

CRANLEIGH PARISH COUNCIL - STANDING COMMITTEES AND OBSERVERS ON OUTSIDE BODIES 2024/25						
Parish Council	Finance Committee (Max. 7)	Planning Committee (Max. 12)	Personnel Committee (Max. 5)	Neighbourhood Plan Committee (Max.6)	Property & Asset Committee (Max. 12)	Subject Access Request
Claire Bennett Rosemary Burbridge Trevor Cobby Alan Morrison Dave Nicholas Hannah Nicholson Marc Scully* Liz Townsend Rowena Tyler Clive Walker** Mark West	Dave Nicholas** Marc Scully Rowena Tyler Liz Townsend Clive Walker* Mark West Vacancy	Claire Bennett Rosemary Burbridge** Dave Nicholas Hannah Nicholson Marc Scully Rowena Tyler* Clive Walker	Rosemary Burbridge** Hannah Nicholson Marc Scully Rowena Tyler Mark West*	Liz Townsend * Mark West**	Rosemary Burbridge Trevor Cobby Alan Morrison Dave Nicholas* Marc Scully Clive Walker	Dave Nicholas** Marc Scully Liz Townsend Rowena Tyler Clive Walker*

* Chairman
** Vice Chairman

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

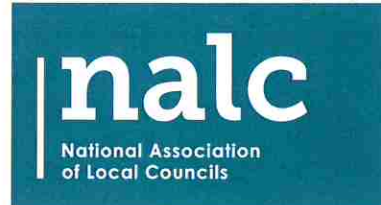
If you cannot attend a meeting please ensure that you alert either the deputy or the office so that Parish Council Representation is ensured.

Cranleigh Parish Council - Calendar of Meetings 2025/26

2025	
Monday 02 June 2025	Planning Committee
Thursday 19 June 2025	Parish Council Meeting
Monday 23 June 2025	Planning Committee
Monday 07 July 2025	Personnel Committee
Monday 07 July 2025	Finance Committee Q1
Monday 14 July 2025	Planning Committee
Thursday 17 July 2025	Parish Council Meeting
Thursday 24 July 2025	Property & Asset Committee
Monday 04 August 2025	Planning Committee
Tuesday 26 August 2025	Planning Committee
Monday 15 September 2025	Planning Committee
Thursday 18 September 2025	Parish Council Meeting
Monday 06 October 2025	Planning Committee
Monday 13 October 2025	Property & Asset Committee
Thursday 16 October 2025	Parish Council Meeting
Monday 27 October 2025	Planning Committee
Monday 10 November 2025	Personnel Committee
Monday 10 November 2025	Finance Committee Q2
Monday 17 November 2025	Planning Committee
Thursday 20 November 2025	Parish Council Meeting
Monday 01 December 2025	Planning Committee
Monday 15 December 2025	Planning Committee
Thursday 18 December 2025	Parish Council Meeting
2026	
Monday 12 January 2026	Planning Committee
Thursday 15 January 2026	Parish Council Meeting
Thursday 22 January 2026	Property & Asset Committee
Monday 02 February 2026	Planning Committee
Monday 09 February 2026	Personnel Committee
Monday 09 February 2026	Finance Committee Q3
Thursday 19 February 2026	Parish Council Meeting
Monday 23 February 2026	Planning Committee
Thursday 05 March 2026	Annual Parish Meeting
Monday 16 March 2026	Planning Committee
Thursday 19 March 2026	Parish Council Meeting
Tuesday 07 April 2026	Planning Committee
Thursday 16 April 2026	Parish Council Meeting
Monday 20 April 2026	Property & Asset Committee
Monday 27 April 2026	Planning Committee
Thursday 30 April 2026	Personnel Committee
Thursday 30 April 2026	Finance Committee Q4
Monday 18 May 2026	Planning Committee
Thursday 21 May 2026	Annual Council Meeting



**Cranleigh
Parish Council**



MODEL STANDING ORDERS 2018 (ENGLAND)

Adopted by Council 15 May 2025

National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

© NALC 2018. All rights are reserved. No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save that councils in membership of NALC have permission to edit and use the model standing orders in this publication for their governance purposes.

Permission is given to use NALC's logo in the presented format only.

INTRODUCTION	4
1. RULES OF DEBATE AT MEETINGS.....	6
2. DISORDERLY CONDUCT AT MEETINGS.....	8
3. MEETINGS GENERALLY	8
4. COMMITTEES AND SUB-COMMITTEES	11
5. ORDINARY COUNCIL MEETINGS.....	12
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.....	14
7. PREVIOUS RESOLUTIONS.....	14
8. VOTING ON APPOINTMENTS	15
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER	15
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	16
11. MANAGEMENT OF INFORMATION.....	16
12. DRAFT MINUTES	17
13. CODE OF CONDUCT AND DISPENSATIONS	18
14. CODE OF CONDUCT COMPLAINTS	19
15. PROPER OFFICER.....	20 19
16. RESPONSIBLE FINANCIAL OFFICER	21
17. ACCOUNTS AND ACCOUNTING STATEMENTS	21
18. FINANCIAL CONTROLS AND PROCUREMENT.....	22
19. HANDLING STAFF MATTERS.....	24
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	25 24
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	25
22. RELATIONS WITH THE PRESS/MEDIA.....	26 25
23. EXECUTION AND SEALING OF LEGAL DEEDS	26 25
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	26
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	27
26. STANDING ORDERS GENERALLY.....	27

INTRODUCTION

These model standing orders update the National Association of Local Councils (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to ~~their~~his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairmanchair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairmanchair of the meeting and theirhis decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairmanchair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived theirhis right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chairmanchair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. Meetings of panels and working parties shall not be open to the press and public.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the ~~chairman~~chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The ~~chairman~~chair of the meeting may direct that a written or oral response be given.
- i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The ~~chairman~~chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct ~~their~~his comments to the ~~chairman~~chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the ~~chairman~~chair of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the ~~Chairman~~Chair of the Council may in ~~their~~his absence be done by, to or before the Vice-~~Chairman~~Chair of the Council (if there is one).
- p The ~~Chairman~~Chair of the Council, if present, shall preside at a meeting. If the ~~Chairman~~Chair is absent from a meeting, the Vice-~~Chairman~~Chair of the Council (if there is one) if present, shall preside. If both the ~~Chairman~~Chair and the Vice-~~Chairman~~Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

- r The ~~chairman~~chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise ~~their~~his casting vote whether or not he gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the ~~Chairman~~Chair of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave ~~their~~his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on ~~their~~his right to participate and vote on that matter.

- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
 • and the meeting shall be closed. The business on the agenda for the meeting
 • shall be adjourned to another meeting.
- x A meeting shall not exceed a period of (2) hours.

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. ~~may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (—) days before the meeting that they are unable to attend;~~
 - vi. shall, after it has appointed the members of a standing committee, appoint the **chairman** of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own **chairman** at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the ChairmanChair and Vice-ChairmanChair (if there is one) of the Council.
- f The ChairmanChair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until theirhis successor is elected at the next annual meeting of the Council.
- g The Vice-ChairmanChair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the ChairmanChair of the Council at the next annual meeting of the Council.
- h In an election year, if the current ChairmanChair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor ChairmanChair of the Council has been elected. The current ChairmanChair of the Council shall not have an original vote in respect of the election of the new ChairmanChair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current ChairmanChair of the Council has been

re-elected as a member of the Council, he shall preside at the annual meeting until a new **ChairmanChair** of the Council has been elected. He may exercise an original vote in respect of the election of the new **ChairmanChair** of the Council and shall give a casting vote in the case of an equality of votes.

- j. Following the election of the **ChairmanChair** of the Council and Vice-**ChairmanChair** (if there is one) of the Council at the annual meeting, the business shall include:
- i. In an election year, delivery by the **ChairmanChair** of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the **ChairmanChair** of the Council of ~~their~~**his** acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;

- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The **ChairmanChair** of the Council may convene an extraordinary meeting of the Council at any time.
- b If the **ChairmanChair** of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The **chairmanchair** of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the **chairmanchair** of a committee [or a sub-committee] does not call an extraordinary meeting within (7) days of having been requested to do so by (4) members of the committee [or the sub-committee], any (4) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (4) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (7) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements**

shall include deciding who has access to personal data and encryption of personal data.

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e If the Council's gross annual income or expenditure (whichever is

- higher) does not exceed £25,000, it shall publish draft minutes on a
 - website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be by a meeting of the Council, for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be at the beginning of the meeting of the Council, or committee or sub-committee for

which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

Formatted: Indent: Left: 0 cm

~~a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.~~

~~b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the ChairmanChair of Council of this fact, and the ChairmanChair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).~~

~~c The Council may:~~

- ~~i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;~~
- ~~ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;~~

~~d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.~~

15. **PROPER OFFICER**

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (7) days before the meeting confirming their withdrawal of it;

iii. **convene a meeting of the Council for the election of a new ChairmanChair of the Council, occasioned by a casual vacancy in their office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the

Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [ChairmanChair or in theirhis absence the Vice-ChairmanChair (if there is one) of the Council] OR [ChairmanChair or in theirhis absence Vice-ChairmanChair (if there is one) of the (Planning) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [(Planning) committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial

regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper

- practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- ~~c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).~~
- ~~d.c.~~ Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - ~~iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;~~
 - ~~iv-iii.~~ tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - ~~v-iv.~~ tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - ~~vi-v.~~ tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- ~~d.~~ Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- a. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether

the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

a-

Formatted: Indent: Left: 1 cm, No bullets or numbering

- b. ~~Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of these Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.~~

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the (Personnel) committee] is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the ~~chairman~~chair of [the (Personnel) committee] or, if he is not available, the vice-~~chairman~~chair (if there is one) of [the (Personnel) committee] of absence occasioned by illness or other reason and that person shall report such absence to [the (Personnel) committee] at its next meeting.
- c The ~~chairman~~chair of [the (Personnel) committee] or in ~~their~~his absence, the vice-~~chairman~~chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Parish Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the (Personnel) committee].
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the ~~chairman~~chair of [the (Personnel) committee] or in ~~their~~his absence, the vice-~~chairman~~chair of [the (Personnel) committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the (Personnel) committee].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Parish Clerk relates to the ~~chairman~~chair or vice-~~chairman~~chair of [the (Personnel) committee], this shall be communicated to another member of [the (Personnel) committee], which shall be reported back and progressed by resolution of [the (Personnel) committee].
- f Any persons responsible for all or part of the management of staff shall treat as

confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning theirhis personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

~~[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]~~

The above is applicable to a Council without a common seal.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (4) councillors to be given to the Proper Officer in accordance with standing order 9.
- b. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- c. The decision of the ~~chairman~~chair of a meeting as to the application of standing orders at the meeting shall be final.

27. **ONLINE MEETINGS**

- a. Remote Meeting Access
 - i. A link to the Zoom Meeting Parish Council or Committee meeting will be included in the Council agenda.
 - ii. The meeting agenda will be displayed on the Council noticeboard and website in the usual manner.
 - iii. Background papers will be supplied with meeting agenda in the usual manner on the Council website, and by email to Councillors at their Council email address.
- b. Press and Public
 - i. One meeting link will be reserved for the local press.
 - ii. There are a maximum of 250 attendees for a Goto Meeting Parish Council or Committee meeting.

c. Meeting Etiquette

- i. All Councillors should mute their microphones unless speaking.
- ii. The ~~Chairman~~Chair will be made presenter of the meeting.

d. Declaration of Interests

- i. If you need to leave the room having declared a pecuniary interest, or a personal interest with public interest test, please ensure you make the meeting aware that you are leaving, and physically leave the meeting. The Clerk will text you when the item is finished and you may re-join the meeting.

e. Councillor Speaking

- i. Councillors wishing to speak should place a '?' in the chat box. The ~~Chairman~~Chair will control speaking in the usual manner.

f. Councillor Voting

- i. Voting will be done by show of hands, unless a recorded vote is requested. A recorded vote will be done through Councillors typing 'Agreed', 'Against' or 'Abstain' in the chat box.

g. Public Session

- i. Members of the public may speak only in the public session following the usual rules about public speaking – only about items on the agenda, for no longer than 3 minutes and under the direction of the ~~Chairman~~Chair.
- ii. Members of the public who disrupt the meeting will be removed from the meeting following the normal Standing Orders.

h. Private and Confidential Items

- i. Items to be considered in private and confidential session will be listed at the end of the agenda. At this time, once the Council has resolved using the usual procedure to go into confidential session, the Clerk will close the public meeting session on Goto Meeting, and send a new link to Councillors only for the confidential session.

CRANLEIGH PARISH COUNCIL FINANCIAL REGULATIONS

Contents

1. General.....	2
2. Risk management and internal control.....	3
3. Accounts and audit.....	4
4. Budget and precept	5
5. Procurement	6
6. Banking and payments.....	8
7. Electronic payments	9
8. Cheque payments.....	10
9. Payment cards.....	11
10. Petty Cash.....	11
11. Payment of salaries and allowances	11
12. Loans and investments	12
13. Income	12
14. Payments under contracts for building or other construction works	13
15. Stores and equipment	13
16. Assets, properties and estates	13
17. Insurance.....	14
18. Charities	14
19. Suspension and revision of Financial Regulations	14
Appendix 1 - Tender process.....	16

These Financial Regulations were adopted by the council at its meeting held on 15 May 2025.

1. General

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

1.6. The council must not delegate any decision regarding:

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

1.7. In addition, the council shall:

- **determine and regularly review the bank mandate for all council bank accounts;**
- **authorise any grant or single commitment in excess of £5,000; and**

2. Risk management and internal control

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

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

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

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

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

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

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

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

3. Accounts and audit

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

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

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

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

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

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

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

4. Budget and precept

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

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

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

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

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

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

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
 - v. The Council will have access to a list of pre-approved contractors (preferred suppliers) which can be used to supply routine services or can be contacted to provide essential maintenance and servicing or emergency services.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £5,000 excluding VAT.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such

action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds and CCLA. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.

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

- i. any payments of up to £5,000 excluding VAT, within an agreed budget.
- ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

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

7. Electronic payments

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

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

8. Cheque payments

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

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

9. Payment cards

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

10. Petty Cash

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

11. Payment of salaries and allowances

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

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

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

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

12. Loans and investments

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

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

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

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

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

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

13. Income

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

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

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

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

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

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

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

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

14. Payments under contracts for building or other construction works

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

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

15. Stores and equipment

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

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

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

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

16. Assets, properties and estates

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

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

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

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

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

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

17. Insurance

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

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

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

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

18. Charities

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

19. Suspension and revision of Financial Regulations

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

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

Appendix 1 - Tender process

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



Cranleigh Parish Council Investment Strategy

1. INTRODUCTION

- 1.1 This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Cranleigh Parish Council.
 - 1.2 Authority reference is to the Council's Financial Regulations.
 - 1.3 The Local Government Act 2003 Section 12 provides the power to invest:
 - (a) for any purpose relevant to its functions under any enactment or
 - (b) for the purpose of the prudent management of its financial affairs.
- Section 15(1) of the Act requires a local authority to have regard:
- (a) to such guidance as the Secretary of State may issue, and
 - (b) to such other guidance as the Secretary of State may by regulations specify for the purposes of this provision.
- 1.4 The Council acknowledges its duty of care to the community and the prudent investment of funds.

2. OBJECTIVES

- 2.1 The Council's priorities are, in the following ranking order:
 - (i) The security of capital to minimise the risk of losses.
 - (ii) The liquidity of investments to meet the cash flow needs of the Council.
 - (iii) Maximising income within the framework of the national economic situation.
- 2.2 The Council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.
- 2.3 The Department for Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.
- 2.4 The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (as defined).

- 2.5 Investments will be spread over different providers where appropriate to minimise risk.
- 2.6 In the light of the declaration of a climate emergency by the Council in 2020, investment instruments and action should reflect ethical and ecological standards.

3. INVESTMENTS

Definition of an Investment

- 3.1 The definition of an investment covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit; for example, investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

Investment Objectives

- 3.2 This Investment Strategy has the following objectives in priority order:
- Security – protecting the capital sum invested from loss
 - Liquidity – ensuring the funds invested are available for expenditure when needed
 - Yield – income return on the investment

Specified Investments

- 3.3 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be Specified Investments.
- 3.4 The Council, for prudent management of its treasury balances may use - Treasury Deposits with UK clearing banks - Local Authorities or other Public Authorities approved public sector investment funds.
- 3.5 The choice of institution and length of deposit will be at the approval of the full Council.
- 3.6 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

Non-Specified Investments

- 3.7 A non-specified investment are non-financial assets that the organisation holds primarily or partially to generate a profit. Where a local authority holds a non-financial investment, it will normally be a physical asset that can be realised to recoup the capital invested.
- 3.8 These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will only use this type of investment with independent financial advice.

Liquidity of Investments

- 3.9 The Council in consultation with the Responsible Financial Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 3.10 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

Long Term Investments

- 3.11 Long Term Investments are defined in the Guidance is greater than 36 months.
- 3.12 The Council does not currently hold any funds in long term investments

4. REPORTING

- 4.1 The management of this policy will be by the Clerk / RFO and reported to each Council meeting.

5. CAPACITY, SKILLS AND CULTURE

- 5.1 The Council is committed to continuous professional development and supports its Clerk/RFO and Assistant Clerk to training and development through attendance at the Surrey Association of Local Councils Legal and Finance Day annually to keep up to date with corporate governance.

6. REVIEW

- 6.1 This policy will be reviewed by the Council on an annual basis prior to the start of the new financial year. Any variation to the policy will be submitted to the Council for approval.

7. PUBLICATION

- 7.1 A copy of this policy will be made available on the Council's website.

May 2026.

Policy Review Date: May 2026.



CRANLEIGH PARISH COUNCIL

General Reserves Policy

May 2025

1. Introduction

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

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

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

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

2. Types of Reserves

These may be categorised as either General or Specific.

2.1 General Reserves

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

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

JPAG (March 2024 edition) advises:

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

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

2.2 Earmarked Reserves 'EMR's

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

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

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

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

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

3. Management and Control of Reserves

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

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

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

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

4. Publication of Reserves

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

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

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

Policy Review: May 2026

Category	Council	Charity	Insurance
Buildings	£2,223,827	£1,605,249	£7,444,864
General Contents	£72,234	£8,908	£484,790
Street Furniture	£48,685	£17,141	£100,000
Gates and Fences	£67,680	£10,976	£125,929
Playground Equipment	£121,279	£172,593	£358,636
CCTV	£19,200	£16,847	£53,535
War Memorials	£0	£0	£90,000
Other Surfaces	£0	£362,054	£438,808
Mowers & Machinery	£122,849	£0	£82,290
Sports Equipment	£45,647	£0	£74,104
Regalia	£1,698	£0	£2,574
	£2,723,099.76	£2,193,767.67	£9,255,530.00

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Land & Buildings	Village Hall	No LR title			£1,704,826.39		£3,069,391.45
Land & Buildings	Snookhall Pavilion & machine shed	SY388416			£0.00	£1,065,169.00	£1,530,753.87
Land & Buildings	Youth Centre	SY388416			£0.00	£540,080.00	£1,128,684.51
Land & Buildings	Parish Council Offices	No LR title	01/01/1980		£82,897.00		£423,092.49
Land & Buildings	CAB building	Leased			£253,024.00		£475,650.58
Land & Buildings	Village Way Toilets	SY805531			£84,140.00		£191,836.97
Land & Buildings	Common Toilets	SY805616		WBC owned	£1.00		£112,999.86
Land & Buildings	Cemetery workshop	SY96463	01/01/1998		£92,312.00		£93,290.58
Land & Buildings	Lych gate	SY846258			£5,948.00		£43,360.41
Land & Buildings	Storage container	SY388416			£200.00		£2,733.02
Land & Buildings	Shed - BHF				£460.00		£904.42
Land & Buildings	Land adjoining po offices	SY809263			£1.00		£0.00
Land & Buildings	Land on tennis courts	SY844202	includes bridge		£1.00		£0.00
Land & Buildings	Tennis courts	SY844202			£1.00		£0.00
Land & Buildings	Beryl Harvey allotments	SY27407	with covenant		£1.00		£0.00
Land & Buildings	Elmbridge allotments	SY724981			£1.00		£0.00
Land & Buildings	Amlets Lane allotments	SY846825			£1.00		£0.00
Land & Buildings	Cricket field	SY388416	with covenant		£1.00		£0.00
Land & Buildings	Football field	SY405262			£1.00		£0.00
Land & Buildings	Centenary garden	SY345227			£1.00		£0.00
Land & Buildings	Bruce McKenzie Field	SY792275			£1.00		£0.00
Land & Buildings	Beryl Harvey Field	SY27407			£1.00		£0.00
Land & Buildings	Hitherwood Footpath	SY388822			£1.00		£0.00
Land & Buildings	Russell Banks Building	SY844202			£1.00		£0.00
Land & Buildings	Guide hall	Leased			£1.00		£0.00
Land & Buildings	Scout hut	Leased			£1.00		£0.00
Land & Buildings	Band Room	Leased			£1.00		£0.00
Land & Buildings	Land adjoining village hall	SY619287 & SY619430			£1.00		£0.00
Land & Buildings	Cemetery	SY846258 & SY96463			£1.00		£0.00
Land & Buildings	Cemetery road & paths	SY846258			£1.00		£0.00
Land & Buildings	High Street flowerbeds	Outside Post Office	CPC responsible		£0.00		£0.00
Land & Buildings	War memorial	The Common	WBC & CPC responsible	WBC owned	£0.00		£0.00
					£2,223,827.39	£1,605,249.00	£7,072,398.23

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Location	Council Asset	Charity Asset	Insurance Value
General contents	access platform ladder	hrenchman	01/06/2011	hrenchman	Cemetery	£660.00		£1,053.96
General contents	wallgate washer x3 VW	wallgate	01/07/2020		PCVW	£1.00		£1.60
General contents	Coat of arms & scroll		01/04/2007	college of heraldry	Office	£8,000.00		£12,775.25
General contents	cleaning equipment	Vacuums, shelving, brooms, clea		Insurance value	Village Hall, Pavilion, Office	£1,200.00		£1,916.29
General contents	millennium tapestry	village hall	made by locals		Village Hall	£1,515.00		£2,419.31
General contents	hand tools	various	1988-2016	various	Snnoxhall Machine Shed	£2,000.00		£3,193.81
General contents	chemsafe	chemsafe	01/06/2010	spaldings	Snnoxhall Machine Shed	£1,079.00		£1,723.08
General contents	access platform ladder	litelfit 6.1	11/03/2016	screwfix	Large green storage container	£1,599.00		£2,553.45
General contents	generators x2	ipax 1500lbi sdmo3000	1/1/2016 1/1/2008	screwfix	Snnoxhall Machine Shed	£710.00		£1,133.80
General contents	powertools	dewalt doz298ct-gb evolution r210cms titan ttb286csw titan ttb276drl titan ttb290sdr erbauer erb866grd erbauer erb373rsp titan ttb291pln	2005 - 2016	screwfix	Snnoxhall Machine Shed	£800.00		£1,277.52
General contents	ladders 1 & steps x3 ramps x1	lyle	2010-2016	screwfix	Snnoxhall Machine Shed	£750.00		£1,197.68
General contents	fertiliser spreader	scotts 2000	01/01/2012	rigby taylor	Snnoxhall Machine Shed	£600.00		£958.14
General contents	gas cooker	falcon dominator	01/02/2006	CJB	Snnoxhall Pavilion	£0.00	£1,543.00	£2,464.03
General contents	double sink unit	stainless steel	01/01/1990	Insurance value	Snnoxhall Pavilion	£0.00	£600.00	£958.14
General contents	x2 prep tables	stainless steel	01/01/1990	Insurance value	Snnoxhall Pavilion	£0.00	£600.00	£958.14
General contents	large cleaners unit		01/01/1990	Insurance value	Snnoxhall Pavilion	£0.00	£500.00	£798.45
General contents	floor coverings	refs room & main hall	11/08/2015	mitchell & sons	Snnoxhall Pavilion	£0.00	£3,911.00	£6,245.50
General contents	appliances	fridge, dish washer, microwave	2005-2010	various	Snnoxhall Pavilion	£0.00	£1,754.00	£1,754.00
General contents	Village Hall curtains	Insurance value	01/09/2017	A&H	Village Hall	£5,000.00		£7,827.97
General contents	folding tables 30 large, 15 small		01/03/2009	GLS dudley ltd	Village Hall	£3,406.00		£5,439.08
General contents	projector screen		01/02/2015	ms visual	Village Hall	£762.00		£1,216.84
General contents	chair trolley x1		01/03/2013	rosehill	Village Hall	£517.00		£825.60
General contents	piano	upright	donated		Village Hall	£550.00		£878.30
General contents	chairs x 205	red upholstered	27/03/2006	rosehill	Village Hall	£10,000.00		£15,969.06
General contents	chair trolley x8	s-48-19	27/03/2006	rosehill	Village Hall	£1,989.00		£3,178.25
General contents	table trolley		01/01/2014		Village Hall	£1,000.00		£1,598.91
General contents	sink units x2	stainless steel	01/01/1996		Village Hall	£1,000.00		£1,598.91
General contents	x1 large x1small pre table	stainless steel	01/01/1996		Village Hall	£600.00		£958.14
General contents	medium prep table x3	stainless steel	01/01/1996		Village Hall	£900.00		£1,437.22
General contents	x4 shelf units	stainless steel	01/01/1996		Village Hall	£600.00		£958.14
General contents	wheel coat rack x2		01/01/1996			£500.00		£798.45
General contents	cranleigh crest	N/A	01/01/1996		Office	£500.00		£798.45
General contents	vallender crest	N/A	01/01/1996		Office	£500.00		£798.45
General contents	wallgate washer x2 TC	wallgate			PCTC	£1.00		£1.60
General contents	appliances	fridge, freezer, cooker, dish washer			Snnoxhall Community Centre	£1,500.00		£2,395.36
Office contents	honour boards x2		01/01/1988		Office	£1,000.00		£1,596.91
Office contents	x3 filing cabinet				Office	£600.00		£958.14
Office contents	x3 swivel chairs		2010-2016		Office	£750.00		£1,197.68
Office contents	laptop x2	dell	01/12/2016	net com IT	Office	£1,200.00		£1,916.29
Office contents	x10 small filing cabinet				Office	£1,000.00		£1,596.91
Office contents	chairs x13	compact plus	10/10/2007	rosehill	Office	£500.00		£798.45
Office contents	chamber tables				Office			£3,193.81
Office contents	desks x 3				Office			£1,916.29
Office contents	Artwork	3 paintings			Office			£1.60
Office contents	Photocopier	Sharp MX3061FK	27/11/2019	KCS Professional	Office	£1,656.11		£2,397.19
Office contents	Defibrillators and cabinets Three Horseshoes, White Hart, Richard Onslow, One Stop, Village Hospital	Zoll AED Plus Defibsafe	28/04/2021	SJA		£5,075.00		£7,345.98
General contents	Defib Cabinet One Stop	Defibsafe	4/28/21	SJA	One Stop	£425.00		£615.18
General contents	Meeting IT equipment		10/08/2021	Netcom	Village Hall	£2,100.00		£3,039.71
Office contents	Defibrillators and cabinets The Common Public Conveniences and Snnoxhall Pavilion	Zoll AED Plus Defibsafe	14/09/2021	First Rescue		£2,650.00		£3,835.62
Office contents	TV screen in Council Chamber	Philips Media Suite IPTV	13/12/2023	AV Rental Services	Office	£1,169.00		£1,169.00
Office contents	Computers x 3	Dell	01/03/2022	Netcom	Office	£3,870.00		£3,870.00
Office contents	Laptops x 2	Dell	01/03/2022	Netcom	Office	£2,000.00		£2,000.00
						£72,234.11	£8,908.00	£127,503.77

Catergories	Item/ description	Make/ model	Date purchased	Location	Where purchased	Council Asset	Charity Asset	Insurance Value
General contents	cctv system	Whole system	01/10/2018	Snoxhall	CIA	£0.00	£13,957.09	£21,868.00
General contents	CCTV	4 PTZ and column	21/06/2021	Snoxhall	CIA	£14,264.00		£21,489.00
General contents	CCTV	2 PTZ	27/07/2021	Snoxhall	CIA		£2,000.00	£3,013.01
General contents	CCTV	CIA Village Hall system	13/01/2022	Village Hall	CIA	£3,514.99		£5,295.35
General contents	CCTV	ANPR No 2	13/01/2022	Snoxhall	CIA		£889.64	£1,340.25
General contents	CCTV	2 additional cameras	28/04/2025	Village Hall	CIA	£1,421.00		£1,421.00
						£19,199.99	£16,846.73	£54,426.60

Categories	Item/ description	Make/ model	Date purchased	Location	Where purchased	Council Asset	Charity Asset	Insurance Value
Gates and fences	BMMF fencing		01/01/2011	Bruce McKenzie Field		£6,000.00		#####
Gates and fences	fence	N/A	01/01/2012	Bruce McKenzie Field cross over point	kol landscaping	£0.00	£4,500.00	£7,990.00
Gates and fences	Tennis court fencing			Tennis courts		£8,846.00		£15,706.16
Gates and fences	x6 gates & posts	N/A	2012-2016	Diamond fencing at Bruce McKenzie Field	AVS fencing	£875.00		£1,553.57
Gates and fences	cemetery fencing			Fencing by machine shed		£1,000.00		£1,775.51
Gates and fences	recreation fencing			Snoxhall football field		£7,806.00		£13,505.00
Gates and fences	recreation fencing	post and rail		Snoxhall football field	Grasstex		£2,591.00	£4,169.68
Other surfaces	play park extension mulch		24/06/2020	Snoxhall	Elbe	0	£3,885.00	£6,252.41
Gates and fences	Storage compound		26/02/2024	Snoxhall	Grasstex	35972		£35,972.00
Gates and fences	BMF compound		06/03/2024	Bruce McKenzie Field	Grasstex	4548		£4,548.00
Gates and fences	BMF gates	Metal	18/07/2024	Bruce McKenzie Field	Grasstex	2833		£2,833.00
						£67,680.00	£10,976.00	£104,958.59

Categories	Item/ description	Make/ model	Date purchased	Location	Where purchased	Council Asset	Charity Asset	Insurance Value
Mowers/machinery	Mole plough		20/04/2018	Snnoxhall Storage Compound		£0.00		£0.00
Mowers/machinery	stihl combi & hedgecutter	stihl	01/12/2008	Cemetery	withybush farm	£608.00		£708.72
Mowers/machinery	mini trailer		01/03/2013	Office storage compound	sch supplies	£2,938.00		£4,079.24
Mowers/machinery	Main Tractor	New Holland/T3020	01/05/2013	Snnoxhall Machine Shed	Oakes Bros	£18,500.00		£0.00
Mowers/machinery	finishing mower	major	01/06/2007	Snnoxhall Storage Compound	Oakes Bros	£1,475.00		£2,047.95
Mowers/machinery	quadruple groomer	sisis	01/11/2004	Snnoxhall Storage Compound	sisis	£1,737.00		£2,411.72
Mowers/machinery	fertiliser spreader	wessex	01/06/2003	Snnoxhall Storage Compound	Oakes Bros	£700.00		£971.91
Mowers/machinery	tractor spiker	sisis	01/01/1995	Snnoxhall Storage Compound	cranleigh school	£500.00		£694.22
Mowers/machinery	scarifier	Auto rotorake mk5	01/07/1998	Snnoxhall Storage Compound	sisis	£3,525.00		£4,894.26
Mowers/machinery	pedestrian mower	hayter 48	01/06/2005	Snnoxhall small green container	mowers online	£527.00		£731.71
Mowers/machinery	pedestrian sprayer	team sprayers scout	01/04/2007	Snnoxhall Machine Shed	pitchcare	£890.00		£1,235.71
Mowers/machinery	pedestrian spiker	plugga	01/04/2007	Snnoxhall small green container	dj turfcare	£1,600.00		£2,221.51
Mowers/machinery	pedestrian vac	bearcat	01/04/2007	Snnoxhall Machine Shed	abbey garden	£1,280.00		£1,777.21
Mowers/machinery	stihl combi & hedgecutter	stihl	01/05/2009	Snnoxhall Machine Shed	mowers online	£535.00		£742.82
Mowers/machinery	back pack blower	echo	01/05/2009	Snnoxhall Machine Shed	mowers online	£525.00		£734.49
Mowers/machinery	roller mower	major	01/10/2011	Snnoxhall Machine Shed	af wiltshire	£4,800.00		£6,684.89
Mowers/machinery	ride-on mower	john deere	01/11/2011	Snnoxhall Machine Shed	mowers online	£4,052.00		£0.00
Mowers/machinery	stihl combi & trimmer	stihl	01/11/2012	Snnoxhall Machine Shed	mowers online	£695.00		£966.36
Mowers/machinery	foam bout marker	tramline	01/06/2012	Snnoxhall Storage Compound	kellands	£716.00		£994.12
Mowers/machinery	tractor trailer		01/03/2013	Cemetery	Oakes Bros	£3,400.00		£4,720.72
Mowers/machinery	sweeper/collector	tomlin	01/04/2016	Snnoxhall Storage Compound	Oakes Bros	£6,500.00		£9,024.87
Mowers/machinery	tractor tipper trailer	J A Silk	29/04/2019	Snnoxhall Storage Compound	J A Silk	£2,650.00		£1,387.40
Mowers/machinery	powerflow collector	john deere	10/09/2015	Snnoxhall Machine Shed	mowers online	£970.00		£1,347.17
Mowers/machinery	Chipper	Jansen BX42-S	03/05/2018	Snnoxhall Storage Compound	Woodmanstore	£1,350.00		£0.00
Mowers/machinery	tractor sprayer	ailman	01/01/1986	Snnoxhall Storage Compound	Oakes Bros	£1,500.00		£2,062.66
Mowers/machinery	Tractor Crane	Multec	29/04/2019	Snnoxhall Storage Compound	Multec	£225.00		£0.00
Mowers/machinery	Tractor transport box	Multec	29/04/2019	Snnoxhall Storage Compound	Multec	£350.00		£0.00
Mowers/machinery	Leaf Vacuum	Billy Goat	20/02/2020	Cemetery	ATS	£1,521.00		£1,914.21
Mowers/machinery	Line markers x 2	Bow Com	02/02/2021	Snnoxhall Machine Shed	Bow Com	£1,100.00		£1,384.40
Mowers/machinery	Small trailer	Screwfix	02/02/2021	Snnoxhall Machine Shed	Screwfix	£450.00		£566.34
Mowers/machinery	Multi-tool - pruner/blower/cu	Screwfix	02/02/2021	Snnoxhall Machine Shed	Screwfix	£600.00		£755.11
Mowers/machinery	Mower	Timemaster TW21811	06/05/2021	Snnoxhall Machine Shed	Godfrey	£1,174.00		£1,477.51
Mowers/machinery	Tractor mounted flail	Wincanton	22/12/2021	Snnoxhall Storage Compound	Zaros	£2,458.12		£3,091.08
Mowers/machinery	Hayter Harrier mower	48 Pro	21/03/2022	Cemetery	J & M Garden	£995.83		£1,253.27
Mowers/machinery	Grillo	GRFD450	11/04/2022	Snnoxhall Machine Shed	Lister & Wilder	£10,431.00		£0.00
Mowers/machinery	Trencher	HYTR150 Hyundai 420cc/14hp	09/05/2022	Snnoxhall Storage Compound	Agri-Linc	£1,949.99		£2,454.11
Mowers/machinery	Bowser	SCH GWU	25/05/2022	Snnoxhall Storage Compound	Zaros	£941.81		£1,185.48
Mowers/machinery	Tractor loader	ALO Q3S	31/05/2022	Snnoxhall Machine Shed	Haynes	£11,400.00		£0.00
Mowers/machinery	Fuel Bund	900L	31/05/2022	Office	RPM	£2,240.00		£2,819.08
Mowers/machinery	Spiker	SISIS Maxi-slit	12/02/2024	Snnoxhall Storage Compound	Farol	£6,450.00		£6,450.00
Mowers/machinery	Rytec Flail Collector	Rytec	02/10/2024	Snnoxhall Storage Compound	Lister & Wilder	£13,202.00		£0.00
Mowers/machinery	Timemaster 76 mower	Toro	02/10/2024	Snnoxhall Machine Shed	Cranleigh Garden	£1,207.50		£1,207.50
Mowers/machinery	Ride on mower	Alko T18-85	02/10/2024	Cemetery	Cranleigh Garden	£3,165.83		£0.00
Mowers/machinery	Toro Hover Mower	Pro 550	29/10/2024	Snnoxhall Machine Shed	Cranleigh Garden	£635.00		£635.00
Mowers/machinery	Allan Hover Mower		02/07/1905	Snnoxhall Storage Container	Alfold Mowers	£475.00		£475.00
						£122,849.08	£0.00	£76,105.75

[illegible]

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Location	Council Asset	Charity Asset	Insurance Value
play park equipment	teen shelter		01/03/2009	kompan	Play park	£0.00	£3,080.00	£3,648.86
play park equipment	argo		01/03/2009	kompan	Play park	£0.00	£1,517.00	£1,808.93
play park equipment	starsurfer		01/03/2009	kompan	Play park	£0.00	£1,592.00	£1,898.36
play park equipment	rock-it		01/03/2009	kompan	Play park	£0.00	£1,592.00	£1,898.36
play park equipment	bloxx		01/03/2009	kompan	Play park	£0.00	£10,000.00	£11,924.39
play park equipment	supanova		01/03/2009	kompan	Play park	£0.00	£3,040.00	£3,625.02
play park equipment	egg cup spinner	red	01/02/2011	kompan	Play park	£0.00	£780.00	£930.10
play park equipment	egg cup spinner	blue	01/02/2011	kompan	Play park	£0.00	£780.00	£930.10
play park equipment	multiplay		01/12/2009	kompan	Play park	£0.00	£25,500.00	£30,407.20
play park equipment	nest swing		01/11/2008	playdale	Play park	£0.00	£1,870.00	£2,229.86
play park equipment	toddler swings	topset		kompan	Play park	£0.00	£1,941.00	£2,314.52
play park equipment	net mountain			hags play	Play park	£0.00	£6,326.00	£7,643.37
play park equipment	crisscross	net climber		kompan	Play park	£0.00	£858.00	£1,023.11
play park equipment	toddler slide			kompan	Play park	£0.00	£1,369.00	£1,632.45
play park equipment	Sand pit	Proludic		Proludic	Play park	£0.00	£36,515.22	£36,515.22
play park equipment	you&me springer			kompan	Play park	£0.00	£586.00	£698.77
play park equipment	small bridge	billygoat gruff		kompan	Play park	£0.00	£782.00	£932.49
play park equipment	safety surfacing	play park			Play park	£0.00	£20,000.00	£23,848.79
play park equipment	Snake swing		24/06/2020	Eibe	Play park			£0.00
play park equipment	Aerial runway		24/06/2020	Eibe	Play park			£0.00
play park equipment	Inclusive swing		24/06/2020	Eibe	Play park	£0.00	£27,474.00	£29,695.55
play park equipment	Fiat swings & team swing	Playdale	26/06/2023	playdale	Play park		£14,484.00	£14,484.00
Outside equipment	storage container	expanda store	01/06/2006	extra space	Snnoxhall	£1,000.00		£1,192.44
Outside equipment	Two handmade oak benches	bespoke	08/23/18		Centenary Garden	£3,985.00		£4,479.52
Outside equipment	Football stand	N/A	01/01/1998	insurance value	Snnoxhall	£10,000.00		£11,924.39
Outside equipment	storage container	expanda store	01/11/2004	extra space	Snnoxhall	£1,066.00		£1,271.14
Outside equipment	storage container	shipping container	01/10/2008	container man		£1,535.00		£1,830.39
outside equipment	Parking ticket machine		14/05/2018	WBC	Snnoxhall	£0.00	£1,931.00	£5,260.76
Outside equipment	fitness equipment	air skier	01/01/2010	fresh air fitness	Snnoxhall	£1,005.00		£1,198.40
Outside equipment	fitness equipment	bench press	01/01/2010	fresh air fitness	Snnoxhall	£2,093.00		£2,495.78
Outside equipment	fitness equipment	rower	01/01/2010	fresh air fitness	Snnoxhall	£1,329.00		£1,584.75
Outside equipment	youth shelter	N/A	01/08/2008	monster	Snnoxhall	£6,695.00		£7,983.38
Outside equipment	fitness equipment	Arm & Pedal Bike	10/12/2018	fresh air fitness	Snnoxhall	£1,217.00		£1,368.02
Outside equipment	fitness equipment	Elliptical trainer	10/12/2018	fresh air fitness	Snnoxhall	£1,461.00		£1,642.30
Outside equipment	fitness equipment	Double sit-up box	10/12/2018	fresh air fitness	Snnoxhall	£1,395.00		£1,588.11
Outside equipment	Outdoor table tennis table	Ping	20/02/2020	Ping	Snnoxhall	£1,029.00		£1,112.20
Outside equipment	train	Eibe	31/08/2021	Eibe	Snnoxhall		£10,595.37	£11,452.11
Other surfaces	tennis courts				Village Way			£33,388.30
Other surfaces	Pitch improvements	fencing, dugouts,	24/08/2021	Centurian	Snnoxhall	£83,079.00		£89,796.77
Natural Surfaces	Silver Birch Trees		30/05/2018	Van Arnhem Nu	Centenary Garden	£2,500.00		£2,922.65
Natural Surfaces	Hornbeam		30/05/2018	Van Arnhem Nu	Centenary Garden	£890.00		£1,040.48
Natural Surfaces	Bare Root Planting		30/05/2018	Knoll Gardens	Centenary Garden	£1,000.00		£1,189.06
						£121,279.00	£172,592.59	£319,687.96

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Location	Council Asset	Charity Asset	Insurance Value
Sports equipment	football goal	senior size	01/01/2011	mark harrod	Snoxhall	£1,000.00		£1,658.32
Sports equipment	football goal	senior size	01/01/2007	edwards	Snoxhall	£510.00		£845.74
Sports equipment	football goal	senior size	01/01/2005	mark harrod	Snoxhall	£510.00		£845.74
Sports equipment	football goal	senior size	01/01/2005	mark harrod	Snoxhall	£510.00		£845.74
Sports equipment	flood- lights	Stanchions	1/1/1999	carmel electrical	Snoxhall	£28,119.00		£46,630.39
Sports equipment	flood- lights	LED heads	24/08/2021	Centurian	Snoxhall	£14,998.43		£22,544.89
						£45,647.43	£0.00	£73,370.84

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Location	Council Asset	Charity Asset	Insurance Value
Street furniture	x1 lighting column		01/07/2007	EDF	Snoxhall	£2,445.00		£2,697.40
Street furniture	Two Wisley Benches	Wisley	31/07/2018		Centenary Garden	£4,800.00		£4,992.00
Street furniture	Steel Screen		31/07/2018		Centenary Garden	£1,500.00		£1,560.00
Street furniture	millennium sculpture	outside village hall	CPC responsible		Village Hall	£15,000.00		£16,548.48
Street furniture	flag pole	war memorial	CPC responsible		War Memorial	£1,000.00		£1,103.23
Street furniture	notice board	post office	CPC owned		Post Office	£0.00		£0.00
Street furniture	tree seats - by Band Room and Boo	bespoke	2000-2002	local forge		£2,500.00		£2,758.08
Street furniture	seat	broxap	01/03/2013	broxap		£701.00		£773.37
Street furniture	litter bins x4 SF	nexus city	06/06/2015	glasdon		£1,640.00		£1,809.30
Street furniture	litter bins x6 - BMF	RLA/5	06/06/2015	wybone		£2,250.00		£2,482.27
Street furniture	picnic tables x4	enviropol	01/11/2008	glasdon		£0.00	£2,488.00	£2,744.84
Street furniture	seats x4	enviropol	01/09/2008	glasdon		£0.00	£1,772.00	£1,954.93
Street furniture	bins x 3 SF	guppy	24/09/2010	glasdon		£0.00	£732.44	£732.44
Street furniture	lighting columns x 11		21/08/2005	edf	Snoxhall	£0.00	£5,320.00	£16,138.98
Street furniture	8m lighting column		18/05/2007	edf	Snoxhall	£0.00	£1,598.00	£1,762.96
Street furniture	column between 9 & 10	Case	07/02/2022	Case	Snoxhall		£3,595.00	£3,595.00
Street furniture	bollards		01/08/2007	street furnishings	Village Hall	£545.00		£601.26
Street furniture	notice board	COOP	CPC owned		Village Hall	£500.00		£551.62
Street furniture	seats x2 village hall x1 guide hall		01/09/2010		Village Way	£576.00		£635.46
Street furniture	seat		21/12/2017	glasdon		£500.00		£540.80
Street furniture	oak benches	bespoke	30/05/2018	English Woodlands	Centenary Garden	£2,000.00		£3,203.20
Street furniture	Poppy sculpture	bespoke	30/05/2018	RM Hillam	Centenary Garden	£5,000.00		£5,408.00
Street furniture	notice board	Aifold Road	21/06/2022	BEL Signs	Aifold Road	£836.00		£836.00
Street furniture	Water bottle refill station	Snoxhall Pavilion	14/09/2022	Culligan	Snoxhall Pavilion		£798.00	£798.00
Street furniture	Black bins x 3	Cemetery	27/02/2023	Glasdon Topsy Royal	Cemetery	£572.19		£572.19
Street furniture	Green bins x 2	Cemetery	27/02/2023	Glasdon Topsy Royal	Cemetery	£494.40		£494.40
Street furniture	50 union flags	High Street	05/05/2023	Harrisons	Office	£1,528.15		£1,528.15
Street furniture	notice board	Village Hall	12/02/2024	Acorn Workshop	Village Hall	£1,200.00		£1,200.00
Street furniture	Wheelchair picnic table	Snoxhall Play Park	15/08/2024	Glasdon	Snoxhall		£837.91	£837.91
Street furniture	Sherwood hooded bin x 2	Centenary Garden	15/08/2024	Glasdon	Centenary Garden	£821.18		£821.18
Street furniture	Plaza bins x 8	Snoxhall Fields	15/08/2024	Glasdon	Snoxhall	£2,275.84		£2,275.84
						£48,684.76	£17,141.35	£81,957.29

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Location	Council Asset	Charity Asset	Insurance Value
General content	Badges(civic regalia)	chairman & vice		vaughtons	Office	£1,070.00		£1,605.54
General content	Seal		01/10/2008	cygnet insignia	Office	£628.00		942.314
						£1,698.00	£0.00	£2,547.85