

Beverley Bell
Clerk to Cranleigh Parish Council

7 April 2025

Dear Beverley

Cranleigh Parish Council - Internal Audit 24-25
Final Audit

The internal audit for the 24-25 financial year is now complete. I am pleased to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for with no comments.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 24-25. Recommendations are set out at Appendix A. Areas not tested because they are not relevant to this Council are listed at Appendix B.

The audit was carried out in two stages. The interim audit was carried out on 7 November, this concentrated on in year financial transactions and governance controls. The final audit was carried out on 7 April and concentrated on the statement of accounts and balance sheet.

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6 Uplands Road. Farnham GU9 8BP

A. Books of Account

Interim Audit

The Council uses RBS Omega, an industry specific accounting package, alongside the purchase and sales ledger modules. Room bookings are recorded on an outlook calendar, and bookings invoices are generated from these records. The Omega system is used to report and record the financial transactions of the Council and a review of the cashbook shows that all data fields are being entered, and that the accounts were up to date. My audit testing showed that supporting documentation could be readily located from records recorded on the Omega System. There have been no changes since 23-24.

I tested opening balances on the Omega system at 1.4.24 and confirmed they could be agreed back to the audited accounts for last financial year. Box 7 on the Agar for 23-24 was £490,429, this has been agreed to the opening balance sheet on the Omega system.

I confirmed that the Council's VAT returns are up to date, with VAT claimed to the end of September 2024. VAT reclaimed was £82,478. I checked that figures in the VAT return have been derived directly from the RBS system and confirmed with the Clerk that the return was submitted to HMRC. I checked the refund into the bank account, this was banked on 15th October. The Q2 VAT claim has been agreed to the month 6 balance sheet, so the VAT nominal account is in balance. The Clerk confirms that the Council has opted to tax the Village Hall – the VAT on works to the building can be reclaimed, and VAT will need to be charged on income generated by the building.

Final Audit

The accounting statements have been agreed back to year end reports produced from the Rialtas accounting system. All comparatives reported in the financial statements have been agreed back to the audited 23-24 accounts, as published on the Council website. Arithmetic in the financial statements has been checked.

I confirmed that the VAT return for period January to March 25 has been completed and was submitted to HMRC on 4 April 2025. VAT of £9,858 was reclaimed, the Council is up to date with VAT.

My interim report was considered at the November Full Council meeting (minute 10.6)

B. Financial Regulations & Payments

Interim Audit

Financial Regulations and Standing Orders are both based on NALC templates. Both documents were approved at the May meeting of Full Council (Minute 14). The Council has adopted the new financial regulations template published by NALC in May 24 as the basis for the new financial regulations.

The Council has a robust process for authorisation of payments to suppliers. The Council approves expenditure via the annual budget process, Payments are approved at a Council meeting, this is notified in minutes and by a dual signature process by councillors, who sign invoices as ready for payment. Payments to suppliers are set up at bank by a member of staff and authorised by a two councillors. The clerk logs in to the bank account and

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downloads authorisation records (this is necessary as the bank does not retain authorisation data).

I tested a sample of payments selected at from the cashbook for the first 7 months of 2024-25. For all payments tested I was able to confirm

- Payment per cash book agreed to invoice
- VAT correctly accounted for
- Expenditure appropriate for this council
- Invoice signed off by 2 councillors
- Printed bank records show payment authorised by two councillors

I note that printed bank authorisation was not on file for four payments tested – this is due to technical issues with bank. , I have checked authorisation to meeting minutes, and confirmed councillor signature on invoices, so I am content that payments were authorised in line with financial regulations

I confirmed that the Council has followed financial regulations in letting contracts for the following high value projects:

- Village Hall building works
- Theatrical fit out
- Footpath work

All three contracts were advertised on the Find a Contract website.

I provided advice on the Council's banking arrangements. The Council may wish to approach the bank to increase the £5000 transaction limit. Given the technical issues the Council has experienced with the electronic payment process, alternative banks may need to be considered.

Final Audit

Non pay expenditure per box 6 to the accounts amounted to £ 875,908 up from £462,493 in 23-24 . The increase is due to works at the Village Hall.

I tested 4 further payments from the final 3 months of the financial year and confirmed the following:

- VAT correctly accounted for
- Expenditure appropriate for this council
- Invoice authorised by 2 councillors at bank - checked to bank audit log
- Payment per cash book agreed to invoice
- Invoice signed off by 2 councillors

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C. Risk Management & Insurance

Interim Audit

The Council undertakes a full risk assessment annually. I have confirmed with the Clerk that the risk assessment will be approved at the January 2024 meeting of Full Council. I will review this at my final audit visit.

I have confirmed that the Council has a valid insurance certificate, with an expiry date of August 2025. Insurance has been arranged by Clear , and the Council is insured with Aviva, Asset cover is monitored by the Clerk and is checked against insurance values held in the asset register. 10 buildings are insured. Asset insurance cover is as follows

Property Insured	Declared Value	Sum Insured
Buildings	£6,204,054	£7,444,864
Contents	£167,103	£200,523
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Walls, Gates and Fences	£104,941	£125,929
Playground Equipment	£298,864	£358,636
CCTV Equipment	£44,613	£53,535
War Memorials	£75,000	£90,000
Ground Surfaces	£365,674	£438,808
Mowers and Machinery	£68,575	£82,290
Sports Equipment	£61,754	£74,104
Regalia	£2,145	£2,574
Terrorism	Not Insured	

The Village Hall is insured at a value of £3.3million. The Clerk confirmed that the insurance value of this building has been increased to reflect the works at the building. Fidelity cover is set at £1million, this is sufficient given cash holdings at the Council.

The Clerk completed a backup test of Rialtas data in October 2024. It is recommended that the ICT company is asked to complete a test restore of sharepoint data as part of the risk assessment process.

Final Audit

The Council reviewed and approved the Risk Management Policy at the annual meeting in May. The Risk Assessment was considered at the 16 January meeting of Full Council (minute 16). I have reviewed the risk assessment and it appears sufficient for a council of this size, with evidence of update in year. The risk assessment is supported by detailed risk assessments for individual activities and assets. A new risk assessment relating to sexual harassment has been added this financial year.

The Clerk shared evidence of test restore of SharePoint data completed in October 24.

D. Budget, Precept & Reserves

Interim Audit

The Clerk confirmed that the 25-26 budget process is under way. I will review outputs from this process at my year end audit. The Council continues to review budget against actuals each quarter, as required by financial regulations. The quarter two budget monitoring report is due to be discussed at the Finance Committee meeting in November. The Clerk prepares a narrative note and screen presentation setting out variances identified as part of the budget monitoring process, and these notes are recorded in minutes. I reviewed the quarter 2 report, no significant overspends were reported

Final Audit

Reserves at 31 March 2025 were £394,207 (23-24 £490,429).

General reserves at year end were £202K. This represents 37% of precept, which is at the mid-point of recommended levels set out in the NALC Practitioners' Guide. General levels are held at an appropriate level.

I reviewed earmarked reserves. The largest earmarked reserves are:

- £76K - Village Hall Phase 2 – this is CIL money, some of this needs to be spent by end of 2026.
- £44K - MUGA - s106 monies
- £27K – Snoxhall pavilion, part of this will be spent on the machine shed.

Other reserves are in place to support assets, expenditure contingencies and projects. I am satisfied that earmarked reserves are well managed and appropriate for this Council.

The 25-26 budget was approved at the Full Council meeting on 12 December 2024 (minute 9.5), alongside the precept, which was set at £597,902. A balanced budget was set, this is summarised below:

	£K 25-26 budget	£K
Income	149	
Precept	598	
		747
Expenditure	663	
Maintenance		
Plan	33	
Business Plan	20	
PWLB repayment	27	
Election	4	
		747

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E. Income

Interim Audit

The Council has a number of income streams, outside of the precept. These include the following:

- Hall hire - Village Hall / Pavilion and Youth Centre
- Football pitches
- Cemetery fees

I tested a sample of transactions selected from the first seven months of the financial year. For all transactions tested, I was able to agree income credited on the accounting system back to bank statement, and to an invoice, and where appropriate, burial records and approved cemetery fees. My testing included 2 grant receipts

- £307,754 – grant From DLUHC – agreed to grant notification
- £26,497 – grant for playground - agreed to remittance from solicitor

I reviewed the sales ledger. The sales ledger balance at 7 November stood at £15K. Of this balance, there is only one debtor account of concern. The Clerk confirmed this account is being closely monitored and reported to Councillors. I advised that this debt should not be allowed to increase given the nature of the debtor, and that weekly payments could be considered.

Final Audit

Precept per box 2 to the accounts was £539,388 (23-24 £487,004). This has been agreed to third party documentation provided by central government.

Income per box 3 to the accounts was £516,058 (23-24 £167,174). I reviewed a small sample of income credits from the final quarter of the financial year. For transactions selected I was able to agree income back to invoice, and to appropriate supporting documentation.

F. Petty cash

Final Audit

£250 petty cash was held at year end. I checked this has been counted and that cash reconciles to accounting records. The count was signed off by the Clerk and a councillor.

G. Payroll

Interim and Final Audits

Staff costs per box 4 to the accounts were £275,760 (23-24 £251,328).

I tested the August payroll. 3 staff payments were tested, I agreed payments for 3 staff from cashbook to payslip. From there I agreed gross pay back to pay award letters. I am satisfied staff are being paid approved rates of pay, and that this is being accurately recorded in the cashbook

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The Clerk logged into the Council's HMRC Account and confirmed there were no monies outstanding in respect of tax or NI.

At the year-end audit I confirmed that box 4 on the accounting statements only contained staff salary and payroll costs, as required by regulations.

H. Assets and investments

Final Audit

Fixed assets per box 9 to the accounts were £ 2,721,676 (23-24 £2,337,488).

I have agreed the balance in the accounts back to the asset register. The asset register appears complete and to record assets at cost or proxy cost, as required by regulations, with sufficient detail to locate all assets listed.

Additions of £441K have been recorded on the asset register. A schedule of additions has been provided. I tested one major addition - £236K theatre lights and sound system, to invoices, and can confirm the asset has been correctly added to the asset register at cost.

Deletions of £57K have been processed in 24-25. A schedule of assets disposed of has been supplied.

I am satisfied fixed assets are properly accounted for.

I. Bank reconciliations

Interim Audit

The Council has one current and one investment account. Bank reconciliations are completed weekly by the clerk, these are then reviewed monthly by a councillor by a Councillor who is not a signatory, and reported to the monthly Council meeting. There is clear evidence that bank reconciliations are being completed promptly.

I reperformed the bank reconciliation for September 2024. I completed the following test:

- Agreed cashbook balances to Omega system (month 6 balance sheet)
- Agreed bank balances to bank statements
- Checked arithmetic in the bank reconciliation
- Confirmed councillor review of the bank reconciliation

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Final Audit

Borrowings per box 10 to the accounts were £nil (23-24 £ nil)

Cash per box 8 to the accounts was £376,690 (23-24 £496,077)

I reformed the year end bank reconciliation. I agreed all balances in the bank reconciliation back to the accounting system reports and to bank statements. The year end bank reconciliation was found to be accurate - review will be completed at the April meeting where Councillor signature will be provided.

J. Year-end accounts

Cranleigh PC has produced accounts on an accruals basis, this is required as income / expenditure is above £200k. A reconciliation between Box 7-8 of the accounts has been prepared, for external audit review, and creditor and debtor listings support this reconciliation. An explanation of year-on-year variances has also been prepared and provides detailed explanations for review by external audit.

L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

Interim Audit

Yes, the Council meets the requirement of the Code by publishing information on the Council website, mainly on the Financial Information page. I checked that the following information was up to date at the time of the interim audit:

- Payments data – published to end of September 2024 – purchase ledger reports published
- Parking data – details of parking income for Snoxhalls Field published

I am satisfied the Council is meeting the requirements of the Transparency Code

Final Audit

I confirmed expenditure data was published to the end of March – carpark and CIL reports will be updated once reports are received from Waverley.

M: Arrangements for Inspection of Accounts

Interim Audit

Inspection periods for 23-24 were set as follows

Inspection - Key date	23-24 Actual
Accounts approved at Full Council	16 May Council
Announcement	30 May
Inspection period begins	3 June
Inspection period ends	12 July
Correct length	Yes

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Accounting

I can confirm that regulations were followed and that the Council can therefore sign off that it has met control objective 4 on the annual governance statement.

N: Publication requirements 2024 AGAR

Interim Audit

I confirmed that the Council has correctly loaded the audited accounts, annual governance statement and audit certificate for 23-24 on to the Council website. The conclusion of audit certificate has been correctly published, with a date of 12 August, in advance of the 30 September deadline. The Council received a clear audit certificate from the external auditors dated 7 August, so there are no matters to be taken into consideration in 24-25. The audit certificate was reported to Council at the September meeting (minute 9.5).

O. Trusteeship

Interim Audit

The Council is Trustee of The Snoxhall Field - Registered Charity: 1178530.

The 23-24 annual return was submitted to the Charity Commission on 6 August 2024, before the regulatory deadline. A meeting of the Charity was held separate to Council meetings in May 24, approval of the annual return was minuted at this meeting. No independent examination is required for this charity as there is no income or expenditure.

I attach my invoice for your consideration together with the internal audit report from the AGAR. I would like to take this opportunity to thank you for your help with the audit. I look forward to working with you again next year, in the meantime please do not hesitate to contact me if I can be of any assistance.

Yours sincerely

Mike Platten CPFA

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April Skies

Accounting

APPENDIX A
Points Forward – Action Plan - Interim and Final Audits

Matter Arising	Recommendation	Council Response
None		

Appendix B

Internal Audit Control Objectives – Marked as not covered

Control Objective	Area for Audit	Why this has not been audited
K	Exemption from limited assurance review	Council had limited assurance review in 23-24

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Annual Governance and Accountability Return 2024/25 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

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

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

Publication Requirements

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

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

CRANLEIGH PARISH COUNCIL

https://www.cranleigh-pc.gov.uk/Home_14091.aspx BSITE WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

Date(s) internal audit undertaken

07/11/2024

07/04/2025

Name of person who carried out the internal audit

MIKE PLATTEN CPFA INTERNAL AUDITOR

Signature of person who carried out the internal audit

Date

07/04/2025

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

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

CRANLEIGH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.cranleigh-pc.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

CRANLEIGH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	550,072	490,429	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	487,004	539,388	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	167,174	516,058	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	251,328	275,760	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	462,493	875,908	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	490,429	394,207	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	496,077	376,690	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,337,488	2,721,676	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

CRANLEIGH PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Cranleigh Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2025

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
	1	31/03/2025	Business Account - 01806074	101,468.70
	1	31/03/2025	CCLA PSDF	275,000.00
				376,468.70
<u>Other Cash & Bank Balances</u>				
			PETTY CASH FLOAT	250.00
				250.00
				376,718.70
<u>Unpresented Payments</u>				
	1	20/03/2025	011987	29.20
				29.20
				376,689.50
<u>Receipts not on Bank Statement</u>				
	0	31/03/2025	All Receipts Cleared	0.00
				0.00
Closing Balance				376,689.50
<u>All Cash & Bank Accounts</u>				
	1		LLOYDS CURRENT A/C	376,439.50
			Other Cash & Bank Balances	250.00
			Total Cash & Bank Balances	376,689.50

Cranleigh Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2025

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	490,429.05	394,206.89
100	TRADE DEBTORS	2,932.16	8,065.86
105	VAT CONTROL	17,000.75	9,858.80
110	PREPAYMENTS	1,172.24	1,048.94
120	ACCRUED INTEREST INCOME	2,129.28	1,217.42
525	PAYE/NIC CONTROL	0.00	5,892.64
526	S'ANN CONTROL	0.00	4,116.69
	Less Total Debtors	23,234.43	30,200.35
500	TRADE CREDITORS	21,267.02	3,149.76
509	DEPOSITS - Village Hall	0.00	100.00
510	DEPOSITS -Allotments	0.00	239.80
511	ACCRUED EXPENSES	2,602.40	3,366.40
550	RECEIPTS IN ADVANCE	5,013.00	5,827.00
	Plus Total Creditors	28,882.42	12,682.96
	Equals Total Cash and Bank Accounts	496,077.04	376,689.50
200	LLOYDS CURRENT A/C	495,827.04	376,439.50
220	PETTY CASH FLOAT	250.00	250.00
	Total Cash and Bank Accounts	496,077.04	376,689.50

Explanation of variances – pro forma

Name of smaller authority: Cranleigh Parish Council
County area (local councils are): Surrey

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

• variances of more than 15% between totals for individual boxes (except variances of less than £200);

• New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year.

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)																																																																																																																																																																																																																																																		
1 Balances Brought Forward	550,072	490,429					Explanation of % variance from PY opening balance not required - Balance brought forward agrees																																																																																																																																																																																																																																																		
2 Precept or Rates and Levies	487,004	539,388	52,384	10.76%	NO																																																																																																																																																																																																																																																				
3 Total Other Receipts	167,174	516,058	348,884	208.70%	YES	Community Ownership Fund grant £307,754 Betty Raseley Trust grant £26,515 PCC grant £4,562 GACT grant £2,000 SCC grant £1,101 Football Foundation grant £6,612 New recreation letting income £168 Total £348,702																																																																																																																																																																																																																																																			
4 Staff Costs	251,328	275,760	24,432	9.72%	NO																																																																																																																																																																																																																																																				
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO																																																																																																																																																																																																																																																				
6 All Other Payments	462,493	875,908	413,415	89.39%	YES	Village Hall refurbishment this year £456,836 less Storage compound last year £36,596 less Jubilee expenditure last year £5,774 = £413,466																																																																																																																																																																																																																																																			
7 Balances Carried Forward	490,429	394,207				VARIANCE EXPLANATION NOT REQUIRED																																																																																																																																																																																																																																																			
8 Total Cash and Short Term Investments	496,077	376,690				VARIANCE EXPLANATION NOT REQUIRED																																																																																																																																																																																																																																																			
9 Total Fixed Assets plus Other Long Term Investments and	2,337,488	2,721,676	384,188	16.44%	YES	Assets removed from Fixed Asset Register and disposed of for NIL value:	<table><thead><tr><th></th><th>POB Council</th><th>REBSW Council</th><th>Council</th></tr></thead><tbody><tr><td>01/04/2024</td><td>Section</td><td>Opening Balance</td><td>£2,337,487.02</td></tr><tr><td>16/07/2024</td><td>Add</td><td>Gates and Fences</td><td>BMF gates</td><td>£2,833.00</td><td>£2,340,320.02</td></tr><tr><td>16/07/2024</td><td>Remove</td><td>Mowers and Machinery</td><td>DS Forester tractor</td><td>£1,445.00</td><td>£2,338,875.02</td></tr><tr><td>15/09/2024</td><td>Add</td><td>Street Furniture</td><td>Shanwood hooded bin x 2</td><td>£821.19</td><td>£2,339,696.21</td></tr><tr><td>15/09/2024</td><td>Add</td><td>Street Furniture</td><td>Plaza bins x 6</td><td>£2,279.64</td><td>£2,341,975.85</td></tr><tr><td>02/10/2024</td><td>Add</td><td>Land & Buildings</td><td>VH building works</td><td>£117,600.42</td><td>£2,459,576.27</td></tr><tr><td>01/10/2024</td><td>Add</td><td>Land & Buildings</td><td>Acoustic panels</td><td>£23,400.00</td><td>£2,482,976.27</td></tr><tr><td>02/10/2024</td><td>Add</td><td>Land & Buildings</td><td>Commercial kitchen</td><td>£23,245.00</td><td>£2,506,221.27</td></tr><tr><td>02/10/2024</td><td>Remove</td><td>General Contents</td><td>Fuel Band</td><td>£755.00</td><td>£2,515,500.40</td></tr><tr><td>02/10/2024</td><td>Remove</td><td>General Contents</td><td>Stage lighting</td><td>£1,297.00</td><td>£2,516,797.40</td></tr><tr><td>02/10/2024</td><td>Remove</td><td>General Contents</td><td>VH fridge</td><td>£900.00</td><td>£2,515,897.40</td></tr><tr><td>02/10/2024</td><td>Remove</td><td>General Contents</td><td>Winter heater</td><td>£760.00</td><td>£2,515,137.40</td></tr><tr><td>02/10/2024</td><td>Remove</td><td>General Contents</td><td>Gas cooker</td><td>£1,075.00</td><td>£2,514,062.40</td></tr><tr><td>02/10/2024</td><td>Remove</td><td>General Contents</td><td>VH boilers</td><td>£15,000.00</td><td>£2,499,062.40</td></tr><tr><td>02/10/2024</td><td>Remove</td><td>General Contents</td><td>PA and loop system</td><td>£2,662.00</td><td>£2,496,400.40</td></tr><tr><td>02/10/2024</td><td>Remove</td><td>General Contents</td><td>Stage lighting</td><td>£1,350.00</td><td>£2,495,050.40</td></tr><tr><td>02/10/2024</td><td>Remove</td><td>General Contents</td><td>Heating system</td><td>£7,000.00</td><td>£2,488,050.40</td></tr><tr><td>02/10/2024</td><td>Remove</td><td>General Contents</td><td>Ball net</td><td>£2,817.00</td><td>£2,485,233.40</td></tr><tr><td>02/10/2024</td><td>Remove</td><td>General Contents</td><td>Boilers</td><td>£1,000.00</td><td>£2,484,233.40</td></tr><tr><td>02/10/2024</td><td>Remove</td><td>General Contents</td><td>Heating 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02/10/2024	Remove	General Contents	Winter heater	£760.00	£2,515,137.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	General Contents	Gas cooker	£1,075.00	£2,514,062.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	General Contents	VH boilers	£15,000.00	£2,499,062.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	General Contents	PA and loop system	£2,662.00	£2,496,400.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	General Contents	Stage lighting	£1,350.00	£2,495,050.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	General Contents	Heating system	£7,000.00	£2,488,050.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	General Contents	Ball net	£2,817.00	£2,485,233.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	General Contents	Boilers	£1,000.00	£2,484,233.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	General Contents	Heating system	£1,488.00	£2,482,745.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	General Contents	Computers x 4	£2,000.00	£2,480,745.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	General Contents	Map drawer	£200.00	£2,479,545.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	General Contents	Musical instruments	£5,000.00	£2,474,545.40																																																																																																																																																																																																																																																				
02/10/2024	Add	General Contents	Computers x 3	£3,670.00	£2,478,215.40																																																																																																																																																																																																																																																				
02/10/2024	Add	General Contents	Laptop x 2	£2,000.00	£2,480,215.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	Gates and Fences	Compound fencing	£1,000.00	£2,479,215.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	Mowers and Machinery	Pedestrian mower x 2	£1,200.00	£2,478,015.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	Mowers and Machinery	Hyler mower	£903.00	£2,477,112.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	Mowers and Machinery	pedestrian mower x 2	£1,382.00	£2,475,730.40																																																																																																																																																																																																																																																				
02/10/2024	Remove	Street Furniture	Bin x 5	£1,045.00	£2,474,685.40																																																																																																																																																																																																																																																				
02/10/2024	Add	Mowers and Machinery	Hytec Fish Collector	£13,200.00	£2,487,885.40																																																																																																																																																																																																																																																				
02/10/2024	Add	Mowers and Machinery	Trimmaster Toro 76 mower	£1,207.50	£2,489,092.90																																																																																																																																																																																																																																																				
02/10/2024	Add	Mowers and Machinery	Alco T18-95 mower	£3,166.83	£2,492,259.73																																																																																																																																																																																																																																																				
02/10/2024	Add	Mowers and Machinery	Toro Hover Pro 350	£836.00	£2,493,095.73																																																																																																																																																																																																																																																				
09/12/2024	Add	Land & Buildings	Theatre lights and sound system	£296,866.97	£2,789,962.70																																																																																																																																																																																																																																																				
04/01/2025	Remove	General Contents	Projector screen	£395.00	£2,789,567.70																																																																																																																																																																																																																																																				
04/01/2025	Remove	General Contents	Warning cabinet	£500.00	£2,789,067.70																																																																																																																																																																																																																																																				
04/01/2025	Remove	Mowers and Machinery	13hp mulch mower	£750.00	£2,788,317.70																																																																																																																																																																																																																																																				
04/01/2025	Remove	Street Furniture	Bus shelter	£5,000.00	£2,783,317.70																																																																																																																																																																																																																																																				
16/02/2025	Add	Mowers and Machinery	Atlan Hover Mower	£476.00	£2,783,793.70																																																																																																																																																																																																																																																				
10 Total Borrowings			0	0.00%	NO																																																																																																																																																																																																																																																				

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

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

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

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

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Tuesday 3 June – Monday 14 July 2025. (The latest possible dates that comply with the statutory requirements are Tuesday 1 July – Monday 11 August 2025); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

Smaller authority name: **CRANLEIGH PARISH COUNCIL**

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

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

NOTICE	NOTES
<p>1. Date of announcement Thursday 29 May 2025 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) Mrs B. M. Bell, Parish Clerk, Cranleigh Parish Council, Council Office, Village Way, Cranleigh, Surrey GU6 8AF Tel: 01483 272311 Email: clerk@cranleigh-pc.gov.uk</p> <p>commencing on (c) <u>Tuesday 3 June 2025</u></p> <p>and ending on (d) <u>Monday 14 July 2025</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Mrs B.M. Bell – Parish Clerk</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

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

The basic position

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

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

The right to inspect the accounting records

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

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024/25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

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

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

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

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

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

The right to make objections at audit

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

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

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

A final word

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

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

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



CRANLEIGH PARISH COUNCIL

Council Offices,
Village Way,
Cranleigh,
Surrey,
GU6 8AF
Tel. 01483 272311
E-mail clerk@cranleigh-pc.gov.uk

APPLICATION FOR GRANT

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

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

APPLICATION DETAILS

Organisation Name	Cranleigh Arts Centre
Contact Name	Brian Freeston
Position in Organisation	Chairman
Organisation Address	1 High Street, Cranleigh.
Post Code	GU6 8AS
Contact Telephone No	01483 278001
Registered Charity	YES

PROJECT DETAILS

Project Name	Announcement Video Screen
Project Location	Foyer, Arts Centre
Project Start Date	August
Project End Date	August

Total Cost of Project:	£860.99	
Amount Requested*	£760.99	Percentage of Project Cost% 88%
<p>*Where the amount requested is in excess of £500 kindly advise The cost of an OLED screen is necessary for 180° vision and 55" width is necessary for large numbers of the public to see. Our P&L is marginal at the moment and 50% of the cost for us is too much to bear. Three estimates of both the screen and the wall mounting are provided. The extra cost is for an electrician, which we will cover.</p>		
The current level of Reserves held	£120,000	
What is the applicants policy for use of those Reserves? <i>[brief outline to be given]</i>	As per Charity Commission instructions a level of reserves to cover 6 months operating costs has to be kept to cover unforeseen eventualities.	

PROJECT COSTS

Has a grant been paid by this Council previously ?	NO
If YES give details:	
Do you have funding from other authorities ?	Waverley Borough Council
If YES give details	£35,000 p.a. from the Thriving Communities Fund to cover the cost of a volunteer co-ordinator.
Have any fundraising activities been arranged ?	YES - we fund raise all the time for various objectives. Including currently a crowdfunded to update and expand our coffee bar.
Any other relevant additional information to support the request:	

GRANT DETAILS

What is the Grant required for ?

<u>Project Aims</u> [one/two sentences stating overall aim]	It is clear that members of the public do not get timely information as to what's going on at the Centre on entering the building. Currently there is a whiteboard that has a handwritten schedule, that is static throughout the day and does not allow for up-coming events to be presented in colour or on video.
<u>Project Objectives</u> [state three/four key objectives]	Clearer communication. Quicker communication. More attractive information presentation. Communication for a more diverse public.
<u>Project Description</u> [outline a clear description of the project]	A video screen in our foyer will enable our public to more easily access information. This will help those hard of hearing or when the foyer is busy and will enable the Centre to provide further information.

Implementation

Which Organisation will be responsible for implementation of the project?	Cranleigh Arts Centre
If land/property is involved No	
Has permission been obtained ?	N/A
Are there any current contracts or leases which may be affected ?	No
Who owns the land ?	Waverley Borough Council
Are any other consents required?	No

Timings

When is the grant required by?	July
--------------------------------	------

Timetable [kindly provide a timetable to implement the project]	This will be installed during the August closure. It will take a few hours.
Date	Milestone
4/8/25 - 18/8/25	

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
A survey of our customers indicated that 82% are over 60, 46% are over 70. We reach out to all our local communities, including those living with loneliness, disability or dementia, young families, young people, children with additional needs and carers. Providing information via a colourful screen will bring immediate recognition and easier provision to those who require further stimulation.
CAC offers the most personal and caring customer service focussing on our customers - who are at the very core of what we do. Our aim is to strive to maintain and exceed our high standards, pushing out the boundaries towards different demographics and outreach programmes to achieve maximum inclusivity. Information via a video screen would be part of that process
Who and how many of the local community will benefit ?
Over 35,000 people come through the Arts Centre ever year to be "enriched, entertained and inspired".

How do you know there is a need for this project ?
From feedback from our Friends and members of the public.

DECLARATION

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

A location plan or site plan	N/A
Copy of organisation's latest audited accounts	N/A
Copy of constitution or set of rules	N/A
Evidence of any permissions or consents	N/A
<p>Estimates/quotations to support the request</p> <p>(Projects over £1,000 require evidence that three estimates/quotations have been sought.</p> <p>Projects under £1,000 require evidence of two estimates/quotations</p>	<p>Total of six quotes - three for Screens: Amazon; John Lewis and Marks Electrical and three for wall mounts: Amazon; Ebay and Wayfair. We have gone for the cheapest with Amazon: £731.00 and £29.99 respectively.</p>

	Date: 5/4/2025
Position in Organisation: Chairman	



LG OLED55B46LA 55" OLED B4 4K Smart TV, 4K Ultra HD, Black, G Rated



5 YEAR WARRANTY

G  Energy Rating

£799

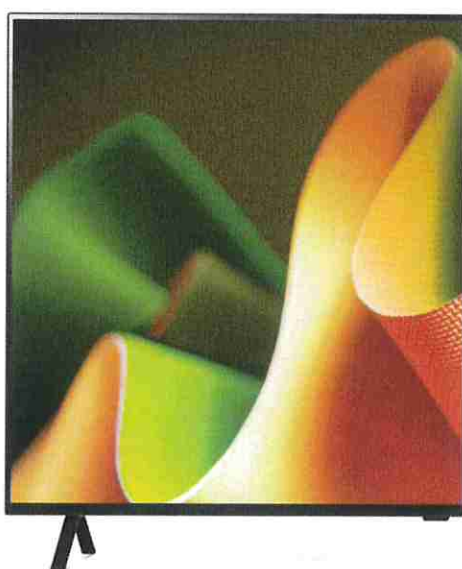


£0 today, then 3 instalments of £266.33, interest free when you choose a 3 month plan. [Read More](#)

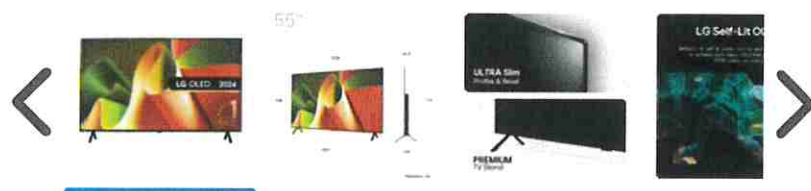
- ✓ **FREE** & Next Day Delivery options available*
- ✓ Installation & Recycling Available**
- ✓ In Stock

Add to Basket

Don't forget to add a wall bracket >



Double-click the image to zoom.



Key Features

- Product code: OLED55B46LA.AEK
- Screen (Inches/Type) - 55 4K Ultra HD OLED evo
- Operating System - WebOS
- 4K OLED technology with self-lit pixels for perfect

Buy today & if we drop the price within 7 days, we'll refund the difference.

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LG OLED 2024

8 people viewed this in the last few hours

55"

1000

1200

1200

1200

Zoom

?

LG

OLED55B46LA (2024) OLED HDR 4K Ultra HD Smart TV, 55 inch with Freeview Play/Freesat HD & Dolby Atmos, Rocky Black

★★★★★ 194 Reviews

0% APR

Pay £48.94 per month interest free over 18 months. More payment plans available

Special offers (2)

AGG

Energy rating: G

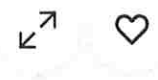
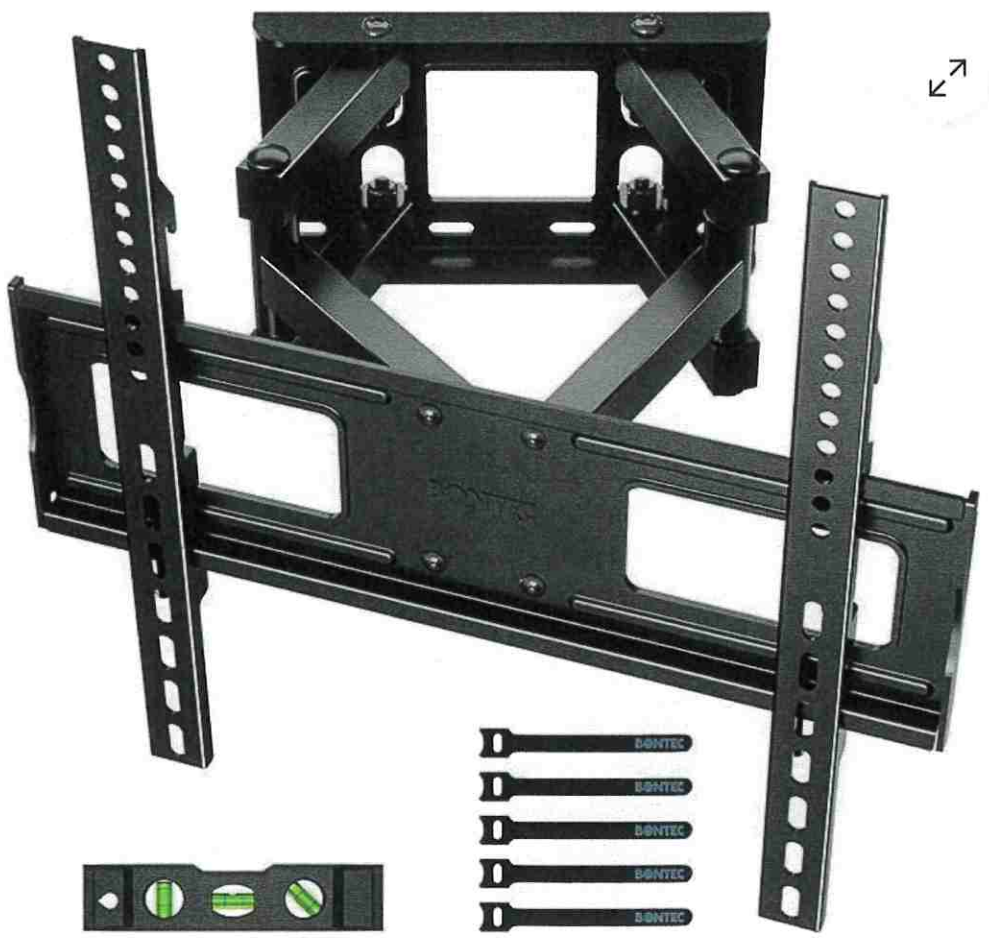
Installation & Disposal

TV Recycling

£25.00

[Back to home page](#) · [Electronics](#) > [Sound & Vision](#) > [TV & Home Audio Accessori...](#) > [TV Stands & Mounts](#)

UP TO **20% OFF** WITH MULTI-BUY




TV Wall M

Swivels T

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 **ibnwajid** (102) · Business

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£35.00 each
or Best Offer

Condition: **New** ⓘ

Quantity: 2 available

Multi-buy:

Buy 1	Buy 2
£35.00	£34.65
each	each

Buy it now

Add to basket

Are you one to sell? [Sell it yourself](#)

Clerk

From: Planning Policy <planningpolicy@waverley.gov.uk>
Sent: 06 May 2025 16:17
Subject: Let's Get Planning! Join us for a Local Plan Workshop this June 2025

Dear Town and Parish Councils,

We are pleased to invite you to take part in one of our **Local Plan Workshops** this June.

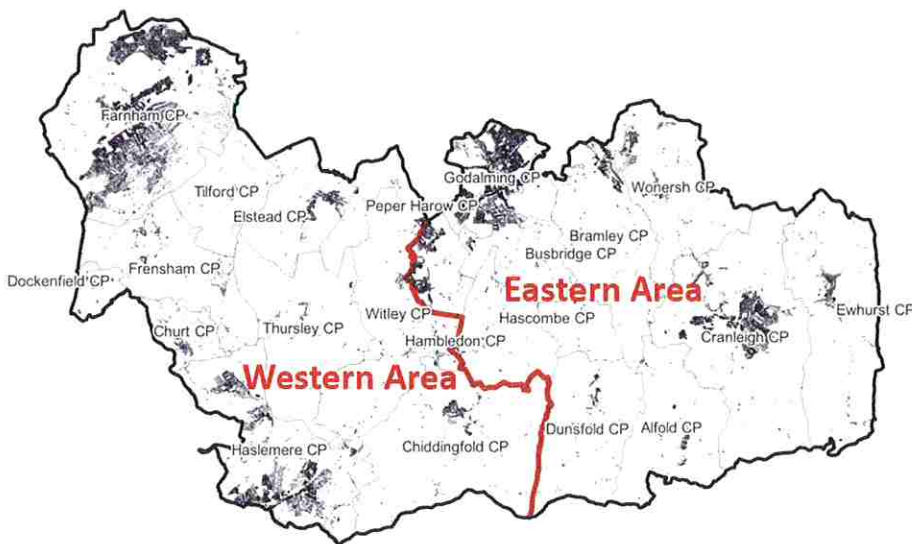
These sessions are an opportunity to **hear about the work we're doing on the new Local Plan, highlight local issues and ideas, and help shape the overall vision for the Borough.** Your feedback will inform our Issues and Options consultation later in the year, which will be the main chance for the wider community and other groups to get involved before we start drafting the plan.

To ensure a diverse and productive discussion, we are inviting **one representative from each council to attend one of the workshops** outlined below. Councils covering each of the four main settlements (Farnham, Godalming, Haslemere and Cranleigh) are invited to send two representatives. If additional places become available, we will be in touch. Please note that we are also inviting representatives of residents' groups and other local stakeholders to attend the workshops and will be holding a separate event for Waverley Councillors.

The dates of the workshops are set out below. Please indicate which one you or your representative would like to attend. It would be ideal to meet in-person but, if that is not possible, please register for the online workshop.

- **Wednesday 18 June, 10:00–13:00 in-person workshop in Farnham (for Western Area)**
- **Thursday 19 June, 15:00–18:00 in-person workshop in Cranleigh (for Eastern Area)**
- **Tuesday 24 June, 19:00–21:00 online Zoom workshop (for whole Borough)**

For the in-person events, the Borough has been divided into two areas as shown on the map below. We recommend attending the session for your area to enable a focused discussion. Witley parish spans the two areas and may choose which workshop to attend or to send a representative to each.



Please respond to this email by the 16th May to let us know who will attend one of these events on behalf of your council. If you can provide an email address, we will send further details ahead of the workshop (and copy

you in). If no one is available to attend, please rest assured there will be further opportunities to contribute as the plan develops.

We look forward to your involvement in shaping a Local Plan that reflects the needs and ambitions of all our communities.

In the meantime, if you have any queries, please feel free to contact Matthew Ellis or myself.

Best regards

Andrew

Andrew Longley
Interim Planning Policy Manager
01483 523427

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LOCAL COUNCIL
AWARD SCHEME

| **nalc**

A guide to the Local Council Award Scheme

Published by the National Association of Local Councils (NALC)

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THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

- The Bronze Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.
- The Silver Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- The Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

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This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

8 BRONZE AWARD ACCREDITATION PROCESS

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18 GOLD AWARD ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for the process for accreditation. These are not strict rules, and can be tailored to local need in consultation with NALC.

23 FEES

There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or national accreditation process.

25 EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

BRONZE AWARD

TO ACHIEVE A BRONZE AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

Before applying for the Bronze award the council confirms by resolution that all the required documents, information and conditions are in place for the Bronze award, and that these are published on the council's website, where applicable

To achieve the Bronze award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
Its standing orders	Council contact details	
Its financial regulations	Councillor information, including registers of interests, in line with the Transparency Code	
Its Code of Conduct	Its action plan for the current year	
Its accessibility statement	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its complaints procedure	Evidence of participating in town and country planning	
Its privacy notice	Evidence of publicising elections and vacancies on the council	
Its last annual return		
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		

Minutes for at least one year of full council meetings and all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
It's biodiversity policy		

The following documents and information must be in place and evidence provided to the assessment panel:

Governance	Community	Development
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy	Evidence of considering the impact of their functions and decisions on crime and disorder in their local area	Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Up-to-date insurance policies that mitigate risks to public money		A record of all training undertaken by staff and councillors in the last year
		The clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year
		Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

BRONZE AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that the council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. All policies should comply with current legislation and guidance and note the date of the next review.

Criteria	Guidance
Its standing orders Its financial regulations Its Code of Conduct Its accessibility statement Its publication scheme Its complaints procedure Its privacy notice	Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
Its last annual return	The panel checks that the council has published its most recent Accounting Statements and Annual Governance Statement. Where the council is eligible for external audit the panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls.
Transparent information about council payments	Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices. The panel will seek evidence that the council publishes information on payments in line with the appropriate transparency code. For smaller councils publishing payments over £100 annually and larger councils publishing payments over £500 quarterly. For more information see the Good Councillors Guide to Finance and Transparency.
A calendar of all meetings including the annual meeting of electors	The calendar includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
Minutes for at least one year of full council meetings and all committee and sub-committee meetings Current agendas	Minutes and agendas are published for all council meetings for at least the last year, including committees and the Annual Meeting of the Council. The panel checks that minutes (including associated papers) and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council. Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as

	possible after the meeting and within at least four weeks. The minutes will show that the council monitors its performance against the budget at least every three months.
The budget and precept information for the current or next financial year	The council can post up the current or next year's budget (or both). The council publishes detailed budget documents that include information on income and expenditure (or receipts and payments). Documents show how the precept was calculated and that the council understand the impact of precept changes on taxpayers.
Council contact details	The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
Councillor information, including registers of interests, in line with the Transparency Code	It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code. The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
Its action plan for the current year	The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
Evidence of consulting the community Publicity advertising council activities	The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings
Evidence of participating in town and country planning	Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
Evidence of publicising elections and vacancies on the council	The panel will seek evidence that when there are scheduled elections or council vacancies, the council informs the public. This includes displaying notices in conspicuous places within the parish and should also involve additional methods such as announcements on

	the council's website or in local newspapers.
It's biodiversity policy	<p>The biodiversity policy will show the council's commitment to protecting and enhancing biodiversity in the parish. Including specific objectives, such as promoting habitat creation, supporting pollinators, or enhancing green spaces.</p> <p>Practical actions the council might take could include reviewing planning applications for biodiversity impacts, managing council-owned land for wildlife, or working with local conservation groups.</p>
A risk management policy	The risk management policy shows the council has considered all relevant risks to the council, including but not limited to health and safety.
A register of assets	The register of assets can be based on a model but tailored to the specific council. They are not published.
Up-to-date insurance policies that mitigate risks to public money	The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
Evidence of considering the impact of their functions and decisions on crime and disorder in their local area	Evidence might include a published policy, or minutes of meetings, or other materials that describe council activities that relate to crime and disorder
Disciplinary and grievance procedures	Disciplinary and grievance procedures can be based on a model but tailored to the specific council. There is not a requirement to publish.
<p>A policy for training and development of staff and councillors</p> <p>A record of all training undertaken by staff and councillors in the last year</p> <p>A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year</p>	<p>A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications.</p> <p>Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector.</p> <p>The CPD points are for the clerk in employment with the council at the time of application. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.</p>
Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy	<p>The panel will ask to see the certificate that the council has signed up to the Civility and Respect pledge.</p> <p>A Dignity at Work Policy should ensure a respectful and supportive workplace by outlining expectations for behaviour, defining and prohibiting bullying, harassment, and discrimination, and providing procedures for raising and addressing concerns.</p>

SILVER AWARD

TO ACHIEVE THE SILVER AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE BRONZE AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT.

Before applying for the Silver award the council confirms by resolution that all the required documents, information and conditions are in place for the Silver award, and that these are published on the council's website, where applicable

To achieve the Silver award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
A Health and Safety policy	A community engagement policy involving two-way communication between council and community	
Its policy on equality	Councillor profiles	
A co-option policy	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report that is actively shared with the community, online material and regular news bulletins	
	Evidence of helping the community plan for its future	
	Evidence of encouraging public engagement in local democracy	

The following documents and information must be in place and evidence provided to the assessment panel:

Governance	Community	Development
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies	A qualified clerk
	Evidence of a customer service in how the council handles correspondence with the public	A formal appraisal process for all staff

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

SILVER AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Bronze Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Bronze award less than a year ago. Then the panel does not check the Bronze criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Silver Award.

The panel assesses the quality of documents and information seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. The council is encouraged (but not obliged) to use a gov.uk domain for its website and email addresses for staff and councillors. All policies should comply with current legislation and guidance and note the date of the next review.

Criteria	Guidance
A Health and Safety policy Its policy on equality	The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
A co-option policy	The panel will seek evidence that the co-option policy includes a well-defined process for co-option, that the process is transparent, and where the council openly advertises seats available for co-option.
A community engagement policy involving two-way communication between council and community	A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions.
Councillor profiles	Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
A grant awarding policy	The council gives grants to community organisations and publishes a grant awarding policy.
Evidence showing how electors contribute to the Annual Parish or Town Meeting	Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
An action plan and related budget responding to community engagement and setting out a timetable for action and review	The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.
Evidence of community engagement, council activities and the promotion of democratic	The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be

processes in an annual report that is actively share with the community, online material and regular news bulletins	<p>online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.</p> <p>The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.</p>
Evidence of helping the community plan for its future	<p>The panel seeks evidence from council documents and online information that it supports the community in planning for its future.</p> <p>The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.</p>
Evidence of encouraging public engagement in local democracy	<p>The panel will seek evidence of encouraging the public in engagement in local democracy. This might include campaigns to encourage people to vote or stand for election. It might include providing information on the council website on how the council makes decisions and how the public can observe or take part in council meetings.</p>
A scheme of delegation (where relevant)	<p>The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.</p>
At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising	<p>At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council</p>

vacancies	<p>represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.</p> <p>The panel will seek evidence that when there are scheduled elections or council vacancies, the council puts significant effort towards informing the public and encouraging participation. The panel will be looking for the council to demonstrate it has done more than the statutory requirements of posting notices, for example posters in noticeboards, posts on social media, articles in newsletters, local newspapers etc.</p>
<p>Total Council Seats</p> <p>Two Thirds</p>	<p>5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20</p> <p>4 4 5 6 6 7 8 8 9 10 10 11 12 12 13 14</p>
Evidence of a customer service in how the council handles correspondence with the public	The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the councils commitment to customer service.
A qualified clerk	This criteria relates to the clerk employed by the council at the time of application. A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.
A formal appraisal process for all staff	The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council.

GOLD AWARD

TO ACHIEVE A GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE BRONZE AND SILVER AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

Before applying for the Gold award the council confirms by resolution that all the required documents, information and conditions are in place for the Gold award, and that these are published on the council's website, where applicable

To achieve the Gold award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	<p>An annual report, online material, news bulletins and other council communications with evidence of:</p> <ul style="list-style-type: none"> • Engaging with diverse groups in the community using a variety of methods • Community engagement influencing council activity and priorities • A wide range of council activities, including innovative projects, that produce positive outcomes for the community • Co-operating constructively with other organisations • Active promotion of elections, including that at least two-thirds of its councillors stood for election 	

The following criteria require statements (of no more than one page) that should be presented to the accreditation panel showing how the council:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of staff and the council as a corporate body to achieve its business plan
	Engages with the community on issues related to the environment and climate change	Supports a culture of civility and respect in the council

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

GOLD AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Bronze and Silver Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Gold. The exception to this is if the council received a Bronze or Silver award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.

The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Gold level. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.

Complying with the guidance below, the panel confirms that up-to-date documentation and information for Gold is in place. The panel may ask for further information or talk to councillors and staff. Councils seeking the Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

Criteria	Guidance
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none">• Engaging with diverse groups in the community using a variety of methods• Community engagement influencing council activity and priorities• A wide range of council activities, including innovative projects, that produce positive outcomes for the community• Co-operating constructively with other organisations• Active promotion of elections, including that at least two-thirds of its councillors	<p>The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.</p> <p>These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four)</p>

stood for election																of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy. The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships. At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table provided below															
Total Council Seats		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20														
Two Thirds		4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14														
Ensures that the council delivers value for money									The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving																						

	<p>the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.</p> <p>The statement will describe to the panel how the council understands and upholds its responsibilities over use of public money and showing due care and appropriate processes have been followed.</p> <p>The panel will look for evidence of sound financial management and transparency, including that the council has had two consecutive years of unqualified audits and it would be desirable if the council published its internal audit report on its website alongside the AGAR each year.</p>
Provides leadership in planning for the future of the community	<p>The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community conferences. The statement should include the council's approach to neighbourhood planning.</p>
Engages with the community on issues related to the environment and climate change	<p>The panel seeks evidence in this statement that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.</p>
Manages the performance of staff and the council as a corporate body to achieve its business plan	<p>The statement on performance management explains the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statement also includes confirming that each member of staff has their own professional development plan and that the majority of councillors</p>

	<p>participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.</p>
<p>Supports a culture of civility and respect in the council</p>	<p>The statement will provide the panel with a variety of ways in which the council actively supports a culture of civility and respect. This might include information from council meetings where commitment has been made to civil and respectful debate. It might include council policies, training for staff and councillors related to code of conduct, NOLAN principles and other relevant topics. The council might include information of where conflict in the council has been successfully managed and resolved. The statement might include supporting comments from staff, councillors, other partners</p>

THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel will let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieve the award, and the council will be given some time to respond to that feedback.

Once an award has been achieved NALC will issue a certificate and provide resources to help the council celebrate & promote its achievements. County Associations that carry out their own local panel assessments will present the certificate to the council themselves.

A list of currently awarded councils is published on the NALC website and is updated on a quarterly basis

Councils and accreditation panels may be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee of £100) if it feels that the panel's decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB's decision is final.

UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION

Accreditation lasts for four years.

Applying for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation:

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before the four-year end-date, it loses its award.

Removal of accreditation:

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

FEES

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process. This will either be NALC or the local county association.

The registration fee paid to NALC is £50 paid by all councils regardless of size and is payable upon registration.

The accreditation fee is payable once the council has received their result and varies according to:

- The award applied for
- The income of the council
- The council's accreditation history.

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME OVER £25,000
Bronze	£50	£80
Silver	£80	£100
Gold	£100	£200

All figures quoted are excluding VAT.

The figures quoted are the discounted rates for members of NALC.

Both the registration fee and accreditation fees listed above are for local councils in membership of NALC and their local county association.

Non-member councils must pay a higher fee that is double the figure quoted above.

The fee is reduced by 20% if the council achieved accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed regularly.

The IDB will oversee all changes to the scheme.



CRANLEIGH PARISH COUNCIL

**Annual Report
2024 – 2025**

Introduction

This Annual Report has been prepared by Cranleigh Parish Council and we hope you will find it gives an informative overview into our business and other activities over the past year.

The publication includes a report from the Council Chairman, together with reports from the Parish Council's Committee Chairmen. The report further provides detailed information and statistics. The report includes our unaudited accounts for 2024/25 which will be made available to the public for inspection from Tuesday 03 June 2025 to Monday 14 July 2025. We expect to publish the audited Annual Return on our website in September 2025.

This year the Annual Parish Meeting was held on 06 March 2025 and was open to electors to hear presentations from Surrey County Council about the High Street Improvements Scheme, Cranleigh BID ran a survey on public WIFI, Cranleigh Heritage Trust provided an update on the cottage hospital restoration and Cranleigh Health and Wellbeing gave an update on their community connections project and asked members of the public to participate through a survey. The meeting also enabled electors to have their say on any matters of particular interest or to raise any local issues, relevant to the County, Borough or Parish Councils.

The Parish Council has had another busy yet and is moving steadily ahead with key priorities as set out in our Business Plan 2023 – 2027:

<https://www.cranleigh-pc.gov.uk/UserFiles/Files/Policies%20and%20Other%20Documents/Cranleigh%20Parish%20Council%20Business%20Plan%202023%20FINAL.pdf>

We are very proud of our Youth Council who set their own agenda to explore links with community organisations, campaigns and attend civic events.

We continue to keep our website up to date ensuring we comply with accessibility requirements and share news and information through our social media channels for Cranleigh Parish Council, Cranleigh Village Hall and Cranleigh Youth Council.

If you have any queries relating to the contents of this Annual Report, then please contact the Parish Council at: Council Office, Village Way, Cranleigh, Surrey GU6 8AF

Tel: 01483 272311 Email: clerk@cranleigh-pc.gov.uk

Kind Regards

Beverley Bell FSLCC MIET IEng

Parish Clerk



Chairman's Report

I am honoured to write this Cranleigh Parish Council Chairman's report for 2024/25.

This is my third year as Chairman of Cranleigh Parish Council and I am grateful for the support of my fellow Councillors and in particular to my Vice Chairman Clive Walker for their hard work and community spirit.

Our Council has a solid foundation built on civility and respect for accountability and good governance. Members have embraced the Civility and Respect pledge and work in harmony with Council staff and other community organisations to deliver outstanding public facilities in Cranleigh.

The stand out moment of the year must be the grand opening of Cranleigh Village Hall, funded from the Community Ownership Fund. Former Parish Councillor Nigel Sanctuary guided the Council and community through the grant application process leading focus groups to find out what the community wanted from the refurbishment through to writing a comprehensive business plan for the Village Hall to obtaining substantial grant funding of £307,754.

I must make mention of the Council staff who deliver our community services with enthusiasm and compassion, managing our open spaces, play park, cemetery, allotments, village hall, community centre and public toilets.

We are at turning point in local government with the reorganisation of Surrey County Council and the eleven District and Borough Councils into unitary authorities. The Parish Council is keeping abreast of reorganisation progress over what will be a very interesting year ahead.

I have reached out into the community and can often be found late morning in Alpher Coffee meeting representatives from community organisations and talking to members of the public.

The Council has achieved a lot in the last year, but still has so much more to do. The Council welcomes members of the public to get involved with the work of the Council and its Committees through participation in the public sessions at Council meetings, keeping up to date with our work through our social media, participating in online survey consultations and joining in civic events.

If there is something that you would like the Council to consider as a future project or have a concern about something in the village, please do contact me to see if the Parish Council can be of assistance.

Kind Regards

Marc Scully

Chairman

Marc.scully@cranleigh-pc.gov.uk

Tel: 07850 742805



Parish Council Responsibilities

Amlets Lane Allotments	Beryl Harvey Allotments	Elmbridge Allotments
Beryl Harvey Field	Bruce McKenzie Field	Snoxhall Field
Dewlands Lane Cemetery	Centenary Garden	Snoxhall Play Park
Snoxhall Community Centre	Snoxhall Pavilion	Cranleigh Village Hall
Snoxhall Public Toilets	The Common Public Toilets	Village Way Public Toilets



Cranleigh Parish Councillors



Cllr Marc Scully - Chairman



Cllr Clive Walker – Vice Chairman



Cllr Claire Bennett



Cllr Rosemary Burbridge



Cllr Trevor Cobby



Cllr Alan Morrison



Cllr Hannah Nicholson



Cllr Dave Nicholas



Cllr Liz Townsend



Cllr Rowena Tyler



Cllr Mark West

Vacancy

WARD	NAME	TELEPHONE	EMAIL
East (7)	Rosemary Burbridge	01483 273277	rosemary.burbridge@cranleigh-pc.gov.uk
	Rowena Tyler	07811 344336	rowena.tyler@cranleigh-pc.gov.uk
	Mark West	07984 696415	mark.west@cranleigh-pc.gov.uk
	Hannah Nicholson	01483 385726	hannah.nicholson@cranleigh-pc.gov.uk
	Trevor Cobby	07775 511779	Trevor.cobby@cranleigh-pc.gov.uk
	Claire Bennett	07874 036 311	Claire.bennett@cranleigh-pc.gov.uk
	Alan Morrison	07946 614596	alan.morrison@cranleigh-pc.gov.uk
West (5)	Dave Nicholas	07884 266614	dave.nicholas@cranleigh-pc.gov.uk
	Marc Scully	07850 742805	Marc.scully@cranleigh-pc.gov.uk
	Liz Townsend	07703 308253	liz.townsend@cranleigh-pc.gov.uk
	Clive Walker	07973 405477	clive.walker@cranleigh-pc.gov.uk
	Vacancy		

Committee Membership 2024 – 2025

*Chairman

**Vice Chairman

Finance Committee

Dave Nicholas**
Marc Scully
Rowena Tyler
Liz Townsend
Clive Walker*
Mark West
Vacancy

Personnel Committee

Rosemary Burbridge
Hannah Nicholson
Marc Scully
Rowena Tyler
Mark West*

Planning Committee

Claire Bennett
Rosemary Burbridge**
Dave Nicholas
Hannah Nicholson
Marc Scully
Rowena Tyler*
Clive Walker

Property & Asset Committee

Rosemary Burbridge
Trevor Cobby
Alan Morrison
Dave Nicholas*
Marc Scully
Clive Walker



Representatives on Outside Bodies

Acute Treatment Centre	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 SCC Working Party	C Walker
Internal Audit	D Nicholas, C Walker
Knowle Park	R Burbridge, H Nicholson
Leisure Centre	C Walker
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
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 Glasper, Cathy Gould

Councillor Attendance

Full Council	03.06.2024	02.07.24	18.07.24	02.09.24	19.09.24	17.10.24	21.11.24	21.11.24	12.12.24	16.01.25	20.02.25	06.03.25	20.03.25	27.03.25	17.04.25
	EX			EX			EX					AP	CAN		
Claire Bennett											Y	Y	CAN	A	Y
Rosemary Burbridge	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	CAN	Y	Y
Trevor Cobby														Y	Y
Alan Morrison	A	A	Y	A	Y	Y	Y	Y	A	Y	Y		CAN	Y	Y
Dave Nicholas	A	A	A	Y	Y	A	A	A	Y	A	Y	Y	CAN	Y	Y
Hannah Nicholson	A	A	Y	NR	Y	Y	Y	Y	Y	A	Y	Y	CAN	Y	A
Nigel Sanctuary	A	Y	A	A	Y	Y	Y	Y	Y						
Marc Scully	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	CAN	Y	Y
Laura Talmage	Y	Y	A	Y	Y	A	Y	Y							
Liz Townsend	A	A	Y	Y	Y	A	Y	Y	Y	Y	Y	Y	CAN	Y	A
Rowena Tyler	A	A	A	A	A	A	A	A	NR	A	Y	Y	CAN	Y	Y
Clive Walker	Y	Y	Y	Y	Y	A	Y	Y	Y	Y	Y	A	CAN	A	Y
Mark West	A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	CAN	Y	Y
George Worthington	A	NR	A	Y	Y	A	NR	Y	NR	Y	A		CAN	A	NR

Finance Committee	22.07.24	14.11.24	13.02.25	06.05.25
Rosemary Burbridge	Y	Y		
Dave Nicholas	A	Y	Y	
Nigel Sanctuary	A	A		
Marc Scully			Y	
Liz Townsend	A	Y	Y	
Rowena Tyler			NR	
Clive Walker	Y	Y	Y	
Marc West	Y	Y	Y	
George Worthington	A	NR	NR	

Personnel Committee	22.07.24	14.11.24	13.02.25	08.05.25
Rosemary Burbridge	Y	Y	Y	
Hannah Nicholson				
Nigel Sanctuary	A	A		
Marc Scully	Y	Y	Y	
Rowena Tyler	A	A	NR	
Mark West	Y	Y	Y	

Planning Committee	03.06.24	24.06.24	01.07.24	15.07.24	05.07.24	02.09.24	09.09.24	30.09.24	21.10.24	11.11.24	18.11.24	02.12.24	16.12.24	06.01.25	27.01.25	17.02.25	10.03.25	31.03.25	22.04.25	12.05.25
		CAN								CAN										
Claire Bennett																	Y	Y	Y	
Rosemary Burbridge	Y	C	Y	Y	Y	Y	Y	NR	NR	C	NR	NR	A	NR	NR	Y	Y	Y	Y	
Dave Nicholas	NR	C	A	NR	NR	Y	NR	NR	NR	C	NR	NR	A	NR	NR	Y	NR	NR	NR	
Hannah Nicholson	NR	C	NR	NR	NR	NR	NR	Y	NR	C	NR	A	Y	A	A	A	NR	Y		
Laura Talmage	Y	C	Y	A	A	Y	Y	Y	Y	C	Y	A					Y	Y	Y	
Rowena Tyler	A	C	A	A	A	A	Y	A	A	C	A	Y	Y	A	Y	Y	Y	Y	Y	
Marc Scully	Y	C	Y	Y	Y	Y	Y	A	Y	C	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Clive Walker	Y	C	Y	Y	Y	Y	A	A	A	C	Y	Y	Y	Y	Y	Y	A	Y	Y	
George Worthington	NR	C	NR	NR	NR	A	A	NR	NR	C	NR	NR	NR	NR	NR	NR	NR	NR	NR	

Property & Asset Committee	11.07.24	10.10.24	09.01.25	13.03.25
Rosemary Burbridge	Y	NR	Y	Y
Alan Morrison	Y	Y	Y	A
Dave Nicholas	Y	Y	Y	Y
Marc Scully	Y	Y	Y	Y
Laura Talmage	A	A		
Clive Walker	Y	A	Y	A
George Worthington	Y	Y	Y	Y

Consultations

The Council has been active on behalf of the community responding to consultations that may have an impact on the lives of our residents:

- Surrey County Council High Street Improvements
- WBC Street Trading Consent for Bodrum Kebab Van
- WBC Street Trading Consent for West Sussex Whippy
- WBC Street Trading Consent for Bring and Braii
- WBC Street Trading Consent Joanna's Boutique Tearoom
- WBC Street Trading Consent Cromwell's Brasserie
- WBC Street Trading Consent Il Forno
- WBC Street Trading Consent Yangaz
- WBC Street Trading Consent Vine and Vale
- WBC statement of gambling policy
- WBC heritage features consultation
- The safety of electric-powered micromobility vehicles and lithium batteries bill
- SCC prohibition of heavy goods vehicles in waverley and guildford consultation
- Regional energy strategic policy framework consultation
- National planning policy framework consultation
- Safety improvements b2130 Dunsfold Road
- Surrey hills national landscape (AONB) boundary variation project
- Law commission consultation on burial and cremation
- SCC pedestrian wayfinding scheme
- DHCLG public consultation remote meetings and proxy voting
- Waste crime consultation
- Local government pension scheme consultation
- Right to buy consultation
- SCC rights of way improvement plan
- Draft transport strategy
- Land use in England consultation
- SCC public footpath diversion consultation
- Surrey hills national landscape
- WBC polling station review
- Strengthening the standards and conduct framework for local authorities in England consultation
- Local audit reform: a strategy for overhauling the local audit system in England consultation
- Knowle lane speed limit order consultation

Youth Council

The Youth Council has a membership of 12 young people aged from 10 – 17 years old. They meet every month on a Thursday after school/college. Every Youth Councillor has the opportunity to attain the recognised qualification the Duke of Cornwall Community Safety Award.

This year our Youth Council has:

- VE Day Event
- Learned about Animals that served in the war – released racing pigeons
- Visit to Rowleys Centre for the Community
- Village Hall Theatre lights and sound system training
- Helped at the Village Hall Grand Opening
- Met Cranleigh Arts Centre Artistic Director
- Learned Basic First Aid training
- Met young entrepreneur Alpher Coffee
- Took part in Remembrance Sunday
- Installed a bleed control kit in the High Street as part of #Charlie's Promise and had an article published in 'The Clerk' magazine, the journal of the professional body The Society of Local Council Clerks



Finance Committee

The Finance Committee meets quarterly to review income and expenditure against budget, prepare the Financial Plan for the next four years to inform the Council's budget and precept setting.

The precept for financial year 01/04/24 – 31/03/25 was £539,388 which equates to £86.49 per annum for a Band D property and an increase of 7.93% from the previous financial year. The Council has faced increased expenditure for energy and fuel bills for its properties and grounds maintenance equipment coupled with rising fees for buying materials and paying contractors.

The Council has an internal audit twice a year by an independent contractor observed by two Parish Councillors who report to the Council on the scope and effectiveness of the internal audit. The external audit to the Councillor PKF Littlejohn will be considering the Annual Governance and Accountability Return over the summer, a copy of the unaudited accounts is available on our website now and the conclusion of the external audit should be available on our website some time during September.

The Council has been able to make the following grant payments:

Grants Awarded 01/04/24 - 31/03/2025

Date	Recipient	Purpose	Time Period	Amount
23/05/2024	Kent, Surrey & Sussex Air Ambulance	Running costs	01/04/24 - 31/03/25	£500
21/11/2024	Challengers	Running costs	01/04/24 - 31/03/25	£500
21/11/2024	Cranleigh Sub-Aqua	Running costs	01/04/24 - 31/03/25	£500
21/11/2024	Hoppa Community Transport	Running costs	01/04/24 - 31/03/25	£500

The Council provides detailed financial data in accordance with the Local Government Transparency Act 2015 on its website at www.cranleigh-pc.gov.uk

The Council is the sole managing trustee for two charities:

- The Henry Smith Charity provides grants to communities at a time of need to bring about positive change. The charity provides grant funding to the Cranleigh Community Fund of £6,970 to help individuals in need, £830 to Cranleigh Food Bank and £500 to Rowleys Centre for the Community.
- The Snoxhall Field Charity is for the benefit of the inhabitants of the parish of Cranleigh for recreation. It is based on the eastern side of Snoxhall Fields. The charity is operating under a service level agreement with the Parish Council. All income generated from the Snoxhall Fields car park is given directly to the charity to fund improvements to the eastern side of Snoxhall Fields. This year it has provided for the replacement of the electrical distribution board at Snoxhall Community Centre, contributed to the new path through the play park and sandpit.

Unaudited Balance Sheet

03/04/2025

Cranleigh Parish Council

15:14

Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

31st March 2024		31st March 2025	
Current Assets			
2,932	TRADE DEBTORS	8,066	
17,001	VAT CONTROL	9,859	
1,172	PREPAYMENTS	1,049	
2,129	ACCRUED INTEREST INCOME	1,217	
495,827	LLOYDS CURRENT A/C	376,440	
250	PETTY CASH FLOAT	250	
0	PAYE/NIC CONTROL	5,893	
0	S'ANN CONTROL	4,117	
519,311			406,890
519,311	Total Assets		406,890
Current Liabilities			
21,267	TRADE CREDITORS	3,150	
0	DEPOSITS - Village Hall	100	
0	DEPOSITS -Allotments	240	
2,802	ACCRUED EXPENSES	3,366	
5,013	RECEIPTS IN ADVANCE	5,827	
28,882			12,683
490,429	Total Assets Less Current Liabilities		394,207
Represented By			
189,786	GENERAL RESERVE		201,503
882	EMR WAR MEMORIAL		882
225	EMR TOWN TWINNING		225
2,763	EMR CAPITAL RESERVE FUND		13,161
8,014	EMR FORWARD MAINT PLAN		0
4,348	EMR ELECTIONS		4,348
67,737	EMR CIL		68
4,331	EMR BID		0
40	EMR AED		40
44,951	EMR REC MUGA		44,501
0	EMR REC TRACTOR		450
6,100	EMR TREES		0
9,567	EMR SNOXHALL CAR PARK		2,540
38,144	EMR REC ROAD AND PATHS		0
116	EMR SNOXHALL PITCHES		4,053
0	EMR REC SIGNS		366

03/04/2025

Cranleigh Parish Council

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Balance Sheet as at 31st March 2025

31st March 2024		31st March 2025
10,989	EMR GROUNDS MAINTENANCE	6,452
388	EMR REC PLAYGROUND EQUIPMENT	0
0	EMR ECOLOGY	1,803
1,062	EMR S'HALL FIELD PARKING CONTR	0
5,210	EMR CENTENARY GARDEN	5,210
64,474	EMR VH PHASE 1	3,178
0	EMR VH PHASE 2	76,828
866	EMR PUBLIC CONVENIENCES	866
2,740	EMR D-DAY	86
27,281	EMR SNOXHALL PAVILLION	27,281
251	EMR - BINS PIC - SERA	251
147	EMR - YOUTH COUNCIL	117
<u>490,429</u>		<u>394,207</u>

Personnel Committee

The Council is an employer of seven members of staff:

- Parish Clerk
- Senior Admin Clerk
- Admin Clerk
- Grounds Manager
- Grounds Person x 2
- Sexton

Together the Council staff have an astonishing 120 years service in local government.

The Personnel Committee oversees staffing policy, procedures and finance.



Planning Committee

The Planning Committee has met every three weeks over the last year to ensure it can respond with the allotted time to 217 planning applications. Pressure for the village to take more development continues unabated. The Parish Council has a policy for discussing planning applications with developers and held meetings in the last year with OSP Architecture to discuss the refurbishment of Stocklund Square. The biggest attendance by members of the public to our Planning Committee meeting was to discuss the demolition of one property in Avenue Road, replacement with five dwellings and removal of a badger sett.

Cranleigh Neighbourhood Plan was 'made' on 15 July 2024, this means it is now adopted policy by Waverley Borough Council and the community will receive 25% of the neighbourhood element of the Community Infrastructure Levy collected on completed development in the parish. This money is held in an earmarked reserve for expenditure on projects identified in our Business Plan under our CIL Protocol policy. Neighbourhood CIL must be spent within 5 years of receipt, or may have to be returned to the developer. Here is our current Neighbourhood CIL receipts:

Neighbourhood CIL						
Date	Amount	Received*	Spend By	Spent	Date	Balance
01/04/20 - 30/09/20	£1,970.27	10/05/2021	31/03/2026	£1,485.00	20/08/2024	£485.27
01/10/20 - 31/03/21	£16,907.44	23/04/2021	31/03/2026			
01/04/21 - 30/09/21	£26,002.58	08/11/2021	30/09/2026			
01/10/21 - 31/03/22	£345.28	09/05/2022	31/03/2027			
01/04/22 - 30/09/22	£12,031.40	24/10/2022	30/09/2027			
01/10/22 - 31/03/23	£10,480.50	20/04/2023	31/03/2028			
01/04/23 - 30/09/23	£10,639.71	27/10/2023	30/09/2028			
01/10/23 - 31/03/24	£0.00					
01/04/24 - 30/09/24	£68.07	30/10/2024	30/09/2029			
01/10/24 - 31/03/25	£21,894.77					
	£100,340.02					

The Community Infrastructure Levy is replacing s106 planning obligations funding. The Parish Council has the following s106 funding held in earmarked reserves for the projects specified in the s106 agreements:

s106 Remaining Funds						
Developer	Planning Application	Prescribed Use	Amount	Spend deadline	CPC EMR	Amount Remaining
Thakeham Homes	WA/2016/1921	Snnoxhall pitch and pavilion	£33,075	20/11/2027	398	£27,281
Crest Nicholson	WA/2017/1396	Recreational facilities	£47,417	26/05/2029	351	£44,500

The Chairman and Clerk have had six weekly meetings with the Director of Planning at Guildford and Waverley Borough Council to discuss parish issues which has been enormously helpful to keep our Planning Committee informed.

The Planning Committee will continue to meet every three weeks on a Monday evening at 7.00pm at the Council Office. Please see our website and noticeboard for meeting dates.

Property & Asset Committee

Our Property and Asset Committee meets once a quarter to over the Council's extensive land and property portfolio. Maintained by our grounds maintenance team, there is always something that needs maintenance, repair or replacement. Sadly, we also have issues with anti-social behaviour and vandalism. This year, the Snoxhall public toilet was vandalised and is now out of action until the door and frame can be replaced, the grants toilet door was destroyed by a client who paid for its replacement, the road trailer was stolen from Snoxhall Fields, fires have been set at Snoxhall Fields and worst of all, someone stole the life saving defibrillator from the public toilets on the Common.

In better news, the Council had an incredibly successful year in leveraging grant funding. Most notably, £307,754 from the Community Ownership Fund for the refurbishment of Cranleigh Village Hall to provide a DDA compliant disabled toilet, new commercial kitchen, bar, replacement stage and theatre sound and lighting. For Snoxhall Fields, the Council received grant funding from the Betty Riseley Trust for Children and the Gatwick Airport Community Fund for the inclusive sandpit, which is proving to be very popular.

Councillors were able to complete one of the actions in the Council's Business Plan to install footpaths around Snoxhall Fields to provide a circular route around the eastern side of Snoxhall Fields with a new footpath from Hitherwood to Northdowns and an additional footpath on the western side linking the adult football pitch to the Beryl Harvey Field.

An independent ecologist has been appointed by the Parish Council to undertake an ecological assessment of the Beryl Harvey Field and allotments to inform a revision of the Council's Conservation Plan to guide the work of the Council's grounds staff and volunteers.

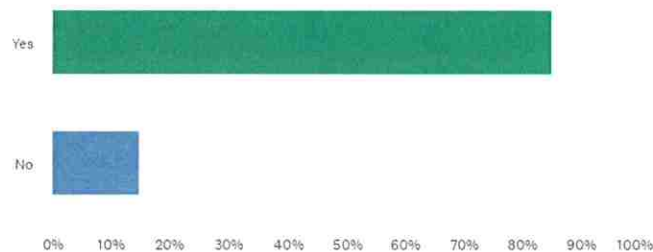
The Council has embraced composting in advance of the requirements of the Environment Act 2021 and installed composting bays at the Bruce McKenzie Field to recycle the Council's green waste. Composting bays are also available at the Amlets Lane allotments and in the Beryl Harvey Conservation Field. Unfortunately, inappropriate material has been deposited in the Amlets lane composting bays resulting in the costly removal of the waste by a contractor defeating our green initiative!

Sadly, a Multi Use Games Area for Snoxhall Fields could not be progressed as our County Councillor was unable to support our funding application to the Surrey Your Fund and the project has stalled.

The Council has been consulted by Waverley Borough Council on the Cranleigh Leisure Centre re-development project and is pleased to confirm that Waverley Borough Council has accepted the offer of the temporary use of the former tennis courts and adjoining green space during the Leisure Centre re-development project. Their use for this area has not yet been determined, but could be a storage compound or contractor parking, which will allow more spaces in the main car park to be available for residents and visitors to Cranleigh, with reinstatement at the end of the project if required by the Parish Council. No decisions have been made on the future of the tennis courts yet.

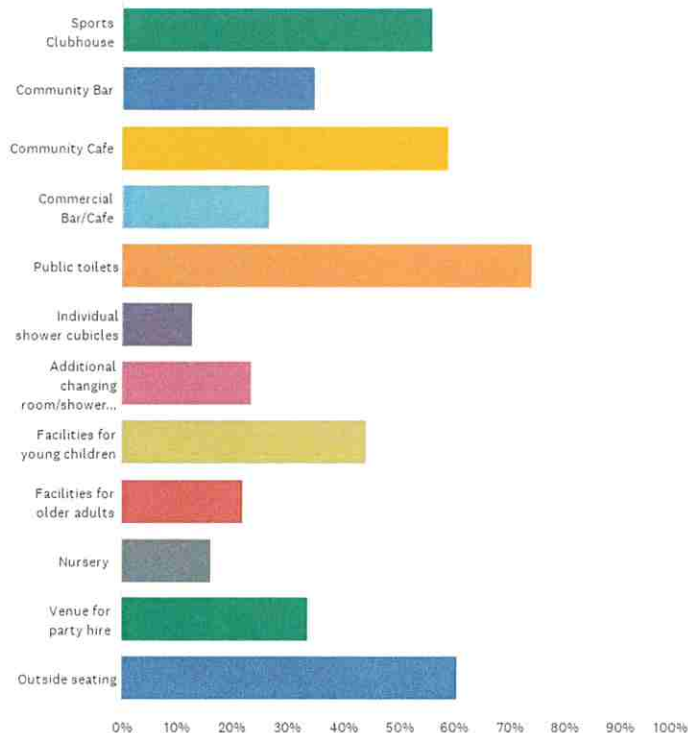
Work continues apace to apply for planning permission for a new machine shed across Snoxhall Fields in the storage compound which will unlock potential opportunity for the development of Snoxhall Pavilion and Community Centre. When we consulted the community, they overwhelmingly opted to modernise both buildings together:

Q3 Do you think the Parish Council should refurbish Snoxhall Pavilion and Snoxhall Community Centre at the same time?



The community gave a number of suggestions for potential uses for the combined building:

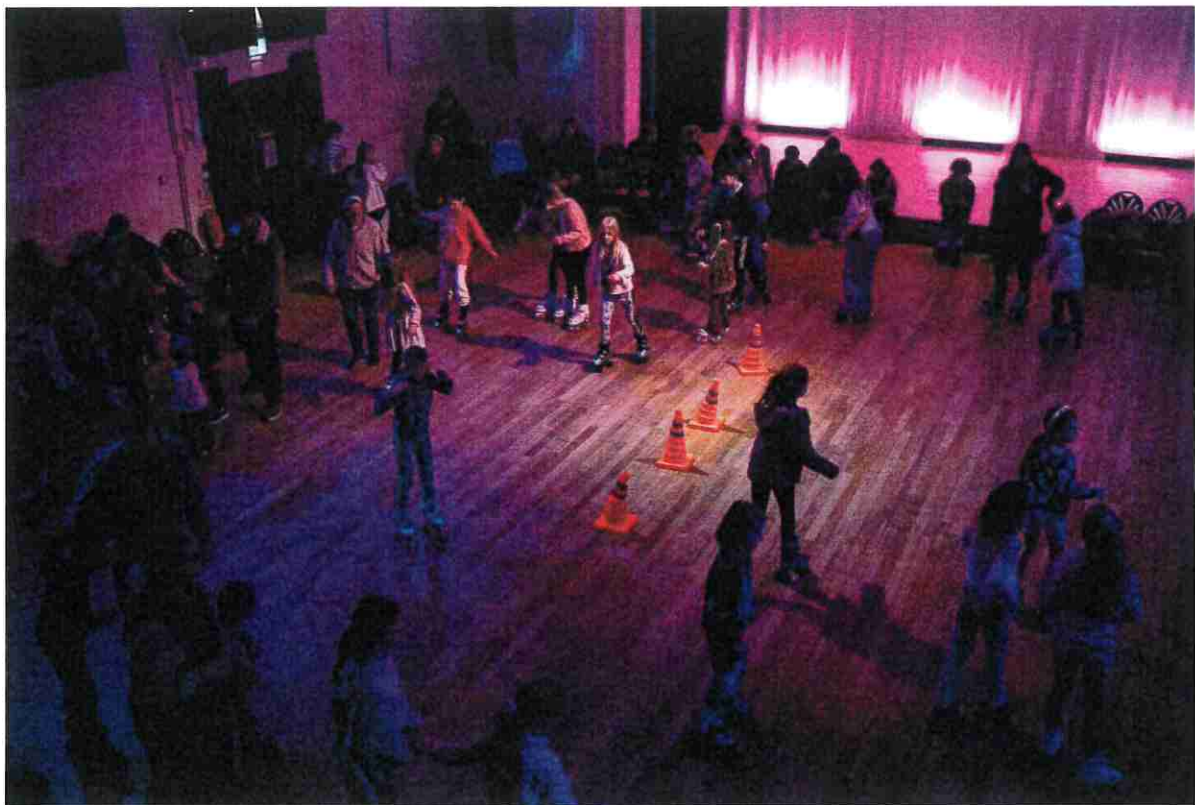
Q1 What facilities would you like to be available at Snoxhall Pavilion? Please tick all that apply



The Council has an extensive programme of routine maintenance for its properties including annual fire risk assessments, bi-annual legionella risk assessments and five yearly electrical safety inspections. The latest electrical safety inspection required the replacement of the distribution board in Snoxhall Community Centre. Work continues to resolve the floodlight issues at Snoxhall Fields, not helped by the access issues over the football pitch for a limited number of months of the year.

But our biggest project of the year was the refurbishment of Cranleigh Village Hall. Built in 1933 as a memorial to those that lost their lives in the great war, the Village Hall needed refurbishment to meet the needs of today's community. Former Parish Councillor Nigel Sanctuary led focus groups in the community to find out what the community would like to see improved at the village hall and potential future uses. This enabled Nigel to produce a comprehensive business plan for Cranleigh Village Hall which secured £307,754 funding from the Community Ownership Fund to provide a DDA compliant disabled toilet, new commercial kitchen and bar, replacement stage and installation of theatre lighting and sound system with acoustic treatment. The Parish Council used its own reserves to complete the modernisation with re-decoration of the main hall. The main build project was completed within the six week closure despite additional issues being discovered and overcome during the building works. On completion, the Parish Council welcomed small business start up Alpher Coffee into the Committee Room and celebrated the grant funding with a grand opening just before Christmas.

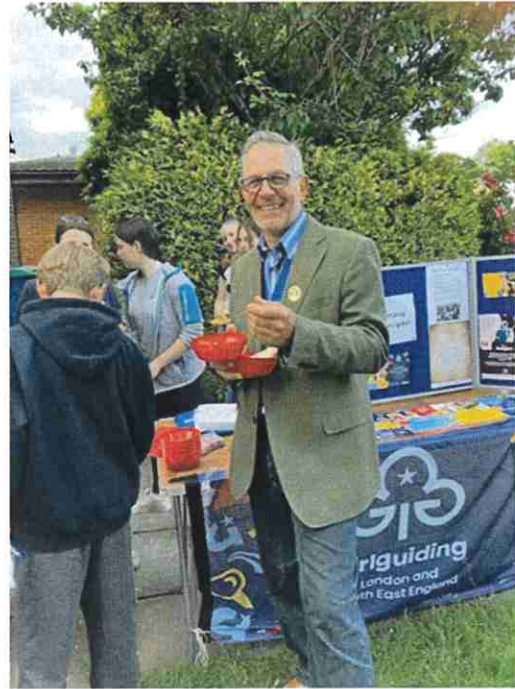
The Council is delighted to see new members of our community using the Village Hall.





Civic Events

Parish Council Chairman Cllr Marc Scully getting ready for the 80th Anniversary of D-Day and sampling 1940's style cooking by the Girl Guides



Cranleigh's Mark of Respect on Remembrance Sunday



The Parish Council would like to thank Martin Bamford at Bear Content for the photography at community events and used in this Annual Report.

Clerk

From: Holly Appleton <Holly.Appleton@waverley.gov.uk>
Sent: 28 April 2025 12:29
To: info@surrey-chambers.co.uk; Catherine Knight; adrian.selby; Jack Roberts; sfrs.firesafety@surreycc.gov.uk; waverley@surrey.police.uk; parking@guildford.gov.uk; Tony Fairclough; Jacquie Keen; Jeanette Guy; Richard Homewood; Suzanne Robinson; Ken Reed; Ruth Reed; Philip Townsend; Alan Morrison; Liz Townsend; Clerk
Subject: Drifter's Super Whip Ltd STC application - Snoxhall
Attachments: Drifters STC van.jpeg; Snoxhall STC appn_redacted.pdf; Snoxhall STC plan.png

Dear All,

Waverley Borough Council is currently in receipt of an application for the renewal of a Street Trading Consent from a new trader. The application is from '**Drifter's Super Whip Ltd**' to trade from Snoxhall Playing Fields car park daily between the hours of 10:00 and 19:00, with reduced trading hours between November – February of 10:00 - 16:00. Please find attached details of the application (redacted where appropriate), including:

- Application form
- Image of van
- Map of proposed trading location

Our Street Trading policy requires that you are informed of any relevant applications, but you do not have to do anything unless you wish to object to the application.

To make an objection or if you have any other comments please contact environmentalhealth@waverley.gov.uk or reply to this email.

Details of the matters that can be considered for valid objections are contained within Waverley Borough Council's Street Trading Policy on the Waverley website [Street Trading](#)

If you are not the person to deal with this query within your organisation, please pass this on to the correct person and advise me accordingly.

The last date for relevant objections is 27 May 2025.

Regards,

Holly Appleton
Senior Environmental Health Officer
Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR
Direct Line - 01483 523283
www.waverley.gov.uk

If I am not available and you need assistance before my return, please contact our Customer and Technical Services Team on 01483 523393 or email environmentalhealth@waverley.gov.uk

This email, and any files attached to it, is confidential and solely for the use of the individual or organisation to whom it is addressed.



If you find the text in this form difficult to read we can supply it in a format better suited to your needs

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

APPLICATION FOR STREET TRADING CONSENT

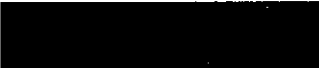

To: Head of Environmental Health and Community Safety, Waverley Borough Council,
The Burys, Godalming, Surrey, GU7 1HR

I hereby make application under the provisions of section 3 and schedule 4 of the above Act for consent to sell or offer or expose for sale the articles stated below, in the open air within the area of Waverley Borough Council.

This application is for (please tick)	New Application	<input checked="" type="checkbox"/>	Renewal	<input type="checkbox"/>
If a renewal application please provide the number on the current consent				
The type of consent being applied for (please tick)	Sole Trader	<input checked="" type="checkbox"/>	Special/Community Events	<input type="checkbox"/>
If special/community events please state the number of stalls/traders to be present				

I submit the following particulars for consideration:

1.	Applicant Full name	RAJA I A KHAN	Date of Birth	
2.	Trading as	DRIFTER'S SUPER WHIP LTD		
3.	Home Address (inc. postcode) (for sole traders)			
4.	Address of organiser (if a community/special event)	N/A		
5.	Daytime telephone number			
6.	E-mail			
7.	Address where articles are stored (if applicable)	N/A		
8.	Proposed trading location/address*	SNOXHALL PLAYING FIELDS		

<p>* For special/community event applications please provide the details of all of the traders separately as part of your application.</p>		
9.	Type of vehicle(s) to be used. If a sole trader please also give accurate dimensions of each vehicle (in metres)	MERCEDES SPRINTER 2MX4M
10.	Registration no. or identification mark	
11.	Full details of articles to be sold. Also include size of any receptacles to be used, e.g. baskets, kiosk, tables, etc.	SOFT ICE CREAM & WAFFLES TRAYS
12.	Proposed times of trading (please include frequency, times of day, days per week, months of the year)	
13.	Insurance Company and Policy No.	
14.	If a food business please provide the name of the local authority you are registered with	CRAWLEY BOROUGH COUNCIL

I enclose:

1. A passport style photograph of myself (sole traders only)
2. Photographs showing the sides, back and front of each vehicle (sole traders only). If you are an existing trader please provide a photo of the vehicle(s) in the trading location.
3. A plan/map image showing all locations that I have applied to trade in, which shows sufficient details to identify the location of the proposed site.
4. A copy of valid public liability insurance for trading/the event providing cover to a minimum amount of 5 million pounds. The person applying for street trading consent

is responsible for providing this insurance, individual applicants (sole traders), or the organiser (special/community events).

5. If a food trader(s) - a copy of correspondence showing that I am/they are registered with a local authority as a food business and/or have achieved a minimum FSA food hygiene rating score of level 3 or above.
6. An event management plan(s) (special/community events only) detailing how the event(s) will be run safely and without causing nuisance to the area. Please note:

The Government has published its [plan for living with COVID](#)

COVID is still present in the community. As the organiser of an event(s) you must take all reasonable steps to protect the safety of those working or attending the event. As such you are required to include COVID in your risk assessment under general Health & Safety requirements. HSE Guidance is available on how to [assess COVID related risks](#) and there is also a [risk assessment template](#).

You should continue to follow the guidance to keep yourself and others safe. [Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)

If you require any COVID advice, please do not hesitate to get in contact with Environmental Health on 01483 523393 or send an email to Environmentalhealth@waverley.gov.uk

7. Confirmation that if trading from privately owned land that the land owner has given permission for me to trade/the event to go ahead there.

I confirm that:

- I will pay the required fee within 48hours of submitting this application. I am aware that failure to provide the required fee will result in my application not being processed.
- I am aware that the required fee is payable per trading site.
- I will display a notice at the proposed trading location(s) notifying local residents and businesses of my intention to trade there if a consent is granted. I will provide a photo of this being displayed at the location within 48hrs of submitting this application to environmentalhealth@waverley.gov.uk. (not required for itinerant street traders such as ice cream vans who do not trade from any specific locations)
- I am aware that if valid objections are received to my application, the application will need to be considered and determined by Waverley Borough Council's Licensing Sub-Committee. This may delay a street trading consent being granted.

Signed

Print Name RAJA I A KHAN Date

Notes:

Fees are reviewed annually. They are published on the Council's website, or please contact Environmental Health

Making a deliberately false statement in connection with any application is an offence punishable on summary conviction by fine of up to £400.

Clerk

From: Holly Appleton <Holly.Appleton@waverley.gov.uk>
Sent: 28 April 2025 12:51
To: info@surrey-chambers.co.uk; Catherine Knight; adrian.selby; Jack Roberts; sfrs.firesafety@surreycc.gov.uk; waverley@surrey.police.uk; parking@guildford.gov.uk; Tony Fairclough; Jacquie Keen; Jeanette Guy; Richard Homewood; Suzanne Robinson; Clerk; Ewhurst Clerk; Asst. Clerk - Witley Parish Council; Deputy Clerk Haslemere TC; Godalming Town Clerk; Farnham Clerk; Frensham Clerk; Busbridge Clerk; Bramley Clerk; Dunsfold Clerk; Dockenfield Clerk; Elstead Clerk; Haslemere Clerk; Hambledon Clerk; Hascombe Clerk; PeperHarow Clerk; Thursley Clerk; Witley Clerk; Wonerish Clerk; Chiddingfold Clerk; Ewhurst Clerk; planning@farnham.gov.uk; Frances Pearce; info@farnhambid.co.uk; info@godalmingbid.co.uk
Subject: Drifter's Super Whip Ltd STC application - itinerant
Attachments: Drifters STC van.jpeg; Itinerant STC appn_redacted.pdf

Dear All,

Waverley Borough Council is currently in receipt of an application for the renewal of a Street Trading Consent from a new trader. The application is from '**Drifter's Super Whip Ltd**' to trade as an itinerant trader throughout Waverley. Any consent granted will be subject to standard conditions and will allow trading for a maximum of 20 minutes at each location. Please find attached details of the application (redacted where appropriate), including:

- Application form
- Image of van

Our Street Trading policy requires that you are informed of any relevant applications, but you do not have to do anything unless you wish to object to the application.

To make an objection or if you have any other comments please contact environmentalhealth@waverley.gov.uk or reply to this email.

Details of the matters that can be considered for valid objections are contained within Waverley Borough Council's Street Trading Policy on the Waverley website [Street Trading](#)

If you are not the person to deal with this query within your organisation, please pass this on to the correct person and advise me accordingly.

The last date for relevant objections is 27 May 2025.

Regards,

Holly Appleton
Senior Environmental Health Officer
Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR
Direct Line - 01483 523283
www.waverley.gov.uk

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LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

APPLICATION FOR STREET TRADING CONSENT

To: Head of Environmental Health and Community Safety, Waverley Borough Council,
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I hereby make application under the provisions of section 3 and schedule 4 of the above Act for consent to sell or offer or expose for sale the articles stated below, in the open air within the area of Waverley Borough Council.

This application is for (please tick)	New Application	<input checked="" type="checkbox"/>	Renewal	<input type="checkbox"/>
If a renewal application please provide the number on the current consent				
The type of consent being applied for (please tick)	Sole Trader	<input checked="" type="checkbox"/>	Special/Community Events	<input type="checkbox"/>
If special/community events please state the number of stalls/traders to be present				

I submit the following particulars for consideration:

1.	Applicant Full name	RAJA I A KHAN	Date of Birth	
2.	Trading as	DRIFTER'S SUPER WHIP LTD		
3.	Home Address (inc. postcode) (for sole traders)			
4.	Address of organiser (if a community/special event)	N/A		
5.	Daytime telephone number			
6.	E-mail			
7.	Address where articles are stored (if applicable)	N/A		
8.	Proposed trading location/address*			

<p>* For special/community event applications please provide the details of all of the traders separately as part of your application.</p>		
9.	Type of vehicle(s) to be used. If a sole trader please also give accurate dimensions of each vehicle (in metres)	
10.	Registration no. or identification mark	
11.	Full details of articles to be sold. Also include size of any receptacles to be used, e.g. baskets, kiosk, tables, etc.	SOFT ICE CREAM & WAFFLES TRAYS
12.	Proposed times of trading (please include frequency, times of day, days per week, months of the year)	SEASONAL WORK (WEATHER DEPENDANT) MARCH-OCTOBER BETWEEN 12-7PM EVERYDAY
13.	Insurance Company and Policy No.	
14.	If a food business please provide the name of the local authority you are registered with	CRAWLEY BOROUGH COUNCIL

I enclose:

1. A passport style photograph of myself (sole traders only)
2. Photographs showing the sides, back and front of each vehicle (sole traders only). If you are an existing trader please provide a photo of the vehicle(s) in the trading location.
3. A plan/map image showing all locations that I have applied to trade in, which shows sufficient details to identify the location of the proposed site.
4. A copy of valid public liability insurance for trading/the event providing cover to a minimum amount of 5 million pounds. The person applying for street trading consent

is responsible for providing this insurance, individual applicants (sole traders), or the organiser (special/community events).

5. If a food trader(s) - a copy of correspondence showing that I am/they are registered with a local authority as a food business and/or have achieved a minimum FSA food hygiene rating score of level 3 or above.
6. An event management plan(s) (special/community events only) detailing how the event(s) will be run safely and without causing nuisance to the area. Please note:

The Government has published its [plan for living with COVID](#)

COVID is still present in the community. As the organiser of an event(s) you must take all reasonable steps to protect the safety of those working or attending the event. As such you are required to include COVID in your risk assessment under general Health & Safety requirements. HSE Guidance is available on how to [assess COVID related risks](#) and there is also a [risk assessment template](#).

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I confirm that:

- I will pay the required fee within 48 hours of submitting this application. I am aware that failure to provide the required fee will result in my application not being processed.
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- I will display a notice at the proposed trading location(s) notifying local residents and businesses of my intention to trade there if a consent is granted. I will provide a photo of this being displayed at the location within 48 hours of submitting this application to environmentalhealth@waverley.gov.uk. (not required for itinerant street traders such as ice cream vans who do not trade from any specific locations)
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Signed ...

Print Name ..

Date ..

Notes:

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APPLICATION FOR STREET TRADING CONSENT

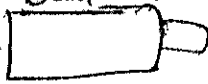

To: Head of Environmental Health and Community Safety, Waverley Borough Council,
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This application is for (please tick)	New Application		Renewal	<input checked="" type="checkbox"/>
If a renewal application please provide the number on the current consent	LN/000007829			
The type of consent being applied for (please tick)	Sole Trader	<input checked="" type="checkbox"/>	Special/Community Events	
If special/community events please state the number of stalls/traders to be present				

I submit the following particulars for consideration:

1.	Applicant Full name	MATMUT DEVECİ	Date of Birth	
2.	Trading as	BODRUM KERAB		
3.	Home Address (inc. postcode) (for sole traders)			
4.	Address of organiser (if a community/special event)			
5.	Daytime telephone number			
6.	E-mail			
7.	Address where articles are stored (if applicable)			
8.	Proposed trading location/address*	A281 horsham Road Lymington Cranleigh		

* For special/community event applications please provide the details of all of the traders separately as part of your application.																														
9.	Type of vehicle(s) to be used. If a sole trader please also give accurate dimensions of each vehicle (in metres)	VAN 238cm x 624cm 																												
10.	Registration no. or identification mark																													
11.	Full details of articles to be sold. Also include size of any receptacles to be used, e.g. baskets, kiosk, tables, etc.	<table border="0"> <tr> <td>SUNDAY</td> <td>16.00</td> <td>—</td> <td>00.00</td> </tr> <tr> <td>MONDAY</td> <td>16.00</td> <td>—</td> <td>00.00</td> </tr> <tr> <td>TUESDAY</td> <td>16.00</td> <td>—</td> <td>00.00</td> </tr> <tr> <td>WEDNESDAY</td> <td>16.00</td> <td>—</td> <td>00.00</td> </tr> <tr> <td>THURSDAY</td> <td>16.00</td> <td>—</td> <td>00.00</td> </tr> <tr> <td>FRIDAY</td> <td>16.00</td> <td>—</td> <td>01.00</td> </tr> <tr> <td>SATURDAY</td> <td>16.00</td> <td>—</td> <td>01.00</td> </tr> </table>	SUNDAY	16.00	—	00.00	MONDAY	16.00	—	00.00	TUESDAY	16.00	—	00.00	WEDNESDAY	16.00	—	00.00	THURSDAY	16.00	—	00.00	FRIDAY	16.00	—	01.00	SATURDAY	16.00	—	01.00
SUNDAY	16.00	—	00.00																											
MONDAY	16.00	—	00.00																											
TUESDAY	16.00	—	00.00																											
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Signed ... 

Print Name... MAHMUT DEVECİ Date .. 

Notes:

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February 2022



Cranleigh Parish Council

MOBILE CATERER APPLICATION FORM

Hire dates	Click here to enter a date. to Click here to enter a date. <i>Liaslag with council on 90/19</i>
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Contact Details

Name of organisation	<i>WEST SUSSEX WHIPPY</i>
Name of main contact	<i>MR MICHAEL MAGGS / Siobhan Streetes</i>
Address	
Invoice address (if different from above)	<i>AS ABOVE.</i>
Telephone number - landline	
Telephone number - mobile	
Email address	
Event public enquiries number	



Cranleigh Parish Council

Hirer Details

Brief description of service

Ice Cream Van.

Hours of operation

Activities

Will there be any of the following activities? Some activities may require a licence or permit.

If yes, please give further details,

You will need to complete a Temporary Event Notice (TEN). Some activities may require a licence or permit. Further details can be found at

https://www.waverley.gov.uk/directory_record/3415/temporary_event_notice

Alcohol	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, please contact Waverley Borough Council's Licensing Department 01483 523033 licensing@waverley.gov.uk for permission
Food and/or drink	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If yes, please contact Waverley Borough Council's Environmental Health Department 01483 523393 environmentalhealth@waverley.gov.uk for permission
Street Trading	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If yes, please contact Waverley Borough Council's Environmental Health Department 01483 523393 environmentalhealth@waverley.gov.uk for permission

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



Cranleigh Parish Council

Hirer Details

Brief description of service

Ice Cream Van.

Hours of operation

Activities

Will there be any of the following activities? Some activities may require a licence or permit.

If yes, please give further details,

You will need to complete a Temporary Event Notice (TEN). Some activities may require a licence or permit. Further details can be found at

https://www.waverley.gov.uk/directory_record/3415/temporary_event_notice

Alcohol	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, please contact Waverley Borough Council's Licensing Department 01483 523033 licensing@waverley.gov.uk for permission
Food and/or drink	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If yes, please contact Waverley Borough Council's Environmental Health Department 01483 523393 environmentalhealth@waverley.gov.uk for permission
Street Trading	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If yes, please contact Waverley Borough Council's Environmental Health Department 01483 523393 environmentalhealth@waverley.gov.uk for permission



Cranleigh Parish Council

Waste disposal	Please describe the method to be used to keep the area free of litter and refuse.
Do you require power?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, give details of how you intend to supply it and provide an electrical certificate.
Toilet Facilities	Public conveniences located in Village Way.
Will you require vehicle access at the event?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If yes, please detail the number and type of vehicles <i>Ice cream van.</i>
Publicity (banners, posters, flyers)	On site Advertising YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, please give details. <i>ONLY ON THE VAN ITSELF</i>

Note: If any of these details change once your application has been submitted, please inform us. No additional items may be included without the express consent of Cranleigh Parish Council.

Licenses

Please contact Licensing Services on 01483 523033 or email licensing@waverley.gov.uk for advice on licensing your event. Types of licences include: Premises Licence, Temporary Event Licence or a Street Trading Licence.

You are advised to allow a minimum of 10 weeks for a premises licence application and 4 weeks for a temporary events notice. Larger events may need to apply for a licence up to 6 months in advance. More information and application forms are available on the Waverley Borough Council website at www.waverley.gov.uk/licensing.

Insurance

Hirers of public open space are required to hold a current policy of insurance in respect of public liability or third party risks (including products liability where appropriate). The relevant limit of indemnity must be no less than £5 million and the Council reserves the right to require a higher limit if deemed necessary. Hirers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed or authorised to appear at the event.

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01483 272311 clerk@cranleigh-pc.gov.uk



Cranleigh Parish Council

Cancellation Charges

Should the Hirer cancel after written confirmation of a firm booking has been given, the Hirer will be liable for 20% of the total hire charge. Cancellations must be in writing (email, fax or letter) or the full hire charge will be payable.

Making Payment

You will be invoiced monthly in advance.

Termination

The Council shall be entitled to terminate this Licence under the following circumstances:-

- The Hirer being in breach of any condition of this Licence.
- The Hirer being in breach of any enactment or bye-law affecting the Site or the management or in any other circumstances arising before or during the operation which in the Council's opinion would cause damage to the Site or surrounding area or would otherwise justify such termination. And in the event of such termination no compensation shall be payable.

Declaration

Please check box to confirm that you have plans & procedures in place to deal with the following (where necessary):

Drinking water provisions	<input checked="" type="checkbox"/>
Food safety	<input checked="" type="checkbox"/>
Waste management & recycling	<input checked="" type="checkbox"/>
Environmental impact	<input checked="" type="checkbox"/>
Disability compliance	<input checked="" type="checkbox"/>
Equal opportunities	<input checked="" type="checkbox"/>

Please confirm that the following documents are attached to your application, the process for approval and the issuing of a licence cannot be provided without sight of these. Failure to comply may result in the Council refusing to grant permission for your event.

	Attached	To Follow	N/A
Risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of your Public Liability Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An electricity safety certificate for inspection for your vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Cranleigh Parish Council

Declaration

By returning this form, I confirm that I have read and accepted the Terms & Conditions of Hire. I apply for permission to hold the event as described in this application form. I confirm that the information provided is correct and will inform Cranleigh Parish Council if the details change.

Signed	
Electronic declaration (if documents are emailed)	<input checked="checked" type="checkbox"/>
Print name	MR MICHAEL MAGGS
On behalf of (organisation)	WESSEX WHIPPY.
Date	Click here to enter a date. 28/4/25

Please email or return this form together with your supporting documentation to:

clerk@cranleigh-pc.gov.uk

Cranleigh Parish Council

The Council Offices

Village Way

Cranleigh

Surrey

GU6 8AF

01483 272311



Cranleigh Parish Council

MOBILE CATERER APPLICATION FORM

Hire dates	<p>2025 Dates:</p> <p>May 25th-29th July 18th-31st August 1st – 31st September 1st -7th , 13th-14th, 20th -21st , 27th -28th</p> <p>2026 Dates:</p> <p>April 4th -5th , 11th -12th , 18th -19th , 25th -26th May 2nd -3rd , 9th -10th , 16th -17th , 23rd - 24th June 6th - 7th , 13th -14th , 20th – 21st , 27th - 28th July 4th – 5th , 11th -12th , 18th -19th , 30th -31st August 1st – 31st</p>
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Contact Details

Name of organisation	DRIFTERS SUPER WHIP LTD
Name of main contact	RAJA I A KHAN
Address	
Invoice address (if different from above)	AS ABOVE
Telephone number - landline	
Telephone number - mobile	
Email address	
Event public enquiries number	



Cranleigh Parish Council

Hirer Details

Brief description of service

SELLING:

ICE CREAM
WAFFLE TRAYS
SLUSH
SOFT DRINKS
WATER BOTTLES

Hours of operation

10am – 6:30pm

Activities

Will there be any of the following activities? Some activities may require a licence or permit.

If yes, please give further details,

You will need to complete a Temporary Event Notice (TEN). Some activities may require a licence or permit. Further details can be found at

https://www.waverley.gov.uk/directory_record/3415/temporary_event_notice

Alcohol	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, please contact Waverley Borough Council's Licensing Department 01483 523033 licensing@waverley.gov.uk for permission
Food and/or drink	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If yes, please contact Waverley Borough Council's Environmental Health Department 01483 523393 environmentalhealth@waverley.gov.uk for permission DONE
Street Trading	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

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01483 272311 clerk@cranleigh-pc.gov.uk



Cranleigh Parish Council

	<p>If yes, please contact Waverley Borough Council's Environmental Health Department 01483 523393 environmentalhealth@waverley.gov.uk for permission</p> <p>ALREADY DONE</p>
Waste disposal	WE TAKE ALL OUR RUBBISH WITH US IN THE VAN AND WE ADVISE ALL CUSTOMERS TO EITHER USE BINS OR GIVE IT TO US FOR SAFE DISPOSAL.
Do you require power?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, give details of how you intend to supply it and provide an electrical certificate.
Toilet Facilities	Public conveniences located in Village Way.
Will you require vehicle access at the event?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If yes, please detail the number and type of vehicles CE52UYV- MERCEDES SPRINTER ICE CREAM VAN
Publicity (banners, posters, flyers)	On site Advertising YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, please give details.

Note: If any of these details change once your application has been submitted, please inform us.
No additional items may be included without the express consent of Cranleigh Parish Council.

Licenses

Please contact Licensing Services on 01483 523033 or email licensing@waverley.gov.uk for
advice on licensing your event. Types of licences include: Premises Licence, Temporary Event
Licence or a Street Trading Licence.

You are advised to allow a minimum of 10 weeks for a premises licence application and 4
weeks for a temporary events notice. Larger events may need to apply for a licence up to 6
months in advance. More information and application forms are available on the Waverley
Borough Council website at www.waverley.gov.uk/licensing.

Insurance

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Cranleigh Parish Council

Hirers of public

open

space are required to hold a current policy of insurance in respect of public liability or third party risks (including products liability where appropriate). The relevant limit of indemnity must be no less than £5 million and the Council reserves the right to require a higher limit if deemed necessary. Hirers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed or authorised to appear at the event.

Site Plan

You will be provided with a site plan showing the location for your ice cream van and access route. The Council's Manager will inspect ground conditions and he will decide if the ground is unsuitable for access for your vehicle. His decision will be final if he deems the ground at risk of damage from your vehicle. You must stick to the specified route. You must not enter the playing field if it is in use by the Football Clubs, your vehicle must be on site prior to the arrival of the Football Clubs, and must not leave until after the Football Clubs have vacated the recreation ground.

Your ice cream van must not be left at Snoxhall Fields recreation ground overnight.

Waste

You are required to take your waste away with you every day.

Litter

You are required to undertake a litter pick of Snoxhall Fields recreation ground at the end of every day and remove litter relating to your business.

Risk Assessment

You will need to provide a risk assessment; this will be reviewed by Cranleigh Parish Council's responsible officers before permission for your hire can be granted. You should be able to show from your risk assessment that all significant risks relating to your hire have been assessed, that precautions that have been made are both adequate and reasonable and the remaining risk to those using your service is low.

Risks to consider for example may include manual handling, vehicle movements, electrical and fire safety, slips, trips and falls, welfare arrangements for staff and public and money handling.

Fees and Charges

Charges

There is a daily charge of £23.04 per day, invoiced monthly in advance.

Bond and Reinstatement Fees



Cranleigh Parish Council

There is a £250 deposit payable in advance of your hire. We will inspect the site before you arrive and again after your departure and invoice accordingly. If reinstatement fees are payable then you will be invoiced shortly after your hire.

Cancellation Charges

Should the Hirer cancel after written confirmation of a firm booking has been given, the Hirer will be liable for 20% of the total hire charge. Cancellations must be in writing (email, fax or letter) or the full hire charge will be payable.

Making Payment

You will be invoiced monthly in advance.

Termination

The Council shall be entitled to terminate this Licence under the following circumstances:-

- The Hirer being in breach of any condition of this Licence.
- The Hirer being in breach of any enactment or bye-law affecting the Site or the management or in any other circumstances arising before or during the operation which in the Council's opinion would cause damage to the Site or surrounding area or would otherwise justify such termination. And in the event of such termination no compensation shall be payable.

Declaration

Please check box to confirm that you have plans & procedures in place to deal with the following (where necessary):

Drinking water provisions	<input checked="" type="checkbox"/>
Food safety	<input checked="" type="checkbox"/>
Waste management & recycling	<input checked="" type="checkbox"/>
Environmental impact	<input checked="" type="checkbox"/>
Disability compliance	<input checked="" type="checkbox"/>
Equal opportunities	<input checked="" type="checkbox"/>

Please confirm that the following documents are attached to your application, the process for approval and the issuing of a licence cannot be provided without sight of these. Failure to comply may result in the Council refusing to grant permission for your event.

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Cranleigh Parish Council

	Attached	To Follow	N/A
Risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of your Public Liability Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An electricity safety certificate for inspection for your vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Declaration

By returning this form, I confirm that I have read and accepted the Terms & Conditions of Hire. I apply for permission to hold the event as described in this application form. I confirm that the information provided is correct and will inform Cranleigh Parish Council if the details change.

Signed	I KHAN
Electronic declaration (if documents are emailed)	<input checked="" type="checkbox"/>
Print name	RAJA I A KHAN
On behalf of (organisation)	DRIFTERS SUPER WHIP LTD
Date	01/05/2025

Please email or return this form together with your supporting documentation to:

clerk@cranleigh-pc.gov.uk

Cranleigh Parish Council

The Council Offices

Village Way

Cranleigh

Surrey

GU6 8AF

01483 272311



Cranleigh Parish Council

Hire Terms and Conditions

1. The Hirer hires the area indicated on the site plan and agreed by the Council. The Hirer does not hire the whole park or site for the Hirer's exclusive use, unless requested and agreed by the Council.
2. The Hirer is responsible for adequate fire precautions and for the maintenance of clear exits for emergency vehicles and for seeing that none of the footpaths are blocked.
3. The Hirer is responsible for the reinstatement of the site allocated, including the clearance of litter, the separation and collection of recyclable materials and the removal of all advertising. The clearance must be undertaken within 24 hours after completion of the event and reinstatement of land within 48 hours after completion of the event. If the Hirer fails to perform these obligations, the Council reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer.
4. The Hirer must comply with the reasonable requirements of any Environmental Health Officer of Waverley Borough Council in respect of the provision of toilet accommodation and other sanitary accommodation. Such requirements will usually be in accordance with the relevant British Standard.
5. The Hirer must conduct their own risk assessment undertaken by competent people, a written copy of which must be lodged with the Parish Council before the hire. This document will be referred to in the event of any claim arising. The Council may review the risk assessment, however it cannot be held responsible for any errors or omissions.
6. The Hirer's attention is drawn to the requirements of the Health & Safety at Work Act 1974 and other health & safety legislation including the Management of Health & Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations 1999 and Electricity at Work Regulations 1989. It is the responsibility of the Hirer to comply with all relevant legislation. If appropriate, the Council will provide the Hirer with any information required by health & safety legislation.
7. The Hirer must ensure that first aid equipment is provided and all precautions taken against the risk of fire and electric shock.



Cranleigh Parish Council

8. Where a temporary electrical installation is being used, a temporary electrical installation report by a NICEIC or ECA electrician or a certificate of compliance with BS7909 must be available upon request by any Council Officer.
9. The Hirer shall indemnify and keep indemnified the Council from and against all actions, claims, suits, costs, expenses, losses, injuries, damage and liability howsoever arising out of or by reason or in consequence of the agreement hereby granted (other than action, claims, suits, costs, expenses, losses, injuries, damage and liability resulting from any negligent act of the Council, its servants or agents). The Hirer shall affect a third-party policy of insurance to a minimum of £5 Million per event; the Council reserves the right to require a higher limit if deemed necessary and, in such terms, as may be approved by the Clerk.
10. Hirers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed or authorised.
11. The Council does not accept any responsibility for any loss or damage to any property or possessions, however occurring, as a result of any use of the Council's property under this Licence, nor does it accept any responsibility for any injury to any person (including death) unless such loss, damage or injury has been caused by the Council or its employees or agents.
12. It is the responsibility of the Hirer to ensure that they have obtained all licences / consents relevant to the Letting, to include: -
 - a. Compliance with all statutory requirements relating to the supply of alcohol, the provision of regulated entertainment and the provision of late-night refreshment under the Licensing Act 2003 and related secondary legislation and ensure that nothing is done or omitted as to constitute an infringement of such statutory requirements.
 - b. The Hirer shall be responsible for all fees and charges due to any society (e.g. Performing Rights Society) as a consequence of its use of the Licence.
 - c. The Hirer shall not cause or permit any noise to be made by musical instruments or loud speakers or otherwise from 22:30 to 09:00 on any day of the week or during any such time that the Council may otherwise prescribe. Please Note: A licence may be required to play Live or Recorded Music at any time of the day.
13. The Hirer must notify the Waverley Borough Council Environmental Health Manager (01483 523436) at least 28 days before the event of any food handling to be carried out by the Letting.



Cranleigh Parish Council

Also the Hirer must ensure that all stalls and vehicles selling food or drink comply with the Food Safety Act 1990 and any regulations made thereunder.

14. Should the Hirer cancel after written confirmation of a firm booking has been given, the Hirer may be liable for cancellation charges. See the separate 'Fees & Charges' guide for current prices. Cancellations must be in writing (email, fax or letter) or the full hire charge will be payable.
15. The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The Council accepts no responsibility for any property left on the venue before, during or after the hire period.
16. In the event of a major or long term injury or a death at the event, the hirer must comply with RIDDOR (the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013). For more information see the following website link: <http://www.hse.gov.uk/riddor/> or call the Health and Safety Executive's Incident Contact Centre (ICC) on 0845 300 9923.
17. The Hirer is required to comply with the Town and Country Planning (Control of Advertisements) Regulations 1992, whereby unauthorized advertising, including "fly posting", is an offence and therefore strictly forbidden.
18. The Hirer is responsible at all times for the organisation and smooth running of the hire.
19. Temporary structures must be constructed of sound materials and be suitable for their purpose and must be approved by the Parish Council. The Hirer will be responsible at all times (day and night) for the security and supervision of these structures. The use of floodlighting, other than for security purposes, may require planning permission; the Hirer must notify Environmental Health and Licensing Services at least 2 months before the event.
20. The Hirer must ensure that the byelaws applicable to the park or open space in which the event is to be held are complied with at all times.
21. No launching of "Helium" filled balloons on or from Snoxhall Fields.
22. No launching of Chinese Lanterns on or from Snoxhall Fields.
23. The Licensee shall observe the provisions of the Fireworks Act 2003 and the Fireworks Regulations 2004, which amongst other things restrict the time that fireworks can be set off.
24. Hire may be subject to payment of a fee or bond, the amount of which to be determined by the Parish Council. The bond must be received prior to commencement of hire.
25. The Hirer must comply with the direction of the Parish Clerk at all times.



Cranleigh Parish Council

26. If the preparation and vacation of the site requires a Council Officer or Grounds Manager, a fee may be payable.
27. The Hirer must comply with any further requirements made by the Parish Council in respect of this booking.
28. The Council reserves the right to cancel the hiring if details are not submitted, if there is a breach of any of the foregoing conditions, or if the arrangements are deemed unsatisfactory.

Cranleigh Parish Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: www.cranleigh-pc.gov.uk for further information)