all maintenance kept.

1.6.2 Replace any worn parts immediately.

1.6.3 Follow the Highway Code.

1.6.4 Never leave the vehicle unattended.

1.6.5 Always wear your seat belt.

1.6.6 Use a one way system where you can.

1.6.7 Avoid reversing where possible.

Annex 6

NOTICE TO CONTRACTORS

1.0 For Cranleigh Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements :-

1.1 As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.

1.2 You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.

1.3 You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.

1.4 The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.

1.5 In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.

1.6 The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.

1.7 The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Annex 7

SAFE SYSTEMS OF WORK

The Parish Council provides the following guidance obtained from the Institute of Groundsmanship to all of its grounds staff:

- 001 Strimming new employees
- 002 Pedestrian cylinder mower new employees
- 003 Pedestrian rotary mower new employees
- 006 Ride on cylinder mower new employees
- 007 Ride on rotary mower new employees
- 008 Tractor gang mower new employees
- 009 Tractor mounted side arm flail grass
- 010 Tractor drawn flail
- 014 Leaf blowing new employees
- 015 Turf edging
- 017 Pedestrian operated spiker aerators
- 020 Pedestrian operated rollers hand and propelled
- 023 Tractor drawn equipment
- 025 Ride on roller (cricket)
- 030 Rose pruning
- 032 Shrub pruning
- 035 Tractor mounted side arm flail (hedges)
- 038 Chainsaw operation
- 041 Tree planning operations
- 042 Stump grinder operations
- 048 Towing trailers and emergency towing new employees
- 051 Using small dumpers
- 058 Ground work compactor
- 061 Using ladders
- 062 Using trestles and boards
- 078 Road sweeping highway spillage bin clearing
- 079 Removal of hazardous waste
- 081 Animal excrement and dead animal collection
- 083 Snow clearing
- 090 General application of pesticides
- 115 Inspection and clearing of children's play areas
- 119 Erection of sports posts
- 120 Cricket maintenance
- 121 Soccer maintenance
- 123 Sports marking
- 134 Visual display screens
- 135 Photocopying
- 136 Wiring a plug
- 141 Cleaning operations internal
- 142 Public convenience cleaning
- 144 Graffiti cleaning
- 145 Pressure washers
- 153 A-B-C Rabbit control operations
- 154 Mole control operations

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

Telephone 01483 272311

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

Annex 8

Pregnant Women

The Health and Safety Executive have published the following guidance for expectant women:

<http://www.hse.gov.uk/mothers/>

A hard copy of this document can be provided on request, and such a request will be treated in confidence.

Annex 9

WORKING FROM HOME

Employees have a responsibility to take reasonable care of their own health and safety and the health and safety of others who may be affected by what they do. For the worker at home this is likely to include visitors to the 'office', e.g. family, friends, etc.

It is the employees' responsibility to report all employment related hazards related to their own or others' health.

Employers are required to carry out a suitable and sufficient Risk Assessment of all work activity under the Management of Health and Safety at Work Regulations 1992.

This includes those that work at home.

The Parish Clerk will be responsible to ensure that a Risk Assessment for employees working from home is completed annually. The Council also has a Lone Working Risk Assessment for which the Parish Clerk is responsible.

Annex 10

CODE OF PRACTICE FOR THE HANDLING OF ANIMALS

There may be times when animals stray on to Council property. It is important that staff only deal with animals within their own competency. If staff are alerted to an animal on Council property, the call taker should extract as much information as possible including:

- Precise location of the animal.
- Species including description, size and temperament of animal (if known).
- Is the animal considered to be a danger to Council staff, contractors or the public?
- Is the animal in danger itself?
- Could the animal pose a danger to highway users?

If it is reported that the animal is showing aggressive behaviour and it is considered a danger to people or to itself, then staff should alert the Police by calling 999. Staff may attend the Council property, but must observe the animal from a distance and make a risk assessment based on their own competency for dealing with the animal. Advice can be sought from the RSPCA on their 24 hour cruelty line for animals in distress 0300 1234 999 or an advice line on 0300 1234 555 Monday – Friday 9.00am – 5.00pm.

If staff decide that dealing with the animal is beyond their own competency, then Sussex Police should be contacted for 101 for non-urgent calls. If the animal poses a danger to itself or the public, then staff should alert the Police by calling 999.

DEFRA hold a livestock register, if the animal is tagged.

Diseases

Staff should ensure that they wash their hands after handling animals as animals may carry diseases.

Found Animals

The local branch of the RSPCA have a lost and found contact number 07906 924002 or info@rspcaguildforddepsom.org.uk

Annex 11

CLEARANCE OF SNOW AND ICE

Reasonable steps should be taken for the clearance of snow and ice from Council property to maintain public access to the following:

Location	Responsibility
Snoxhall Fields Pavilion	Grounds Manager
Youth Centre	Grounds Manager
Village Hall	Grounds Manager
Council Office	Grounds Manager
Cemetery	Sexton

Clearance of Snow and Ice

- Snow is best cleared whilst it is still fresh and has not been compacted and frozen. Snow should be cleared to the side of the path taking care not to block emergency exits from the building.
- Salt or grit should then be applied to stop the path freezing.
- If there is another snowfall, this process will need to be repeated.

Equipment

- The Council has snow shovels and a salt spreader located in the Snoxhall machine shed.
- Staff should ensure that they have appropriate footwear for the clearance of snow and ice, footwear to be provided by the Council.

Annex 12

Hot Works Policy

STATEMENT

The purpose of this policy statement is to define how the Parish Council control the management of Hot Works. The Council has introduced this policy with the objective of identifying and limiting the risk of accidents by avoiding hot works where possible, ensuring the competence of its contractors and implementing an agreed Hot Works process.

There are occasions where the Council may require contractors to carry out "hot works" in Council properties.

For the purposes of this policy, 'hot work' is classed as temporary operations capable of providing a source of ignition, for example welding, cutting, burning, grinding, soldering, paint stripping, roof repairs or heating.

In addition to any injuries, fires caused by 'hot work' can have a significant adverse effect on the Council. This can include loss of properties and facilities and hirers and owners being injured and /or decanted as a result of fire. Fires can often occur when buildings are undergoing refurbishment or alteration, therefore, before any building works start, all additional risks likely to be introduced should be considered and evaluated.

There is also a risk that the work to be undertaken could inappropriately trigger the fire detection and alarm systems.

Implementation of this policy and procedure will help to ensure a safe working environment and minimise the risks associated with 'hot work'.

Failure to comply with these requirements may lead to the termination of the work and disciplinary action taken against employees or the removal from site of contractors.

LEGAL REQUIREMENTS

The Health & Safety at Work Act requires the operation of 'Safe Systems of Work' to be implemented when undertaking physical work activities. This principally requires a risk assessment to be undertaken of the activity and a method statement produced to effectively manage the hazards identified.

PROCEDURES

If there is a practical method to carry out a task without involving 'hot work', this method will be used.

Where specific fire fighting equipment is included in the precautions for the work, this equipment will be provided by the contractor unless otherwise agreed. It is the responsibility of contractors to have suitable fire extinguishers and fire blankets, anti glare screens and PPE available at the work site at all times. Contractors must ensure that they have knowledge of an appropriate fire exit route before commencing works.

PLANNED WORKS

The Clerk appointing a contractor for planned works must ensure that information regarding hot works is contained in tender documentation and is discussed at the project pre-start meeting, as may be appropriate, and that Contractors and Sub Contractors have in place Risk Assessments, Method Statements, etc. for carrying out the works as appropriate taking account of the Contractors Responsibility.

REACTIVE REPAIR WORKS

The Clerk will ensure that this Hot Work Policy is provided to contractors on a regular basis. A section regarding hot work will also be included in the terms and conditions of the works order instruction.

CONTRACTOR RESPONSIBILITY

All equipment used for hot work must have been regularly tested as recommended by the manufacturer's instructions, be maintained in good order and be fit for the intended purpose.

Contractors must not use any equipment that is below standard or in need of repair. Any equipment found to be unsafe must be immediately withdrawn from service and disposed of or repaired.

Operatives, employed by the contractor, who are responsible for undertaking the hot work must be trained and competent to use the hot work equipment and safety equipment without harm to either themselves or others.

The contractor must undertake work area inspection at 30 minutes and 60 minutes after work completion to ensure that there are no smouldering fires.

A full risk assessment, of the work area, must be carried out by the contractor responsible for undertaking the work, before commencement of the work, to ensure arrangements are in place to minimise the risk of fire. A suitable method statement detailing a safe system of work, must then be prepared and implemented by the contractor. It is the responsibility of the contractor to ensure this method statement is adhered to and all suitable post completion checks are completed satisfactorily. The following points should be considered by the contractor during the risk assessment, preparation of the method statement and implementation of a Safe System of Work; The location must be thoroughly inspected and safety precautions carried out. Where applicable automatic fire alarm and detection systems/zones must be isolated and reconnected at the end of each days work and upon completion of the whole work. All solid combustible material must be removed or adequately protected against sparks. No flammable liquids or gases must be within 15 metres. Smoking is not permitted in any building. The operatives must have the nearest fire alarm and or telephone pointed out to them and have been informed what to do in the event of a fire or emergency. The correct type and serviceable fire extinguisher/ hose reel must be available for use while the operation is in progress. The operatives must have familiarised themselves with the means of escape from the working area and the building, and be fully competent in the use and operations of the equipment. Protective clothing must be worn at all times. Work area inspection at 30 minutes and 60 minutes after completion.

If unsafe conditions are noted during the work, all hot work will cease until the conditions are made safe.



CRANLEIGH PARISH COUNCIL

SCHEME OF DELEGATION

MAY 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 £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 E-mail 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.



FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

2025

Adopted 15 May 2025

The Freedom of Information Act 2000

The Freedom of Information Act gives you the right to obtain information held by public authorities unless there are good reasons to keep it confidential.

The Information Commissioner's Office

The ICO is the UK's independent public body set up to promote access to official information and protect personal information. It has responsibility for ensuring that information is disclosed promptly and that exemptions from disclosure are applied lawfully. Some information could be exempt from disclosure.

How do I make a request?

- Make the information as specific as possible. If your request is too broad the Council may ask you to clarify it. This could mean it takes longer to get the information.
- Provide as full a description as possible of the information you require.
- Be clear about the format you would prefer to receive the information in, for example, by e-mail or as a paper copy.

What happens once my request has been received?

Any request for information should be treated by the Council as a formal request for information and the Council suggests that e-mails or letters are clearly marked as freedom of information requests to avoid any confusion.

The Council must respond promptly to requests or, in any event, within 20 working days although the Council has longer to consider whether the disclosure of normally exempt information would be in the public interest. When considering the public interest test, the Council must do so 'within a reasonable time.'

What if the information is refused?

Where the Council decides not to disclose the information requested it must give reasons for its decision, it must explain how the exemption or exception applies and it must explain the arguments under the public interest test. The Council must also inform you of your right to complain to the ICO.

How can the ICO help and what is the legal process?

You may apply to the ICO for a decision about whether the request has been dealt with according to the Act, for example, you believe there has been excessive delay or if you wish to dispute the application of an exemption or refusals made on public interest grounds. The ICO may serve a decision notice on the Council either confirming the decision made by the Council or directing it to disclose information within a certain time. Non-compliance with a decision notice may constitute contempt of court. If you or the Council disagrees with the ICO's decision you have 28 days to appeal to the independent **Information Tribunal**. The Information Tribunal may uphold the ICO's decision notice, amend it (for example change the time frame for release of information) or overturn it. Non-compliance with the Information Tribunal's notice may also constitute contempt of court.

Additional Information

Additional guidance on the Freedom of Information Act is available on the ICO website at www.ico.gov.uk or by telephone to their helpline 0303 123 1113.

Model Publication Scheme

Under the Freedom of Information it is the duty of every public authority to adopt and maintain a publication scheme.

The Information Commissioner's Office (ICO) is changing the emphasis in the approval and operation of publication schemes to a generic model which should be adopted and operated by all public authorities from **1 January 2009**.

The model commits a public authority to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'*.

This must be adopted in full, unedited and promoted alongside the guide to information. Local councils are not required to inform the Information Commissioner's Office that they have adopted the scheme; it will be assumed they have done so unless the ICO hears otherwise.

The publication scheme provides a list of all the information the Council will make routinely available, explain how it can be accessed (either via the Parish Council website or hard copy) and whether or not a charge will be made for it.

Classes of Information

The information held by Cranleigh Parish Council has been recorded under the following classes of information:

Class 1	Who we are and what we do
Class 2	What we spend and how we spend it
Class 3	What our priorities are and how we are doing
Class 4	How we make decisions
Class 5	Our policies and procedures
Class 6	Lists and registers
Class 7	The services we offer

Website

Some information is routinely available from the Parish Council's website at no charge. The Parish Council's website can be found at:

www.cranleigh-pc.gov.uk

A copy of this publication scheme is also available on the Parish Council website.

Charges for Information Published under this Scheme

Information available through this Council's publication scheme should be readily available at minimum cost to the public. In most cases charges will be made on the basis of cost recovery. Charges may be made for actual disbursements (e.g. photocopying and postage) and information that the council is legally authorised to charge for.

- Anyone requesting information will be notified of any charge before the information is provided.
- Payment will be requested before the information is supplied.
- A schedule of charges is appended to this document.

FOI requests and the Publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested and should be made available unless it can be legitimately withheld.

Availability of Datasets

The Protection of Freedoms Act 2012 has amended clause 11 of the Freedom of Information Act 2000 to make datasets available for re-use by members of the public. Once a dataset is disclosed following an FOI request, Cranleigh Parish Council will make that dataset more widely available and any updated version of that dataset by inclusion on our website. All datasets published in this way will be in a format capable of re use wherever possible, i.e. not in a PDF format.

For datasets which do not contain copyright material the usual FOI charging provisions will apply as set out in this Publication Scheme – i.e. the Council will only be able to charge photocopying, postage and any disbursements.

However, if datasets are published which contain copyright material then the Council may exercise any power it has under other enactments to charge a fee in connection with making the relevant copyright work available for re use. – This only covers re use and *not* access to the information.

Information available from Cranleigh Parish Council under the model publication scheme

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)			
Who's who on the Council and its Committees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Contact details for Parish Clerk and Council members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Location of main Council office and accessibility details	<input checked="" type="checkbox"/>		Free
Staffing structure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)			
Annual return form and report by auditor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Finalised budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Precept	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Borrowing Approval letter		<input checked="" type="checkbox"/>	10p per A4 sheet
Financial Standing Orders and Regulations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Grants given and received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
List of current contracts awarded and value of contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Members' allowances and expenses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)			
Parish Design Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Local Council Award (if applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Local charters drawn up in accordance with DCLG guidelines			

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 4 – How we make decisions (Decision making processes and records of decisions)			
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Agendas of meetings (as above)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.		<input checked="" type="checkbox"/>	10p per A4 sheet
Responses to consultation papers		<input checked="" type="checkbox"/>	10p per A4 sheet
Responses to planning applications		<input checked="" type="checkbox"/>	10p per A4 sheet
Bye-laws			10p per A4 sheet

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)			
Procedural standing orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Committee and sub-committee terms of reference	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Delegated authority in respect of officers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Code of Conduct	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Policy statements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Internal policies relating to the delivery of services			
Equality and diversity policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Health and safety policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Recruitment policies (including current vacancies)			
Policies and procedures for handling requests for information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Complaints procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Records management policies (records retention, destruction and archive)		<input checked="" type="checkbox"/>	10p per A4 sheet
Data protection policies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Schedule of charges (for the publication of information)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 6 – Lists and Registers Some information listed below may be available by inspection only			
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		<input checked="" type="checkbox"/>	10p per A4 sheet
Assets Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Disclosure log			10p per A4 sheet
Register of members' interests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Register of gifts and hospitality		<input checked="" type="checkbox"/>	10p per A4 sheet

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Some information listed below may be available by inspection only			
Allotments		<input checked="" type="checkbox"/>	10p per A4 sheet
Burial grounds and closed churchyards		<input checked="" type="checkbox"/>	10p per A4 sheet
Community centres and village halls		<input checked="" type="checkbox"/>	10p per A4 sheet
Parks, playing fields and recreational facilities		<input checked="" type="checkbox"/>	10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting		<input checked="" type="checkbox"/>	10p per A4 sheet
Bus shelters		<input checked="" type="checkbox"/>	10p per A4 sheet
Markets			10p per A4 sheet
Public conveniences		<input checked="" type="checkbox"/>	10p per A4 sheet
Agency-agreements		<input checked="" type="checkbox"/>	10p per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free

Contact details:

Mrs Beverley Bell FSLCC MIET IEng
Parish Clerk
Cranleigh Parish Council
Council Offices
Village Way
Cranleigh
Surrey
GU6 8AF

Telephone: 01483 272311

Email: clerk@cranleigh-pc.gov.uk

Website: www.cranleigh-pc.gov.uk

Office Opening Hours:

Monday – Friday 9.30am – 12.30pm
At other times by appointment

SCHEDULE OF CHARGES

This describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost*
	Photocopying @12p per A3 sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class*

* the actual cost incurred by the public authority

Policy Review Date: October 2026.



CRANLEIGH PARISH COUNCIL

COMPLAINTS PROCEDURE

1. Introduction and duties

- 1.1 It remains the position that the Local Government Ombudsman has no jurisdiction over Parish, Town and Community Councils in England and Wales. The National Association of Local Councils (NALC) in Legal Topic Note 9 has issued guidance (February 2013) for local councils.

2. Guidelines

- 2.1 It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. Councils should consider engaging other procedures/bodies in respect of the following types of complaint:

Type of conduct	Refer to
Financial irregularity	Local elector's statutory right to object to council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, councils may need to consult with their auditor / audit commission.
Criminal activity	The Police
Councillor conduct	A complaint relating to a councillor's failure to comply with the Code of Conduct must be submitted to Waverley Borough Council, Monitoring Officer
Employee conduct	Dealt with by internal disciplinary procedure

- 2.2 The code of practice that follows is therefore aimed at those situations where a complaint is made about the administration of the council or about its procedures. It is not an appropriate forum for a complaint against individuals, as the provisions above cover these situations.
- 2.3 The code of practice is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk. These informal measures should include:
- Offering to hold an informal meeting with the person/s expressing concern
 - Making it clear that it is an informal discussion and not part of the formal complaints process

- Asking what they feel would resolve the issue
 - Seeking to identify any underlying issues which may be driving the concern
 - Using the skills of active listening with empathy
 - Demonstrating that they have been heard, and understood
 - Agreeing next steps
 - Should they wish to pursue it further explain to them that they have further actions available under the Council's complaints policy.
 - If appropriate, providing reassurance that the complaints policy requires impartiality.
- Keeping a record of concerns and actions taken for future reference.

Should the informal processes fail to resolve the matter to the complainant then the use of the complaints policy would be further invoked to stage 2.

3. Stage 2: The Code of Practice

3.1 The aims of the code of practice are:

- To provide a standard and formal procedure for considering complaints either made by complainants directly or which have been referred back to the council from other bodies.
- To ensure that complainants feel satisfied that their grievance has been properly and fully considered.
- To make the process reasonable, accessible and transparent.
- At all times, the rules of natural justice will apply and all parties shall be treated fairly.
- All complaints shall be heard by the Council's Complaints Panel, which shall consist of 3 Councillors, and shall report its findings to Cranleigh Parish Council. An extraordinary meeting of the Council shall be called to appoint three Councillors not involved with the complaint to the Complaints Panel and to elect a Chairman of the Complaints Panel.

4. Before the Meeting

- 4.1 The complainant shall be asked to put the complaint about the Council's procedures in writing to the Clerk.
- 4.2 If the complainant does not wish to put the complaint to the Clerk (as it may relate directly to the Clerk), they may be advised to put it to the Council Chairman in writing, marked private and confidential.
- 4.3 The Clerk/Council Chairman shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the Complaints Panel.
- 4.4 The complainant shall be invited to attend the relevant meeting (hearing) and bring with them such representatives as they wish.
- 4.5 Seven (7) clear working days prior to the meeting (i.e. excluding weekends and public holidays), the complainant shall provide the Council with copies of any documentation or other evidence, which they intend to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which it wishes to rely at the meeting.

5. At the Meeting

- 5.1 The Complaints Panel shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the next Council meeting in open session.
- 5.2 The Panel Chairman to introduce everyone.
- 5.3 The Panel Chairman to explain the procedure.
- 5.4 Complainant (or representative) to outline grounds for complaint.
- 5.5 Panel members to ask questions of the complainant.
- 5.6 If relevant, the Clerk or other nominated officer, to explain the Council's position.
- 5.7 Panel members to ask questions of the Clerk or other nominated officer.

- 5.8 The Clerk or other nominated officer and complainant to be offered the opportunity of the last word (in this order – i.e. Town Clerk/officer followed by complainant).
- 5.9 The Clerk or other nominated officer and complainant to be asked to leave the room while the panel members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties to be invited back.
- 5.10 The Clerk or other nominated officer and complainant return to hear the decision, or to be advised when the decision will be made.

6. After the Meeting

- 6.1 Decision confirmed in writing within seven (7) working days together with details of any action to be taken.

Adopted by Council 15 May 2025

Policy Review Date: October 2026

Contacts

Clerk to Cranleigh Parish Council
Parish Council Office,
Village Way,
Cranleigh,
Surrey,
GU6 8AF
clerk@cranleigh-pc.gov.uk
Telephone 01483 272311

The Chairman of Cranleigh Parish Council
Parish Council Office,
Village Way,
Cranleigh,
Surrey,
GU6 8AF
chairman@cranleigh-pc.gov.uk
Telephone 01483 272311

Monitoring Officer
Waverley Borough Council
The Burys
Godalming

Surrey
GU7 1HR
Monitoringofficer@waverley.gov.uk
Telephone 01483 523333

Stage 2 – Complaints Procedure Meeting

Action	Working days from receipt of request for Committee meeting	Letter to be sent	Number of working days before Committee meeting
Complaint received	0		30
Clerk writes to complainant to acknowledge receipt of request for Committee meeting.	Day 0 to 3	Letter 2a	At least 27 days
Clerk writes to Chair of Council to inform them of the request for a Committee meeting.	Day 0 to 3	Letter 2b	At least 27 days
Clerk convenes Committee and organises the meeting			
Clerk writes to complainant to confirm meeting date, time and venue, and requesting all paperwork to be considered by the Committee	Day 7 to 10 (depending on date of letters 2a and 2b)	Letter 2c	At least 20 days
Clerk writes to Chair of the Council to confirm meeting date, time and venue, and requesting all paperwork to be considered by the Committee	Day 7 to 10 (depending on date of letters 2a and 2b)	Letter 2d	At least 20 days
Receipt of paperwork by the clerk	Day 8 to 15 (depending on date of letters 2a and 2b)		At least 15 days
Clerk collates paperwork			
Circulate all	Day 9 to 25	Letter 2e	At least 5 days

paperwork to all attendees			
Meeting	Within 30 days		0
Outcome letter	Within 37 days	Letter 2f	Within 7 days of the meeting

All timescales in this document refer to working days i.e. excluding weekends, holidays.



CRANLEIGH PARISH COUNCIL

Press and Media Policy

2025

1.0 Introduction

- 1.1 The purpose of this Protocol is to guide both Councillors and staff of the Council in their relations with the Press and Media, in such a way as to ensure the smooth running of the Council.
- 1.2 This protocol does not seek to be either prescriptive or comprehensive but sets out to provide guidance on how to deal with some of the practical issues that may arise when dealing with the Press and Media.
- 1.3 Above everything else, a Councillor must observe Cranleigh Parish Council's adopted Code of Members' Conduct whenever he/she conducts the business of the authority, conducts the business of the office to which he/she has been elected/appointed or acts as a representative of the authority.

2.0 Staff

- 2.1 An officer must not disclose information that is of a confidential nature. This includes any discussion with the press on any matter which has been discussed under confidential items on the Council's or Committees' agenda or at any other private briefing.
- 2.2 An officer should act with integrity at all times when representing or acting on behalf of Cranleigh Parish Council
- 2.3 The Parish Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue Press Releases on behalf of the Council. In the absence of the Parish Clerk, media communications will be handled by the Admin Clerk.
- 2.4 All communications made by the Parish Clerk will relate to the stated business and day to day management of the activities or adopted policy of the Council. The Clerk is not expected or authorised to speculate on matters that have not been considered by the Council. Where such questions are put to the Parish Clerk, the Clerk should refer the enquirer to the appropriate Committee Chairman.
- 2.5 No other officer of the Council or member of staff apart from the above, unless authorised by the Parish Clerk, is permitted to speak or communicate with the Press and Media on any matter affecting the Council or its business.

3.0 Members of the Council

- 3.1 A Councillor must not disclose information that is of a confidential nature. This includes any discussion with the press on any matter which has been discussed under confidential items on the Council's or Committees' agenda or at any other private briefing.
- 3.2 A Councillor should act with integrity at all times when representing or acting on behalf of Cranleigh Parish Council.

- 3.3 When speaking or providing written material to the Press and Media, Members should make clear the capacity, in which they are providing the information. For example: - as Chairman of the Council, as Chairman of a Committee, as a Parish Councillor, as an individual (i.e. letter to press for publication), as spokesperson or as Press Officer for a political party.
- 3.4 Never use the prefix "Cllr" when writing to the press as an individual. This implies you are stating Council policy.
- 3.5 Take particular care if the press or media approach you for comment on a controversial subject, and do not be led into stating something you did not really mean to say. If unsure about any particular policy, simply state "no comment" and ask the press to contact the Parish Office.
- 3.6 Councillors should be aware that case law states the role of Councillor overrides the rights to act as an individual. This means that Councillors should be careful about expressing individual views to the press or media, whether or not they relate to matters of Council business.
- 3.7 Councillors also have an obligation to respect Council policy once made and whilst it may be legitimate for a Councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the press.
- 3.8 A Councillor should not raise matters relating to the conduct or capability of an Officer or member of staff at meetings held in public or before the press.

4.0 Dealing with the Press

- 4.1 When dealing with the Press verbally, members and officers should be aware of the following:
 - 4.1.1 Be informed and certain of all your facts.
 - 4.1.2 Ensure that when making comments on behalf of the Parish Council that you are aware what Council Policy is and that your comments reflect that policy.
 - 4.1.3 Be calm.
 - 4.1.4 Ensure that your comments and views will not bring the Council, its Councillors or its staff into disrepute and ensure that comments are neither libellous nor slanderous.

5.0 Issues to be Aware of

- 5.1 Councillors and officers not used to dealing with the press may be surprised when they see that statements made in all innocence look very different in print than they did when they were spoken. It is advantageous to write out a statement or position beforehand.

6.0 Meetings of Council and Committees

- 6.1 Copies of Agenda, Minutes and Reports sent to Members for meetings of the Council or its Committees will be e-mailed to the Press and Media and placed on the council's web site.
- 6.2 Facilities will be provided at meetings for the Press to take notes of the proceedings.
- 6.3 As provided in the Council's Standing Orders both the Press and Public may be excluded from a meeting whilst certain confidential matters (as provided for in the relevant legislation) are under discussion.
- 6.4 Note: The Parish Council is governed by the Public Bodies (Admission to Meetings) Act, 1960.

7.0 Press Releases

- 7.1 All press releases made on behalf of the Parish Council will be prepared by the Parish Clerk and approved for issue at the next available meeting of the Council or one of its Committees. The press release must be included on the agenda and a copy of the press release included as a background paper to the agenda.
- 7.2 The Parish Clerk, in consultation with the Chairman, has delegated authority to publish press releases on any urgent matters where there is insufficient time for a council meeting.

8.0 Internet Forums and Social Media

- 8.1 The Clerk and Admin Clerk are authorised to issue public notices on any internet forum or social media on behalf of the Council.
- 8.2 Cranleigh Parish Councillors should be reminded that, while Forums are a useful means of encouraging public debate on local issues and for keeping residents updated on the work of the Parish Council, Councillors should focus any comments on the issues, the language should be measured and respectful and personal criticism should be avoided.

9.0 Policy

- 9.1 This document has been prepared as a guidance note for Officers, staff and elected members. It represents the policy of the Council in respect of its relationships with the Press and Media. The policy has been prepared to ensure consistency in the Council's dealing with the Press and Media and details who is authorised to speak on behalf of the Council. It has been drafted to ensure that the views and policy of the Council are presented accurately.
- 9.2 In providing information to the Press and Media, Members and Officers representing the Council will abide by the "Code of Recommended Practice on Local Authority Publicity" published by the DCLG.
- 9.3 The overriding principle of this policy is that all elements of the Press and Media will be treated equally.

May 2025

Policy Review Date: October 2026