



Disciplinary Policy

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice.
2. It also takes into account the ACAS guide on discipline and grievances at work.
3. The policy is designed to help council employees improve unsatisfactory conduct and performance in their jobs. Wherever possible, the council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
4. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
5. This policy confirms:
 - Informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance.
 - The council will fully investigate the facts of each case.
 - The council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information, see ACAS Performance Management.
 - Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.
 - Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.
 - Employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
 - The council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.

- If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within seven calendar days of the original meeting date, unless it is unreasonable not to propose a later date.
- Any changes to specified time limits in the council's procedure must be agreed to by the employee and the council.
- Information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR).
- Audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
- Employees have the right to appeal against any disciplinary decision. The appeal decision is final.
- If an employee who is already subject to the council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure.
- Disciplinary action taken by the council can include a written warning, a final written warning or dismissal.
- This procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
- Except for gross misconduct, when an employee may be dismissed without notice, the council will not dismiss an employee on the first occasion that it decides there has been misconduct.
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The council will write to the employee to confirm any period of suspension and the reasons for it.
- The council may consider mediation at any stage of the disciplinary procedure where appropriate (for example, where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

Examples of misconduct

6. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct (the list is not exhaustive):
 - Unauthorised absence.
 - Poor timekeeping.
 - Misuse of the council's resources and facilities, including telephone, email and internet.
 - Inappropriate behaviour.
 - Refusal to follow reasonable instructions.
 - Breach of health and safety rules.

Examples of gross misconduct

7. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct (the list is not exhaustive):

- Bullying, discrimination and harassment.
- Incapacity at work because of alcohol or drugs.
- Violent behaviour.
- Fraud or theft.
- Gross negligence.
- Gross insubordination.
- Serious breaches of council policies and procedures, e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology.
- Serious and deliberate damage to property.
- Use of the internet or email to access pornographic, obscene or offensive material.
- Disclosure of confidential information.

Suspension

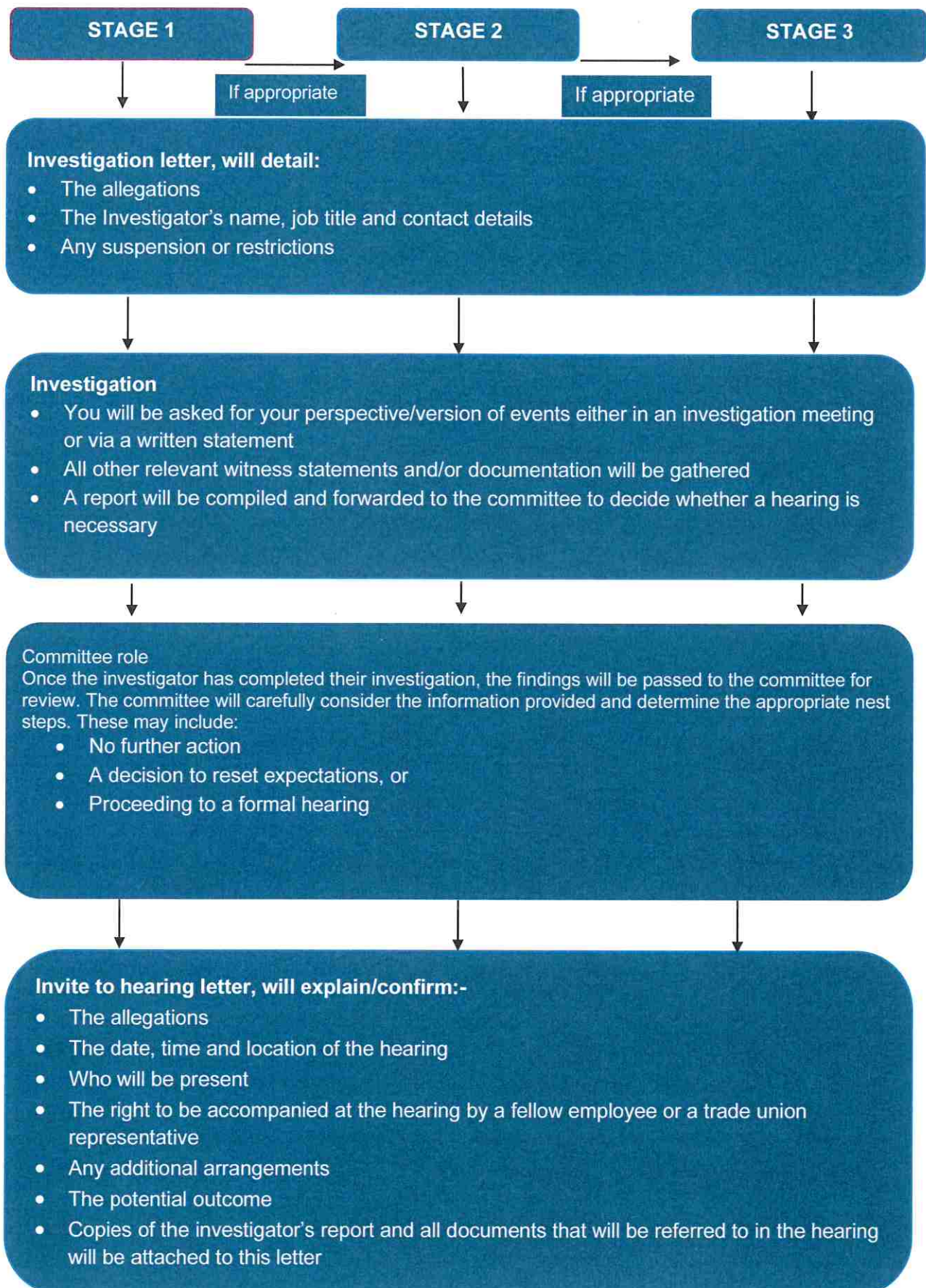
8. If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
9. While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or discuss this matter with any other employee or councillor.
10. The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

11. The following list contains some examples of unsatisfactory work performance (the list is not exhaustive):

- Inadequate application of management instructions/office procedures.
- Inadequate IT skills.
- Unsatisfactory management of staff.
- Unsatisfactory communication skills.

The procedure



The Hearing

- An appropriate level of management will conduct the disciplinary hearing ('the Chair'), and there may also be a note-taker present. In some cases, a Human Resources Partner will also be present
- The Chair will explain the role of all those in attendance, the allegations and go through the evidence that has been gathered
- You will be given the opportunity to respond in full. This will include time to ask questions and present evidence. If you intend to call any witnesses, you must give us advance written notice that you intend to do this
- The Chair will adjourn at the end to consider their decision
- Where possible, the outcome will be given the same day. Where this is not possible, because for example, the Chair requires further time to consider their decision or complete further investigation, you will be informed
- You will be informed of the outcome verbally (either in person or by phone) and then in writing

Potential outcome:
First Written
warning

Potential outcome:
Final Written
warning

Potential outcome:
Dismissal (with or
without notice/pay
in lieu of notice)

Outcome letter will advise:

- The nature of the misconduct that has led to the outcome (including any prior warnings that have been taken into account, if appropriate)
- The action or improvement required
- The timescale for implementing such action (if relevant)
- That this is a first/final written warning and that the next stage may be final written warning/dismissal if there is no sustained improvement or change
- That the warning will remain live for 12 months
- That whilst the warning will not remain active after this time in relation to future disciplinary matters, a record of what has occurred will be kept and may be referred to if relevant
- The right of appeal

Outcome letter will advise:

- The reasons for dismissal
- Any prior warnings that have been taken into account, if appropriate
- The date on which employment will end
- The right of appeal

12. Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
13. If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
14. Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

15. A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
16. If a formal disciplinary investigation is required, the Council's Personnel committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Personnel committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Personnel committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
 - The allegations or events that the investigation is required to examine.
 - Whether a recommendation is required
 - How the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report.
 - Who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
17. The Investigator will be asked to submit their findings, usually within 35 Calendar days of appointment, where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
18. The Personnel Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have a reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the council's disciplinary procedure. The council

will also inform the employee that when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.

19. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
20. If there are other persons (e.g. employees, councillors, members of the public or the council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
21. The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Personnel Committee whether or not disciplinary action should be considered under the policy.
22. The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:
 - The employee has no case to answer, and there should be no further action under the council's disciplinary procedure.
 - The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally.
 - The employee has a case to answer, and a formal hearing should be convened under the council's disciplinary procedure.
23. The Investigator will submit the report to the Personnel committee, which will decide whether there is no case to answer; the matter should be considered informally, or a formal Disciplinary Hearing should be convened. If the Investigator is a member of the Committee making the decision, they should recuse themselves from any formal votes or decision-making regarding their findings as to whether there is a case to answer at a Disciplinary Hearing.
24. If the council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

25. If the Personnel Committee decides that there is a case to answer, it will appoint a Personnel sub-committee of three councillors to formally hear the allegations. The Personnel sub-committee will appoint a Chair from one of its members. The Investigator shall not sit on the sub-committee. The Personnel sub-committee will be given the delegated authority to make a decision in relation to the Disciplinary.
26. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
 - The names of its chair and the other two members.
 - Details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting.
 - A copy of the information provided to the sub-committee, which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure.

- The time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it.
- Whether witnesses may attend on the employee's and the council's behalf, and if they may, both parties should inform each other of their witnesses' names at least two working days before the meeting.
- The employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

27. The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- The chair will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing.
- The chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation).
- The chair will invite the employee to present their account.
- The employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements).
- Any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness.
- The employee (or companion) will have the opportunity to sum up.

28. The chair will provide the employee with the sub-committee's decision with reasons, in writing, within 7 calendar days of the meeting. The chair will also notify the employee of the right to appeal the decision in the event that formal action is taken.

29. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

30. If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning:

31. If the employee's conduct has fallen below acceptable standards, a first written warning will be issued. A first written warning will set out:

- The reason for the written warning, the improvement required (if appropriate) and the time period for improvement.
- That further misconduct/failure to improve will result in more serious disciplinary action.
- The employee's right of appeal.
- That a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning:

32. If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- The reason for the final written warning, the improvement required (if appropriate) and the time period for improvement.
- That further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal.
- The employee's right of appeal.
- That a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal:

33. The council may dismiss:

- For gross misconduct.
- If there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning.
- If another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

34. The council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal:

35. An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the council within seven calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

36. The grounds for appeal include:

- A failure by the council to follow its disciplinary policy.
- The sub-committee did not support the sub-committee's disciplinary decision.
- The disciplinary action was too severe in the circumstances of the case.
- New evidence has come to light since the disciplinary meeting.

37. Where possible, the appeal will be heard by a panel of 3 members of the Personnel committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Personnel committee who have not previously been involved. If so, the appeal panel will be a committee of 3 members of the council who may include members of the staff committee. The appeal panel will appoint a chair from one of its members.
38. The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
39. At the appeal meeting, the chair will:
- Introduce the panel members to the employee.
 - Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision.
 - Explain the action that the appeal panel may take.
40. The employee (or companion) will be asked to explain the grounds for appeal.
41. The chair will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
42. The appeal panel may decide to uphold the disciplinary decision of the Personnel committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained in the employee's personnel file.
43. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
44. The appeal panel's decision is final.

Based on NALC Model Policy December 2025.

January 2026

Policy Review Date: October 2026



Waverley Borough Council,
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www.waverley.gov.uk

04 DEC 2019

Beverley Bell
Cranleigh Parish Council
Village Way
Cranleigh
Surrey
GU6 8AF

Lewis Jones

Planning Solicitor

Policy and Governance

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Direct Line: 01483 523184

DX 58303 Godalming 1

You ref: FS83603130

Our ref: LJ006219

Date: 3 December 2019

Dear Ms Bell,

Re: Asset of Community Value Nomination for Rowleys Day Centre

Notice under Section 91 of the Localism Act 2011

Entry of the Rowleys Day Centre into the Waverley Borough Council List of Assets of Community Value

We give notice to you as the applicants that, on 28 November 2019, Waverley Borough Council made a decision to include the Rowleys Day Centre ("the Asset") on its List of Assets of Community Value ("the List"). The Asset will remain on the List for a period of five years from the date of this notice unless removed with the effect from some earlier time in accordance with the provisions of the Assets of Community Value (England) Regulations 2012.

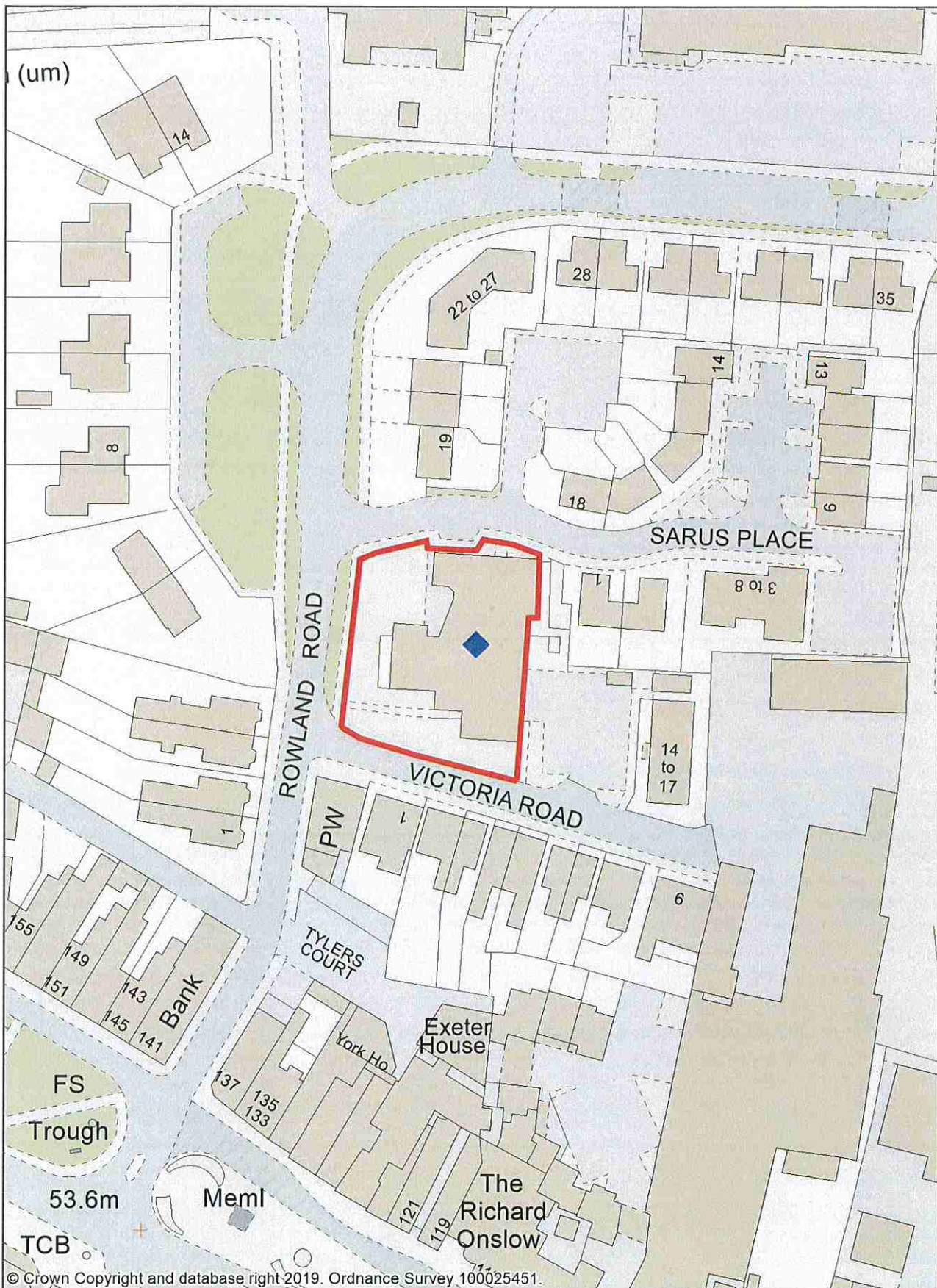
The asset owners now have the opportunity to request a review of the decision to enter the Asset on the List, within 8 weeks of listing. The internal review process in relation to listing will be undertaken by a senior officer not involved in the initial decision. Landowners wishing to request a review have until 23 January 2020. If such a review is requested, the Council will contact you to advise you of the outcome.

If you have any questions regarding this matter, please do not hesitate to contact me.

Yours sincerely,

Lewis Jones
Planning Solicitor



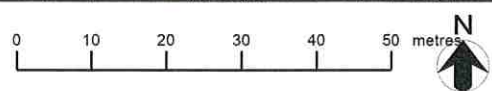


Waverley
BOROUGH COUNCIL

Waverley Borough Council
The Burys, Godalming
Surrey, GU7 1HR
Telephone: 01483 523333
Fax No: 01483 426337

**Cranleigh Day Centre
(Rowleys)**

Victoria Road, Cranleigh



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Lewis Jones

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Policy and Governance

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DX 58303 Godalming 1

You ref: FS83609648

Our ref: LJ006217

Date: 3 December 2019

Dear Ms Bell,

Re: Asset of Community Value Nomination for Cranleigh Arts Centre

Notice under Section 91 of the Localism Act 2011

Entry of the Cranleigh Arts Centre into the Waverley Borough Council List of Assets of Community Value

We give notice to you as the applicants that, on 28 November 2019, Waverley Borough Council made a decision to include the Cranleigh Arts Centre ("the Asset") on its List of Assets of Community Value ("the List"). The Asset will remain on the List for a period of five years from the date of this notice unless removed with the effect from some earlier time in accordance with the provisions of the Assets of Community Value (England) Regulations 2012.

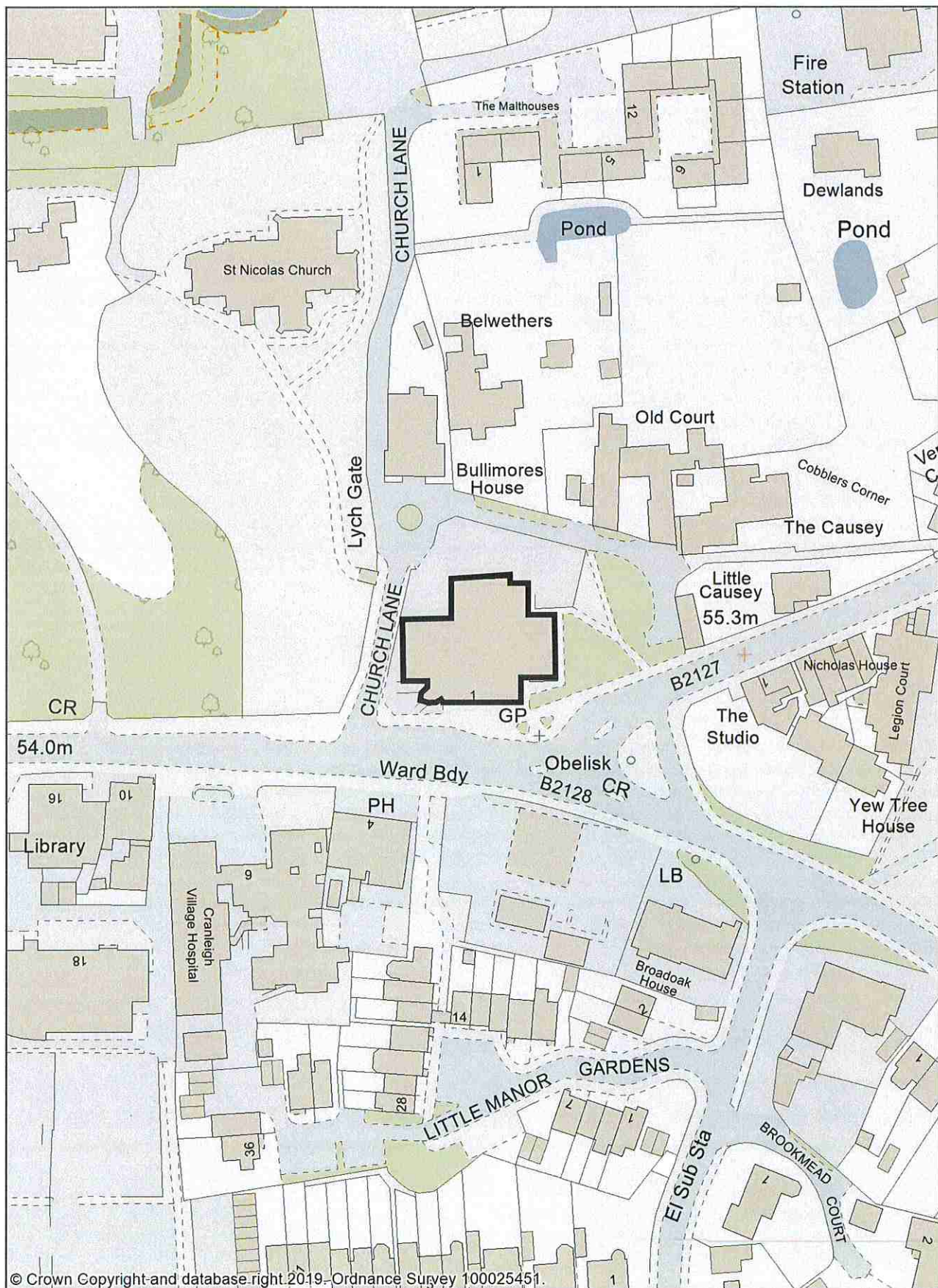
The asset owners now have the opportunity to request a review of the decision to enter the Asset on the List, within 8 weeks of listing. The internal review process in relation to listing will be undertaken by a senior officer not involved in the initial decision. Landowners wishing to request a review have until 23 January 2020. If such a review is requested, the Council will contact you to advise you of the outcome.

If you have any questions regarding this matter, please do not hesitate to contact me.

Yours sincerely,

Lewis Jones
Planning Solicitor





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Cranleigh Arts Centre

1 High Street, Cranleigh

Waverley Borough Council
The Burys, Godalming
Surrey, GU7 1HR
Telephone: 01483 523333
Fax No: 01483 426337

0 10 20 30 40 50 metres



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15 AUG 2019

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Lewis Jones
Planning Solicitor

Democratic & Legal Services

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Direct line: 01483 523184

Calls may be recorded for training or monitoring

Your ref:

Our ref: LJ/6477

Date: 14 August 2019

Dear Ms Bell,

**Notice under Section 91 of the Localism Act 2011
Entry of the Cranleigh Leisure Centre into the Waverley Borough Council List of Assets
of Community Value**

We give notice to you as the applicants that, on 8 August 2019, Waverley Borough Council made a decision to include the Cranleigh Leisure Centre ("the Asset") on its List of Assets of Community Value ("the List"). The Asset will remain on the List for a period of five years from the date of this notice unless removed with effect from some earlier time in accordance with the provisions of the Assets of Community Value (England) Regulations 2012.

The asset owners now have the opportunity to request a review of the decision to enter the Asset on the List, within 8 weeks of listing. The internal review process in relation to listing will be undertaken by a senior officer not involved in the initial decision. Landowners wishing to request a review have until 3 October 2019 to do so. If such a review is requested, the Council will contact you to advise you of the outcome.

If you have any questions regarding this matter, please do not hesitate to contact me.

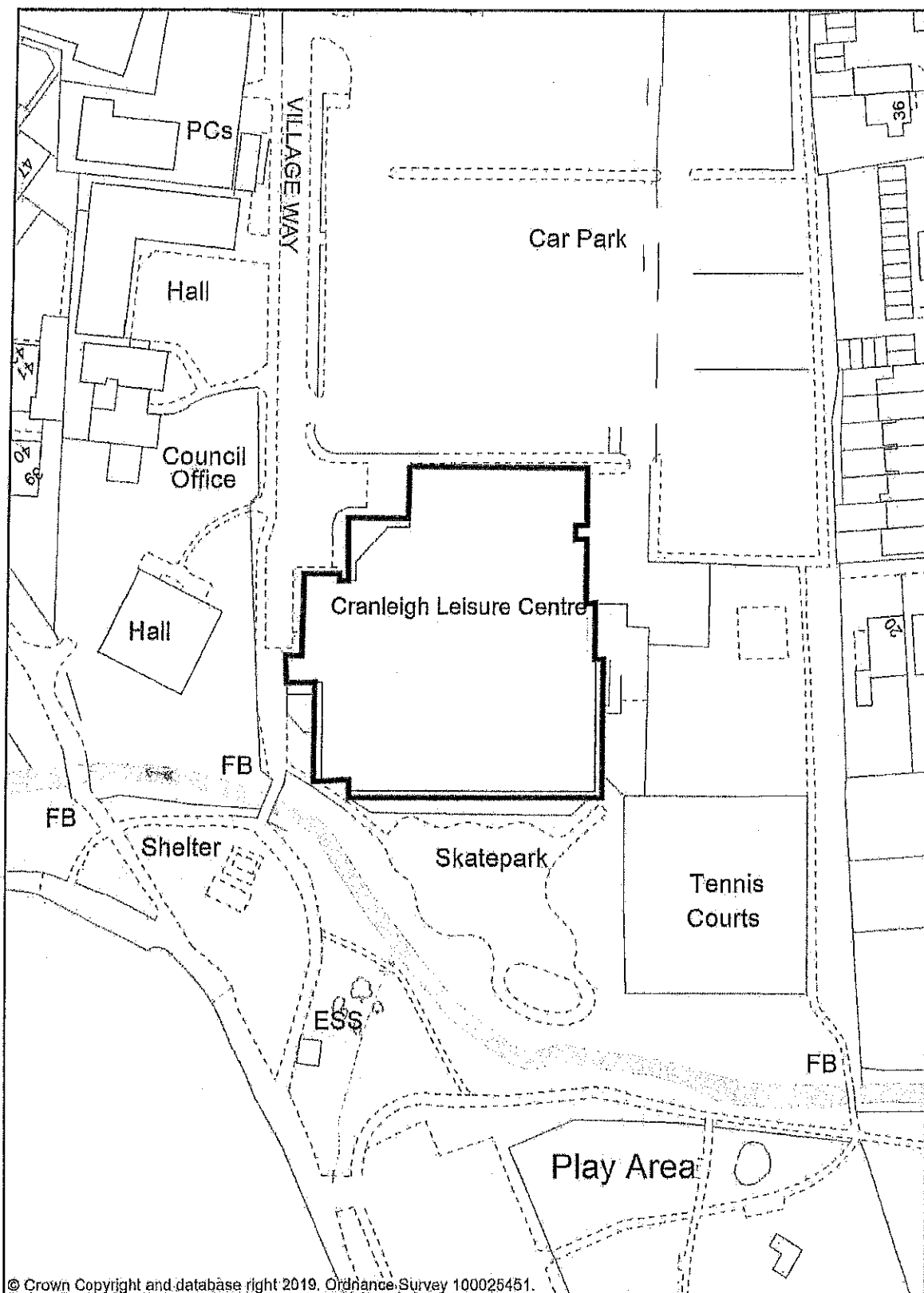
Yours sincerely

Lewis Jones
Planning Solicitor



INVESTOR IN PEOPLE






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ACV Plan: Cranleigh Leisure Centre

0 10 20 30 40 50 metres 

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Fax No: 01483 426337

Village Way, Cranleigh

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Calls may be recorded for training or monitoring

Your ref:

Our ref: LJ/6479

Date: 14 August 2019

Dear Ms Bell,

Notice under Section 91 of the Localism Act 2011

Entry of the Cranleigh Post Office into the Waverley Borough Council List of Assets of Community Value

We give notice to you as the applicants that, on 8 August 2019, Waverley Borough Council made a decision to include the Cranleigh Post Office ("the Asset") on its List of Assets of Community Value ("the List"). The Asset will remain on the List for a period of five years from the date of this notice unless removed with effect from some earlier time in accordance with the provisions of the Assets of Community Value (England) Regulations 2012.

The asset owners now have the opportunity to request a review of the decision to enter the Asset on the List, within 8 weeks of listing. The internal review process in relation to listing will be undertaken by a senior officer not involved in the initial decision. Landowners wishing to request a review have until 3 October 2019 to do so. If such a review is requested, the Council will contact you to advise you of the outcome.

If you have any questions regarding this matter, please do not hesitate to contact me.

Yours sincerely

Lewis Jones
Planning Solicitor



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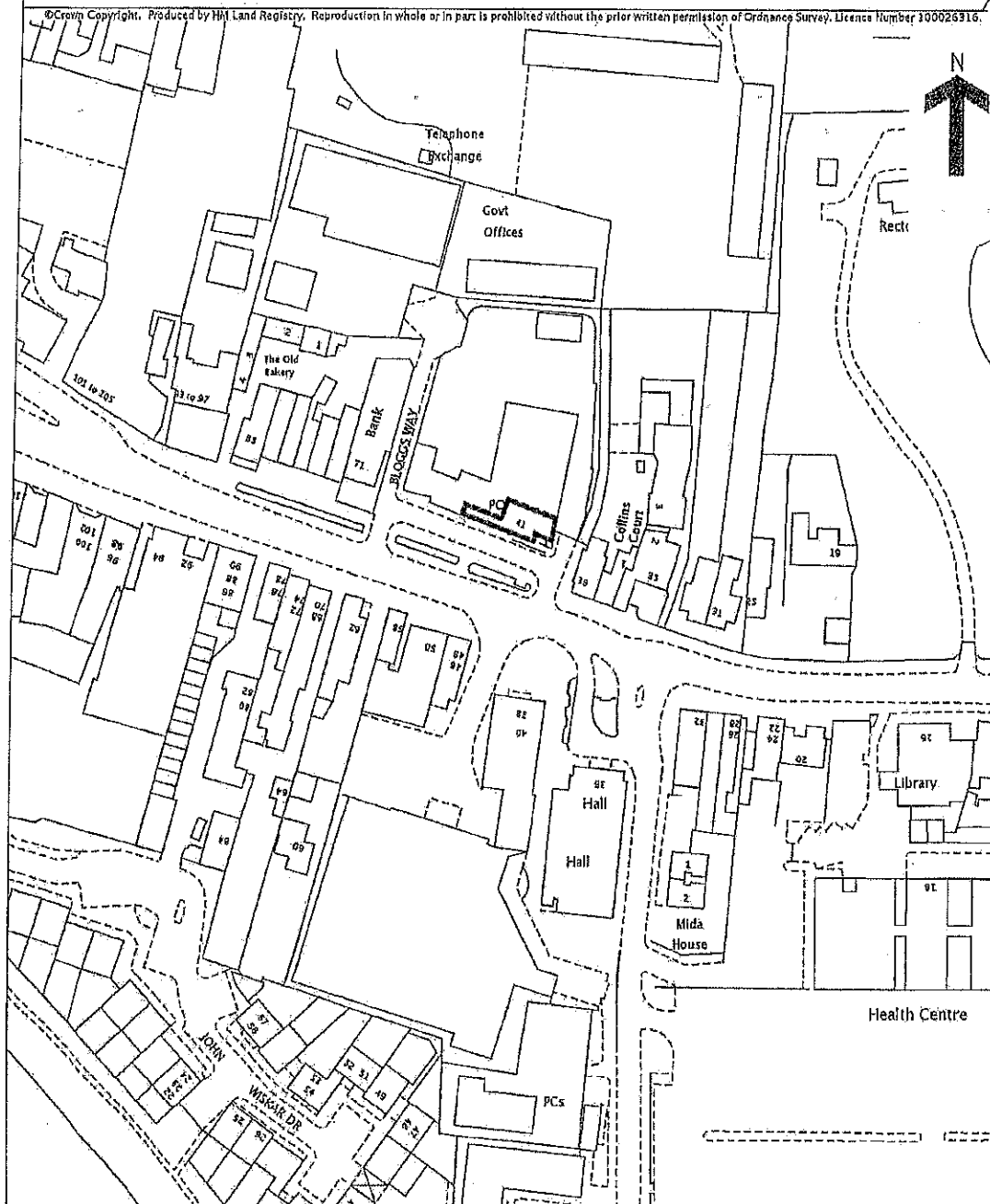
EMPLOYER

HM Land Registry
Current title plan

Title number **SY753323**
Ordnance Survey map reference **TQ0539SE**
Scale **1:1250 enlarged from 1:2500**
Administrative area **Surrey : Waverley**



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15 AUG 2019



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Direct line: 01483 523184

Calls may be recorded for training or monitoring

Your ref:

Our ref: LJ/6390

Date: 14 August 2019

Dear Ms Bell,

Notice under Section 91 of the Localism Act 2011

Entry of Cranleigh Library into the Waverley Borough Council List of Assets of Community Value

We give notice to you as the applicants that, on 8 August 2019, Waverley Borough Council made a decision to include the Cranleigh Library ("the Asset") on its List of Assets of Community Value ("the List"). The Asset will remain on the List for a period of five years from the date of this notice unless removed with effect from some earlier time in accordance with the provisions of the Assets of Community Value (England) Regulations 2012.

The asset owners now have the opportunity to request a review of the decision to enter the Asset on the List, within 8 weeks of listing. The internal review process in relation to listing will be undertaken by a senior officer not involved in the initial decision. Landowners wishing to request a review have until 3 October 2019 to do so. If such a review is requested, the Council will contact you to advise you of the outcome.

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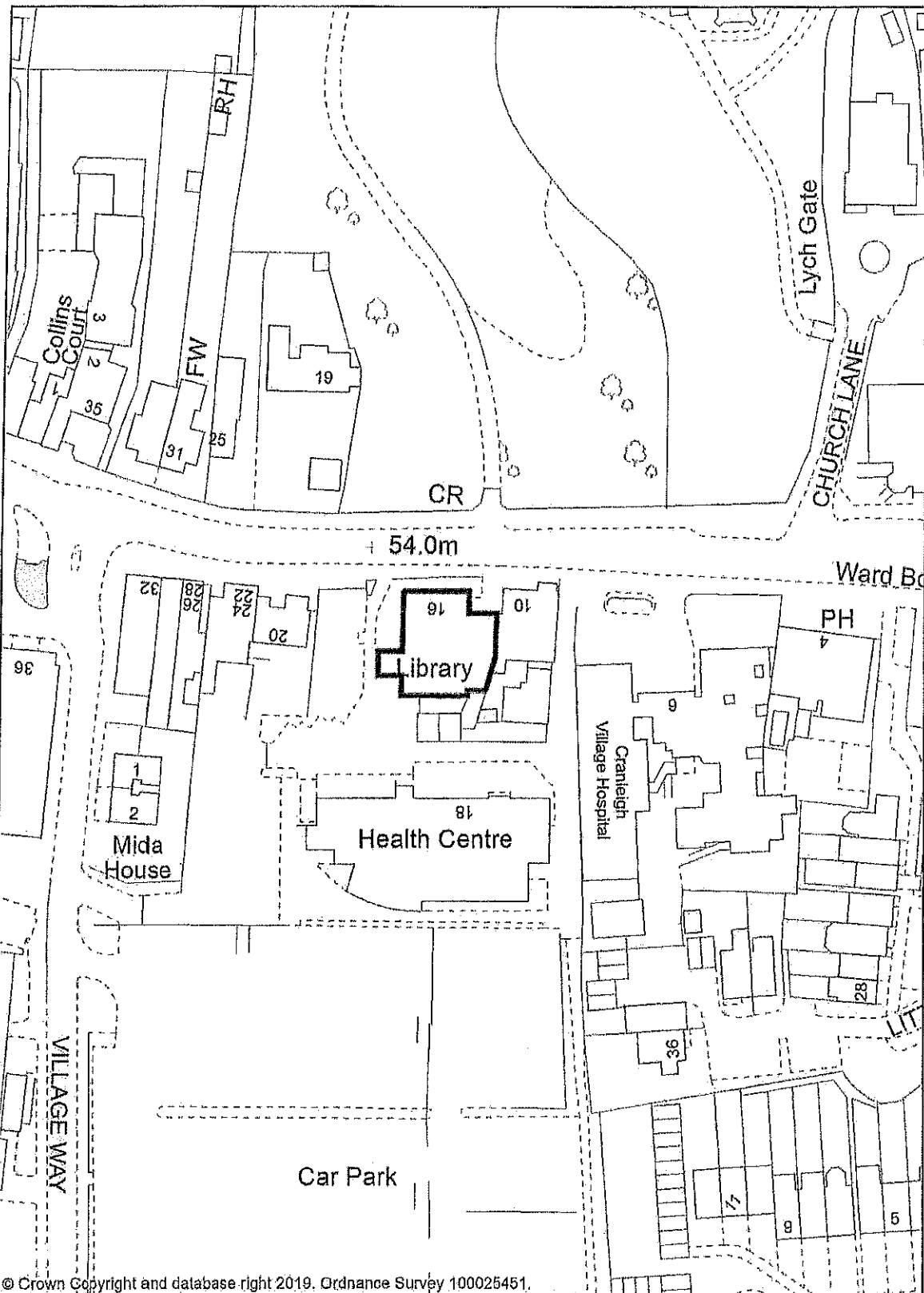
Yours sincerely

Lewis Jones
Planning Solicitor



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ACV Plan: Cranleigh Public Library

0 10 20 30 40 50 metres 

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Fax No: 01483 426337

High Street, Cranleigh

Printed: 16 July 2019 Scale at A4: 1:1000

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Assets
January 2026

| Risk No. | Area | Risk | Level | Controls | Future Controls | Review Date | Responsibility | Separate Documentation |
|----------|--------|--------------------------------------|-------|--|---|------------------|------------------------------|--------------------------------------|
| 1 | Assets | Protection of physical assets | M | Assets recorded on Fixed Asset Register. Location of deeds and leases recorded on Fixed Asset Register. Ensure new purchases throughout the year are added to the Fixed Asset Register and insurance schedule. | Fixed Asset Register available in Excel for staff, Councillors and members of the public to access. Local Authority Land Register is up to date and all properties are registered with HM Land Registry. A separate spreadsheet of additions and deletions is maintained to enable easy reconciliation for the statement of variances at year-end. | January annually | Clerk | Fixed Asset Register |
| | | | | Ensure all assets on the Fixed Asset Register appear on the insurance schedule | Review insurance schedule every time the Fixed Asset Register is updated and reconcile in January prior to insurance renewal. | January annually | Clerk | Insurance Schedule |
| | | | | Buildings insured. | Buildings insurance valuations should be done every three years. Re-value all properties June 2028 | June 2028 | Clerk | Valuation Report on server |
| 1.1 | Assets | Security of buildings, equipment etc | H | All buildings kept locked. Senior Admin Clerk maintains key safe and register. Grounds Manager has separate key safe. Intruder alarms maintained on a service contract. | Blue metal key fobs for master keys, red metal key fobs for loan keys. New key sets created for loan of keys for hirers and contractors. | January annually | Senior Admin Clerk GM | Key Register |
| 1.2 | Assets | Maintenance of buildings etc | M | Detailed risk assessment of property and buildings annually for Health and Safety Risk Assessment in January. | Update Risk Assessments annually and report any actions to the Clerk. | January annually | Clerk | Risk Assessment file. |
| | | | | Weekly basic visual inspection of Snoxhall Pavilion, Youth Centre, Village Hall and Public Toilets | Maintain written record of checks and any actions required. Notify the Clerk. | Weekly | Contractor | Inspection records through IPAD app. |

Assets
January 2026

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|--|--|---------------------------------|--------------------|---|
| PAT Testing carried out annually. | Check certification is up to date for PAT testing operative. Ensure all electrical equipment is tested in buildings including hirers equipment. Maintain log of tested equipment. | June annually | Parish Clerk | PAT Testing Certificates |
| Future maintenance considered when setting the budget annually in October. | Look at capital reserves held for buildings. | October annually | Clerk GM | Reserves spreadsheet |
| The Admin Clerk requests a copy of all contractors public liability insurance certificates annually. | Contractors liability certificates will be requested as they require renewal. | Ongoing | Admin Clerk | Contractors Liability Certificates file |
| Fire Risk Assessments | Review Fire Safety Policy and Fire Risk Assessment annually. Due June 2026. | June 2026 | Clerk | Fire Risk Assessment file. |
| Fire Warden training | Annual Fire Warden online training for GM and Clerks - due November 2026 Three yearly face to face Fire Warden training all staff - due November 2028 | November annually | Clerk GM | Staff records |
| Fire alarm systems | Automatic fire alarm and detection systems with remote monitoring and service contract. Key holding service for call outs. | January annually | Clerk | Contracts file |
| Fire extinguishers | Provide training every three years for all staff on the use of fire extinguishers for a means of escape. Done Nov 2025 Ensure fire extinguishers are maintained on a service contract every August | Nov 2028 August annually | Clerk Clerk | Staff records Contracts file |

Assets
January 2026

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| | | | | Electrical Safety in Buildings | Ensure all buildings have a five yearly electrical safety inspection by a NICEIC registered electrician. Use an electrician certified to work at height for five yearly inspection of Village Hall stage lighting and ceiling lights. Annual electrical safety inspection of Village Hall stage lighting - system replaced in 2024 and on annual maintenance contract. | Dec 2026 | Clerk | Electrical Safety Inspection File |
| | | | | Electrical Safety in Floodlights, Sports Hall high level and Street lights | Ensure these items have a three yearly electrical safety inspection by a NICEIC registered electrician. | Feb 2027 | Clerk | Electrical Safety Inspection File |
| | | | | Gas Safety in Buildings | Ensure all buildings supplied with gas have an annual inspection by a Gas Safe registered engineer. Check that it includes gas cooker and gas heaters in sports hall. | Feb annually | Clerk | Gas Safety Inspection File |
| | | | | Legionella control | Full Legionella Risk Assessments carried out every two years. Done 17 July 2025 Ensure water systems are inspected as part of legionella control contract | Due July 2027 Annually | Clerk | Legionella file |
| | | | | Asbestos | Maintain asbestos register and provide a copy to all contractors working on buildings. Review asbestos inspection annually. | November annually | Clerk | Asbestos file |
| | | | | Contractors | Create a list of preferred contractors for essential maintenance of buildings and open spaces | January annually | Parish Clerk | Financial Regulations |

Assets
January 2026

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|------------|-------------|---|---|---|--------------------|--------------------|--------------------------------|
| 1.3 Assets | Vehicles | H | Licensing | Ensure all staff using vehicle have necessary licence to drive vehicle - obtain copy annually to check for disqualifications, convictions | July annually | Senior Admin Clerk | Staff File |
| | | | Training | Ensure staff have training before commencing use of vehicle | Ongoing | GM | Staff Training Records |
| | | | Tax and MOT | Ensure vehicle is taxed and has up to date MOT if required. | January annually | Clerk | Vehicle file |
| | | | Maintenance | Maintain schedule of routine and extraordinary maintenance | January annually | GM | Vehicle file |
| | | | Use on public highway | See Tractor/Trailer Risk Assessment before using vehicle on public highway | January annually | GM | Risk Assessment file. |
| 1.4 Assets | Open Spaces | H | Weekly basic visual inspection of open spaces including play equipment, benches and litter bins and play areas by contractor. | Weekly basic visual inspection of open spaces including benches and litter bins and play areas by contractor. Defects reported immediately verbally to Council Office. | Weekly | GM | Open Spaces Inspection records |
| | | | Annual inspection of play areas by Council's insurers as mandatory part of insurance cover. Records maintained. | Report filed electronically and in folder. Grounds Manager to review report with Clerk and prioritise actions. | September annually | GM Clerk | Open Spaces Inspection records |
| | | | New play equipment. | Consider ROSPA post installation inspection and Risk Assessment. | | Clerk | |
| | | | Annual health and safety inspections of all Parish Council trees. | Basic tree survey done June 2025 | June 2026 | Clerk | Tree Survey records |
| 1.5 Assets | Cemetery | H | Weekly basic visual inspection of cemetery by Senior Admin Clerk | Defects rectified immediately or reported to Council Office for further action | Ongoing | Senior Admin Clerk | Written records maintained |

Assets
January 2026

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

Finance
January 2026

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

Finance
January 2026

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|-------------|----------------|---|--|-------------------------|-------------------|-------|--|
| 2.3 Finance | Internal Audit | M | Monthly bank reconciliation circulated to all Councillors and approved and signed by a Councillor other than the Chairman or a cheque signatory. | | | Clerk | |
| | | | Reserves updated each time there are movements to or from reserves, and included in the cashbook reconciliation. | | | Clerk | |
| | | | Monthly cashbook reconciliation circulated to all Councillors to enable members to understand Council's complete financial position monthly. | | | Clerk | |
| | | | Read latest issue of Governance and Accountability - Practitioners Guide before External Audit annually | | March annually | Clerk | |
| | | | Internal Auditor is appointed annually. | | February annually | Clerk | |
| | | | Internal Auditor reviewed every three years in accordance with Financial Regulations. | Review due January 2027 | January 2027 | Clerk | |
| | | | Two internal audits conducted annually. October for mid year reconciliations and April for year-end accounts. | | | Clerk | |
| | | | Internal Auditor report circulated to all Councillors and advice considered by the Council. Appropriate action taken as considered necessary. | | | Clerk | |
| | | | Two Councillors appointed annually to review scope and effectiveness of the Internal Audit. | | | Clerk | |
| | | | Internal Audit Reports uploaded to Council website | | | Clerk | |

Finance
January 2026

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|-------------|---------|--------------------|---|--|--|---------|--------------------|------------|
| 2.4 Finance | Finance | Budgetary Controls | M | Internal Auditor reports sent to External Auditor with Annual Return. | | | Clerk | |
| | | | | Spreadsheet of invoices issued maintained and record of payments received. | Function performed by Omega accounting software. | | Senior Admin Clerk | |
| | | | | Monthly analysis of budget income and expenditure against actual income and expenditure and circulated to all Councillors. | | | Clerk | |
| | | | | Quarterly budget report on income and expenditure taken to Finance Committee. | | | Clerk | |
| | | | | Mid year reconciliation of budget income and expenditure against actual made to assist the Finance Committee with preparation of revenue budget for next year. | | | Clerk | |
| 2.5 Finance | Finance | Financial Records | M | The Council approves monthly accounts for payment and Chairman signs payments spreadsheet filed with minutes of the meeting. | | | Clerk | |
| | | | | Where appropriate for large purchases, the power to make the expenditure is recorded in the minute approving the expenditure. | | | Clerk | |
| | | | | Publish expenditure over £500 on Council website in accordance with the Code of Practice on Data Transparency | | Monthly | Clerk | PC website |
| 2.6 Finance | Finance | Salaries | M | Clerk calculates monthly salaries for submission to Mulberry & Co for payment to employees. Checked by Mulberry & Co. | | Monthly | Clerk | |

Finance
January 2026

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

Finance

January 2026

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|------|---------|--------------------------------------|---|--|---|------------------|-------|--|
| | | | | The Council is the Sole Managing Trustee of the Snoxhall Fields charity. | The Council has a s297 agreement for a term of five years for the charity for Council to manage the charity's funds in its own bank account. Renewal 01 April 2028 External Auditor has confirmed this is satisfactory. | Apr-28 | Clerk | |
| | | | | Ensure the Charity Commission annual return is submitted by 31 January annually. | Council submits annual return to Charity Commission for the Henry Smith charity and Snoxhall Field charity. | January annually | Clerk | |
| 2.11 | Finance | Risk of consequential loss of income | M | Business interruption insurance cover to the sum of £71,000 for additional expenses which would provide for the cost of finding & renting new premises whilst the existing premises is rebuilt/repaired, associated staffing costs and reconstitution of computer records. | | | | |
| | | | | Location of some original deeds and leases are unknown. Copies and originals kept in filing cabinet in the Clerk's Office. | Identify safe storage of original deeds. | | | |
| 2.12 | Finance | Fidelity Guarantee | M | Level of Employee Dishonesty £1,000,000 | Review Employee Dishonesty cover annually when insurance cover reviewed in January. | January annually | Clerk | |

Liability
January 2026

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

Employer
January 2026

| Risk No. | Area | Risk | Level | Controls | Future Controls | Target Date | Responsibility | Separate Documentation |
|----------|--------------------|---|-------|--|--|---------------------------|----------------|------------------------|
| 4 | Employer Liability | Comply with Employment Law | M | NALC and The Clerk source of updates. Clerk is member of SLCC and attends regional conference and Surrey branch meetings. Clerk attends SALC Clerks' Forum | | Quarterly | Clerk | |
| 4.1 | Employer Liability | Staff Handbook | L | Staff Handbook | To inform staff of their responsibilities and Council rules. | Annually Apr-27 | Clerk | Staff Handbook |
| 4.2 | Employer Liability | Staff Appraisal | M | Hold annual appraisal with all employees individually. Find out if there are elements of their role that they have concerns about or difficulty in achieving. | | June annually | Clerk | Staff files |
| 4.3 | Employer Liability | Staff Training | M | Linked with the Staff Appraisal – find out if there are any areas where staff might benefit from training. | | | Clerk | Staff files |
| | | | | Consider Training Strategy for staff. | Training and Development Policy adopted. | Apr-27 | Clerk | |
| | | | | Aspire for all Clerks (regardless of seniority) to achieve the Local Council Certificate in Administration. | | | Clerk | |
| 4.4 | Employer Liability | Comply with Inland Revenue requirements | M | Ensure Mulberry & Co complete and submit a P35 Annual Return to HMRC before 19 May annually. Ensure Mulberry & Co supply all employees with a P60 annually. | | May annually | Clerk | Payroll file |
| 4.5 | Employer Liability | Comply with Pension Regulations | M | Automatically enrol all eligible employees in to the LGPS Complete annual return to SCC | Re-enrolment due 01 February 2028 | May annually 01-Feb-28 | Clerk | Pension file |
| 4.6 | Employer Liability | Personal Accident | M | Personal accident insurance cover limited to £1,000,000 for any one person. | | | Clerk | Insurance file |

Employer
January 2026

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|-----|-----------------------|-------------------|--|---|--|--|------------------------------|
| | | | Ensure grounds staff wear appropriate protective and high visibility clothing when necessary at the discretion of the Grounds Manager. | Review grounds staff protective and high visibility clothing annually and replace any worn or defective clothing. | January annually | GM | |
| | | | Maintain supply of safety gloves and equipment. | Review grounds staff protective and high visibility clothing and equipment annually and replace any worn or defective clothing and equipment. | January annually | GM | |
| | | | Appointed First Aiders. | Ensure appointed First Aiders training up to date. First Aid training done December 2025. Ensure First Aid kits are kept up to date, used stocks replaced and out of date stocks replaced. | January annually December 2028 | Senior Admin Clerk Senior Admin Clerk | Training Records |
| | | | Safe usage of chemicals. | Ensure COSHH assessments are kept up to date for all chemicals used. Remember to request COSHH assessments for contractor's cleaning materials too. DSEAR updated annually for machine shed chemicals. | January annually January annually | GM Clerk | COSHH Assessment records |
| | | | Lone Working | See separate Risk Assessment for lone working. | | Clerk | |
| | | | Maintain safe systems of working records | Review for updates annually Ensure new employees sign safe system working acceptance | January annually | GM Clerk | Safe systems of working file |
| 4.7 | Contractors Liability | Personal Accident | Ask contractors for method statement of work and risk assessment | | Ongoing | Clerk | |
| | | | Ask for details of professional registration. | | Ongoing | Clerk | |
| | | | Request copy of public liability insurance | | Ongoing | Clerk | |

Legal
January 2026

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

Propriety
January 2026

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

Propriety
January 2026

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

| Risk No. | Area | Risk | Level | Controls | Future Controls | Target Date | Responsibility | Separate Documentation |
|----------|-------------------|-------------|-------|---|---|---|---|--|
| 7 | Form and Function | Procedures | M | <p>Standing Orders are reviewed regularly, a check is made annually to see if NALC have updated Standing Orders.</p> <p>Financial Regulations are reviewed regularly, a check is made annually to see if NALC have updated Financial Regulations.</p> <p>This Risk Assessment is reviewed annually in January by the Clerk, then presented to the Council for approval.</p> <p>The insurance schedule is reviewed annually in January by the Clerk, then presented to the Council for approval.</p> | <p>NALC issued model Standing Orders in 2013, Standing Orders reviewed 15 May 2025.</p> <p>Financial Regulations reviewed 18 September 2025</p> | <p>May annually</p> <p>May annually</p> <p>January annually</p> <p>January annually</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> | <p>Standing Orders</p> <p>Financial Regulations</p> <p>Risk Assessment</p> <p>Insurance Schedule</p> |
| 7.1 | Form and Function | Legislation | M | <p>The Council subscribes to NALC for the latest changes in legislation.</p> <p>The Clerk attends the quarterly meetings of the Surrey branch of SLCC for updates on legislation.</p> <p>The Clerk attends the regional conference of SLCC for legislation updates.</p> <p>The Clerk is registered as a Fellow of the Institute of Local Council Managers and is completing a Continuous Professional Development Portfolio.</p> | | | Clerk | |

Form and Function
January 2026

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|-----|-------------------|-----------------|---|--|--|--|---|---|
| 7.2 | Form and Function | Council Records | H | <p>Ensure all original deeds and leases are kept in safe custody.</p> <p>Ensure burial records are kept in fire safe cabinet.</p> <p>Ensure cloud computing is backed up daily.</p> <p>Prune Council Office filing annually. Move old files to archive boxes. Purge archive boxes annually. Lodge important documents and previous minutes in County Archive.</p> <p>Freedom of Information Act 2000</p> <p>UK GDPR and Data Protection Act 1998</p> | <p>Location of some original deeds and leases are unknown. Copies and originals kept in filing cabinet in the Clerk's Office.</p> <p>Remotely monitored fire alarm system for the Council Office.</p> <p>Automatic remote backup to the cloud, 30 day retention. Check annually as part of Internal Audit.</p> | <p>January annually</p> <p>May annually</p> <p>May annually May 2027</p> | <p>Clerk</p> <p>Clerk</p> <p>Senior Admin Clerk</p> <p>Clerk</p> <p>Clerk</p> | <p></p> <p></p> <p></p> <p>FOI Publication Scheme</p> <p>Data Protection Policy Data Sharing Agreements CCTV Policy</p> |
|-----|-------------------|-----------------|---|--|--|--|---|---|

Form and Function
January 2026

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

**New Projects
January 2026**

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

COVID-19
January 2026

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

| | | | | Add Council | Remove Council | Council | Charity | Combined |
|------------|--------|----------------------|--------------------------------------|----------------|-------------------|---------------|---------------|---------------|
| 01/04/2025 | | | | | | £2,721,675.76 | £2,193,767.67 | £9,275,530.00 |
| 28/04/2025 | Add | Section | Opening Balance | | | | | |
| 28/04/2025 | Add | CCTV | 2 additional cameras in Village Hall | £1,421.00 | | £2,723,096.76 | £2,193,767.67 | £9,276,951.00 |
| 07/05/2025 | Add | Mowers and machinery | Sprayer | £1,125.00 | | £2,724,221.76 | £2,193,767.67 | £9,278,076.00 |
| 12/05/2025 | Add | Gates and fences | Snoxhall entrance gates | £9,490.00 | | £2,733,711.76 | £2,193,767.67 | £9,287,566.00 |
| 12/05/2025 | Add | Gates and fences | BMF fencing | 11730 | | £2,745,441.76 | £2,193,767.67 | £9,299,296.00 |
| 12/05/2025 | Remove | Gates and fences | BMF diamond fencing | | £875.00 | £2,744,566.76 | £2,193,767.67 | £9,299,296.00 |
| 19/05/2025 | Add | Mowers and machinery | Roller Mower | £6,400.00 | | £2,750,966.76 | £2,193,767.67 | £9,305,696.00 |
| 19/05/2025 | Remove | Mowers and machinery | Finishing Mower | | £4,800.00 | £2,746,166.76 | £2,193,767.67 | £9,305,696.00 |
| 08/08/2025 | Remove | Mowers and machinery | Finishing Mower | | £1,475.00 | £2,744,691.76 | £2,193,767.67 | £9,305,696.00 |
| 08/08/2025 | Remove | Mowers and machinery | Wessex fertiliser spreader | | £700.00 | £2,743,991.76 | £2,193,767.67 | £9,305,696.00 |
| 08/08/2025 | Remove | Mowers and machinery | Sisis spiker | | £500.00 | £2,743,491.76 | £2,193,767.67 | £9,305,696.00 |
| 08/08/2025 | Remove | Mowers and machinery | Bearcat vat | | £1,280.00 | £2,742,211.76 | £2,193,767.67 | £9,305,696.00 |
| 08/08/2025 | Add | Mowers and machinery | Combi line marker | £973.13 | | £2,743,184.89 | £2,193,767.67 | £9,306,669.13 |
| 08/08/2025 | Add | Mowers and machinery | Pedestrian fertiliser spreader | £700.00 | | £2,743,884.89 | £2,193,767.67 | £9,307,369.13 |
| 08/08/2025 | Add | Mowers and machinery | Back pack blower | £550.00 | | £2,744,434.89 | £2,193,767.67 | £9,307,919.13 |
| 08/08/2025 | Add | Mowers and machinery | Dewalt battery tools | £600.00 | | £2,745,034.89 | £2,193,767.67 | £9,308,519.13 |
| 08/08/2025 | Add | Mowers and machinery | Stihl engine pack | £670.00 | | £2,745,704.89 | £2,193,767.67 | £9,309,189.13 |
| 06/11/2025 | Remove | Street Furniture | Oak benches | | £2,000.00 | £2,743,704.89 | £2,193,767.67 | £9,309,189.13 |
| 06/11/2025 | Add | Street Furniture | Galvanised Steel benches | £2,865.60 | | £2,746,570.49 | £2,193,767.67 | £9,312,054.73 |

| Category | Council | Charity | Insurance |
|----------------------|----------------------|----------------------|----------------------|
| Buildings | £2,223,827 | £1,605,249 | £7,131,273 |
| General Contents | £72,234 | £8,908 | £484,790 |
| Street Furniture | £49,550 | £17,141 | £120,000 |
| Gates and Fences | £88,025 | £10,976 | £125,929 |
| Playground Equipment | £121,279 | £172,593 | £358,636 |
| CCTV | £19,200 | £16,847 | £53,535 |
| War Memorials | £0 | £0 | £90,000 |
| Other Surfaces | £0 | £362,054 | £438,808 |
| Mowers & Machinery | £125,112 | £0 | £82,290 |
| Sports Equipment | £45,647 | £0 | £74,104 |
| Regalia | £1,698 | £0 | £2,574 |
| | £2,746,573.49 | £2,193,767.67 | £8,961,939.00 |

| Catergories | Item/ description | Council Asset | Charity Asset | Insurance Value |
|------------------|----------------------------------|----------------------|----------------------|----------------------|
| Land & Buildings | Village Hall | £1,704,826.39 | | £3,424,057.00 |
| Land & Buildings | Snoxhall Pavilion & machine shed | £0.00 | £1,065,169.00 | £1,628,768.00 |
| Land & Buildings | Youth Centre | £0.00 | £540,080.00 | £1,200,954.00 |
| Land & Buildings | Parish Council Offices | £82,897.00 | | £450,182.00 |
| Land & Buildings | CAB building | £253,024.00 | | £506,106.00 |
| Land & Buildings | Village Way Toilets | £84,140.00 | | £204,118.00 |
| Land & Buildings | Common Toilets | £1.00 | | £120,234.00 |
| Land & Buildings | Cemetery workshop | £92,312.00 | | £99,262.00 |
| Land & Buildings | Lych gate | £5,948.00 | | £46,136.00 |
| Land & Buildings | Storage container | £200.00 | | £3,273.00 |
| Land & Buildings | Shed - BHF | £460.00 | | £604.42 |
| Land & Buildings | Land adjoining pc offices | £1.00 | | £0.00 |
| Land & Buildings | Land on tennis courts | £1.00 | | £0.00 |
| Land & Buildings | Tennis courts | £1.00 | | £0.00 |
| Land & Buildings | Beryl Harvey allotments | £1.00 | | £0.00 |
| Land & Buildings | Elmbridge allotments | £1.00 | | £0.00 |
| Land & Buildings | Amlets Lane allotments | £1.00 | | £0.00 |
| Land & Buildings | Cricket field | £1.00 | | £0.00 |
| Land & Buildings | Football field | £1.00 | | £0.00 |
| Land & Buildings | Centenary garden | £1.00 | | £0.00 |
| Land & Buildings | Bruce McKenzie Field | £1.00 | | £0.00 |
| Land & Buildings | Beryl Harvey Field | £1.00 | | £0.00 |
| Land & Buildings | Hitherwood Footpath | £1.00 | | £0.00 |
| Land & Buildings | Russell Banks Building | £1.00 | | £0.00 |
| Land & Buildings | Guide hall | £1.00 | | £0.00 |
| Land & Buildings | Scout hut | £1.00 | | £0.00 |
| Land & Buildings | Band Room | £1.00 | | £0.00 |
| Land & Buildings | Land adjoining village hall | £1.00 | | £0.00 |
| Land & Buildings | Cemetery | £1.00 | | £0.00 |
| Land & Buildings | Cemetery road & paths | £1.00 | | £0.00 |
| Land & Buildings | High Street flowerbeds | £0.00 | | £0.00 |
| Land & Buildings | War memorial | £0.00 | | £0.00 |
| | | £2,223,827.39 | £1,605,249.00 | £7,683,694.42 |

| Categories | Item/ description | Make/ model | Date purchased | Where purchased | Location | Council Asset | Charity Asset | Insurance Value |
|------------------|---|---|----------------------|-----------------------|--------------------------------|---------------|------------------|--------------------|
| General contents | access platform ladder | henchman | 01/06/2011 | henchman | Cemetery | £660.00 | | £1,053.96 |
| General contents | wallgate washer x3 VW | wallgate | 01/07/2020 | | PCVW | £1.00 | | £1.60 |
| General contents | Coat of arms & scroll | | 01/04/2007 | college of heraldry | Office | £8,000.00 | | £12,775.25 |
| General contents | cleaning equipment | Vacuums, shelving, brooms, clea | | insurance value | Village Hall, Pavilion, Office | £1,200.00 | | £1,916.29 |
| General contents | millennium tapestry | village hall | made by locals | | Village Hall | £1,515.00 | | £2,419.31 |
| General contents | hand tools | various | 1988-2016 | various | Snnoxhall Machine Shed | £2,000.00 | | £3,193.81 |
| General contents | chemsafe | chemsafe | 01/06/2010 | spaldings | Snnoxhall Machine Shed | £1,079.00 | | £1,723.06 |
| General contents | access platform ladder | lifelift 6.1 | 11/03/2016 | screwfix | Large green storage container | £1,599.00 | | £2,553.45 |
| General contents | generators x2 | ipax 1500lbi sdmo3000 | 1/1/2016 1/1/2008 | screwfix | Snnoxhall Machine Shed | £710.00 | | £1,133.80 |
| General contents | powertools | dewalt dcz298ct-gb evolution r210cms titan ttb286csw titan ttb276drl titan ttb290sdr erbauer erb666grd erbauer erb373rsp titan ttb291pln | 2005 - 2016 | screwfix | Snnoxhall Machine Shed | £800.00 | | £1,277.52 |
| General contents | ladders 1 & steps x3 ramps x1 | lyle | 2010-2016 | screwfix | Snnoxhall Machine Shed | £750.00 | | £1,197.68 |
| General contents | fertiliser spreader | scotts 2000 | 01/01/2012 | rigby taylor | Snnoxhall Machine Shed | £600.00 | | £958.14 |
| General contents | gas cooker | falcon dominator | 01/02/2006 | CJB | Snnoxhall Pavilion | £0.00 | £1,543.00 | £2,464.03 |
| General contents | double sink unit | stainless steel | 01/01/1990 | insurance value | Snnoxhall Pavilion | £0.00 | £600.00 | £958.14 |
| General contents | x2 prep tables | stainless steel | 01/01/1990 | insurance value | Snnoxhall Pavilion | £0.00 | £600.00 | £958.14 |
| General contents | large cleaners unit | | 01/01/1990 | insurance value | Snnoxhall Pavilion | £0.00 | £500.00 | £798.45 |
| General contents | floor coverings | refs room & main hall | 11/08/2015 | mitchell & sons | Snnoxhall Pavilion | £0.00 | £3,911.00 | £6,245.50 |
| General contents | appliances | fridge, dish washer, microwave | 2005-2010 | various | Snnoxhall Pavilion | £0.00 | £1,754.00 | £1,754.00 |
| General contents | Village Hall curtains | insurance value | 01/09/2017 | A&H | Village Hall | £5,000.00 | | £7,827.97 |
| General contents | folding tables 30 large, 15 small | | 01/03/2009 | GLS dudley ltd | Village Hall | £3,406.00 | | £5,439.06 |
| General contents | projector screen | | 01/02/2015 | ms visual | Village Hall | £762.00 | | £1,216.84 |
| General contents | chair trolley x1 | | 01/03/2013 | rosehill | Village Hall | £517.00 | | £825.60 |
| General contents | piano | upright | donated | | Village Hall | £550.00 | | £878.30 |
| General contents | chairs x 205 | red uphoistered | 27/03/2006 | rosehill | Village Hall | £10,000.00 | | £15,969.06 |
| General contents | chair trolley x6 | s-48-19 | 27/03/2006 | rosehill | Village Hall | £1,989.00 | | £3,176.25 |
| General contents | table trolley | | 01/01/2014 | | Village Hall | £1,000.00 | | £1,596.91 |
| General contents | sink units x2 | stainless steel | 01/01/1996 | | Village Hall | £1,000.00 | | £1,596.91 |
| General contents | x1 large x1small pre table | stainless steel | 01/01/1996 | | Village Hall | £600.00 | | £958.14 |
| General contents | medium prep table x3 | stainless steel | 01/01/1996 | | Village Hall | £900.00 | | £1,437.22 |
| General contents | x4 shelf units | stainless steel | 01/01/1996 | | Village Hall | £600.00 | | £958.14 |
| General contents | wheel coat rack x2 | | 01/01/1996 | | | £500.00 | | £798.45 |
| General contents | cranleigh crest | N/A | 01/01/1996 | | Office | £500.00 | | £798.45 |
| General contents | vallender crest | N/A | 01/01/1996 | | Office | £500.00 | | £798.45 |
| General contents | wallgate washer x2 TC | wallgate | | | PCTC | £1.00 | | £1.60 |
| General contents | appliances | fridge, freezer, cooker, dish washer | | | Snnoxhall Community Centre | £1,500.00 | | £2,395.36 |
| Office contents | honour boards x2 | | 01/01/1986 | | Office | £1,000.00 | | £1,596.91 |
| Office contents | x3 filing cabinet | | | | Office | £600.00 | | £958.14 |
| Office contents | x3 swivel chairs | | 2010-2016 | | Office | £750.00 | | £1,197.68 |
| Office contents | laptop x2 | dell | 01/12/2016 | net com IT | Office | £1,200.00 | | £1,916.29 |
| Office contents | x10 small filing cabinet | | | | Office | £1,000.00 | | £1,596.91 |
| Office contents | chairs x13 | compact plus | 10/10/2007 | rosehill | Office | £500.00 | | £798.45 |
| Office contents | chamber tables | | | | Office | | | £3,193.81 |
| Office contents | desks x 3 | | | | Office | | | £1,916.29 |
| Office contents | Artwork | 3 paintings | | | Office | | | £1.60 |
| Office contents | Photocopier | Sharp MX3061FK | 27/11/2019 | KCS Professional | Office | £1,656.11 | | £2,397.19 |
| Office contents | Defibrillators and cabinets Three Horseshoes, White Hart, Richard Onslow, One Stop, Village Hospital | Zoll AED Plus Defibsafe | 28/04/2021 | SJA | | £5,075.00 | | £7,345.96 |
| General contents | Defib Cabinet One Stop | Defibsafe | 4/28/21 | SJA | One Stop | £425.00 | | £615.18 |
| General contents | Meeting IT equipment | | 10/08/2021 | Netcom | Village Hall | £2,100.00 | | £3,039.71 |
| Office contents | Defibrillators and cabinets The Common Public Conveniences and Snnoxhall Pavilion | Zoll AED Plus Defibsafe | 14/09/2021 | First Rescue | | £2,650.00 | | £3,835.82 |
| Office contents | TV screen in Council Chamber | Philips Media Suite IPTV | 13/12/2023 | AV Rental Services | Office | £1,169.00 | | £1,169.00 |
| Office contents | Computers x 3 | Dell | 01/03/2022 | Netcom | Office | £3,870.00 | | £3,870.00 |
| Office contents | Laptops x 2 | Dell | 01/03/2022 | Netcom | Office | £2,000.00 | | £2,000.00 |
| | | | | | | £72,234.11 | £8,908.00 | £127,503.77 |

| Catergories | Item/ description | Make/ model | Date purchased | Location | Where purchased | Council Asset | Charity Asset | Insurance Value |
|------------------|----------------------|-------------------------|-------------------|--------------|--------------------|---------------|------------------|--------------------|
| General contents | cctv system | Whole system | 01/10/2018 | Snnoxhall | CIA | £0.00 | £13,957.09 | £21,866.00 |
| General contents | CCTV | 4 PTZ and column | 21/06/2021 | Snnoxhall | CIA | £14,264.00 | | £21,489.00 |
| General contents | CCTV | 2 PTZ | 27/07/2021 | Snnoxhall | CIA | | £2,000.00 | £3,013.01 |
| General contents | CCTV | CIA Village Hall system | 13/01/2022 | Village Hall | CIA | £3,514.99 | | £5,295.35 |
| General contents | CCTV | ANPR No 2 | 13/01/2022 | Snnoxhall | CIA | | £889.64 | £1,340.25 |
| General contents | CCTV | 2 additional cameras | 28/04/2025 | Village Hall | CIA | £1,421.00 | | £1,421.00 |
| | | | | | | £19,199.99 | £16,846.73 | £54,426.60 |

| Categories | Item/ description | Make/ model | Date purchased | Location | Where purchased | Council Asset | Charity Asset | Insurance Value |
|------------------|---------------------------|-------------------|-------------------|---------------------------------------|--------------------|---------------|------------------|--------------------|
| Gates and fences | BMMF fencing | | 01/01/2011 | Bruce McKenzie Field | | £8,000.00 | | ##### |
| Gates and fences | fence | N/A | 01/01/2012 | Bruce McKenzie Field cross over point | kol landscaping | £0.00 | £4,500.00 | £7,990.00 |
| Gates and fences | Tennis court fencing | | | Tennis courts | | £8,846.00 | | £15,706.16 |
| Gates and fences | cemetery fencing | | | Fencing by machine shed | | £1,000.00 | | £1,775.51 |
| Gates and fences | recreation fencing | | | Snnoxhall football field | | £7,606.00 | | £13,505.00 |
| Gates and fences | recreation fencing | post and rail | | Snnoxhall football field | Grasstex | | £2,581.00 | £4,169.88 |
| Other surfaces | play park extension mulch | | 24/06/2020 | Snnoxhall | Eibe | 0 | £3,885.00 | £6,252.41 |
| Gates and fences | Storage compound | | 26/02/2024 | Snnoxhall | Grasstex | 35972 | | £35,972.00 |
| Gates and fences | BMF compound | | 06/03/2024 | Bruce McKenzie Field | Grasstex | 4548 | | £4,548.00 |
| Gates and fences | BMF gates | Metal | 18/07/2024 | Bruce McKenzie Field | Grasstex | 2833 | | £2,833.00 |
| Gates and fences | Snnoxhall entrance gate | Stronghold | 13/05/2025 | Snnoxhall | Stronghold | 9490 | | £9,490.00 |
| Gates and fences | BMF car park and far | Forestry Landscap | 13/05/2025 | Bruce McKenzie Field | Forestry Landscap | 11730 | | £11,730.00 |
| | | | | | | £88,025.00 | £10,976.00 | £124,625.02 |

| Categories | Item/ description | Make/ model | Date purchased | Location | Where purchased | Council Asset | Charity Asset | Insurance Value |
|------------------|--------------------------------|----------------------------|-------------------|---------------------------------|--------------------|--------------------|------------------|--------------------|
| Mowers/machinery | Mole plough | | 20/04/2018 | Snnoxhall Storage Compound | | £0.00 | | £0.00 |
| Mowers/machinery | stihl combi & hedgecutter | stihl | 01/12/2008 | Cemetery | withybush farm | £509.00 | | £706.72 |
| Mowers/machinery | mini trailer | | 01/03/2013 | Office storage compound | sch supplies | £2,938.00 | | £4,079.24 |
| Mowers/machinery | Main Tractor | New Holland/T3020 | 01/05/2013 | Snnoxhall Machine Shed | Oakes Bros | £18,500.00 | | £0.00 |
| Mowers/machinery | quadraply groomer | sisis | 01/11/2004 | Snnoxhall Storage Compound | sisis | £1,737.00 | | £2,411.72 |
| Mowers/machinery | scarifier | Auto rotorake mk5 | 01/07/1998 | Snnoxhall Storage Compound | sisis | £3,525.00 | | £4,894.26 |
| Mowers/machinery | pedestrian mower | hayter 48 | 01/06/2005 | Snnoxhall small green container | mowers online | £527.00 | | £731.71 |
| Mowers/machinery | pedestrian sprayer | team sprayers scout | 01/04/2007 | Snnoxhall Machine Shed | pitchcare | £890.00 | | £1,235.71 |
| Mowers/machinery | pedestrian spiker | plugga | 01/04/2007 | Snnoxhall small green container | dj turfcare | £1,800.00 | | £2,221.51 |
| Mowers/machinery | stihl combi & hedgecutter | stihl | 01/05/2009 | Snnoxhall Machine Shed | mowers online | £535.00 | | £742.82 |
| Mowers/machinery | back pack blower | echo | 01/05/2009 | Snnoxhall Machine Shed | mowers online | £529.00 | | £734.49 |
| Mowers/machinery | ride-on mower | john deere | 01/11/2011 | Snnoxhall Machine Shed | mowers online | £4,052.00 | | £0.00 |
| Mowers/machinery | stihl combi & strimmer | stihl | 01/11/2012 | Snnoxhall Machine Shed | mowers online | £696.00 | | £966.36 |
| Mowers/machinery | foam bout marker | tramline | 01/06/2012 | Snnoxhall Storage Compound | kellands | £716.00 | | £984.12 |
| Mowers/machinery | tractor trailer | | 01/03/2013 | Cemetery | Oakes Bros | £3,400.00 | | £4,720.72 |
| Mowers/machinery | sweeper/collector | tomlin | 01/04/2016 | Snnoxhall Storage Compound | Oakes Bros | £6,500.00 | | £9,024.87 |
| Mowers/machinery | tractor tipper trailer | J A Silk | 29/04/2019 | Snnoxhall Storage Compound | J A Silk | £2,650.00 | | £1,387.40 |
| Mowers/machinery | powerflow collector | john deere | 10/09/2015 | Snnoxhall Machine Shed | mowers online | £970.00 | | £1,347.17 |
| Mowers/machinery | Chipper | Jansen BX42-S | 03/05/2018 | Snnoxhall Storage Compound | Woodmanstore | £1,350.00 | | £0.00 |
| Mowers/machinery | tractor sprayer | allman | 01/01/1986 | Snnoxhall Storage Compound | Oakes Bros | £1,500.00 | | £2,082.66 |
| Mowers/machinery | Tractor Crane | Multec | 29/04/2019 | Snnoxhall Storage Compound | Multec | £225.00 | | £0.00 |
| Mowers/machinery | Tractor transport box | Multec | 29/04/2019 | Snnoxhall Storage Compound | Multec | £350.00 | | £0.00 |
| Mowers/machinery | Leaf Vacuum | Billy Goat | 20/02/2020 | Cemetery | ATS | £1,521.00 | | £1,914.21 |
| Mowers/machinery | Line marker | Bow Com | 02/02/2021 | Snnoxhall Machine Shed | Bow Com | £1,100.00 | | £1,384.40 |
| Mowers/machinery | Small trailer | Screwfix | 02/02/2021 | Snnoxhall Machine Shed | Screwfix | £450.00 | | £566.34 |
| Mowers/machinery | Multi-tool - pruner/blower/cut | Screwfix | 02/02/2021 | Snnoxhall Machine Shed | Screwfix | £600.00 | | £755.11 |
| Mowers/machinery | Mower | Timemaster TW21811 | 06/05/2021 | Snnoxhall Machine Shed | Godfrey | £1,174.00 | | £1,477.51 |
| Mowers/machinery | Timemaster 76 mower | Toro | 02/10/2024 | Snnoxhall Machine Shed | Cranleigh Garden | £1,207.50 | | £1,207.50 |
| Mowers/machinery | Tractor mounted flail | Wincanton | 22/12/2021 | Snnoxhall Storage Compound | Zaros | £2,456.12 | | £3,091.08 |
| Mowers/machinery | Hayter Harrier mower | 48 Pro | 21/03/2022 | Cemetery | J & M Garden | £995.83 | | £1,253.27 |
| Mowers/machinery | Grillo | GRFD450 | 11/04/2022 | Snnoxhall Machine Shed | Lister & Wilder | £10,431.00 | | £0.00 |
| Mowers/machinery | Trencher | HYTR150 Hyundai 420cc/14hp | 09/05/2022 | Snnoxhall Storage Compound | Agri-Linc | £1,949.99 | | £2,454.11 |
| mowers/machinery | Line marker kombi | Fleet | 01/04/2025 | Snnoxhall small green container | Fleet | £973.13 | | £973.13 |
| Mowers/machinery | Bowser | SCH GWU | 25/05/2022 | Snnoxhall Storage Compound | Zaros | £941.81 | | £1,185.46 |
| Mowers/machinery | Tractor loader | ALO Q3S | 31/05/2022 | Snnoxhall Machine Shed | Haynes | £11,400.00 | | £0.00 |
| Mowers/machinery | Fuel Bund | 900L | 31/05/2022 | Office | RPM | £2,240.00 | | £2,819.09 |
| Mowers/machinery | Spiker | SISIS Maxi-silt | 12/02/2024 | Snnoxhall Storage Compound | Farol | £6,450.00 | | £6,450.00 |
| Mowers/machinery | Rytec Flail Collector | Rytec | 02/10/2024 | Snnoxhall Storage Compound | Lister & Wilder | £13,202.00 | | £0.00 |
| Mowers/machinery | Ride on mower | Aiko T18-95 | 02/10/2024 | Cemetery | Cranleigh Garden | £3,165.83 | | £0.00 |
| mowers/machinery | Pedestrian fertiliser spreader | Accupro | 01/04/2025 | Snnoxhall Machine Shed | Origin | £700.00 | | £700.00 |
| Mowers/machinery | Toro Hover Mower | Pro 550 | 29/10/2024 | Snnoxhall Machine Shed | Cranleigh Garden | £635.00 | | £635.00 |
| Mowers/machinery | Allan Hover Mower | | 02/07/1905 | Snnoxhall Storage Container | Alfold Mowers | £475.00 | | £475.00 |
| Mowers/machinery | Sprayer | 282588ST NORTHSTAR 230L | 07/05/2025 | Snnoxhall Storage Compound | Spraytech | £1,125.00 | | £1,125.00 |
| Mowers/machinery | Roller mower | Major MJ71-240 | 19/05/2025 | Snnoxhall Storage Compound | Haynes | £6,400.00 | | £6,400.00 |
| Mowers/machinery | Back pack blower | stihl | 01/04/2016 | Snnoxhall Machine Shed | Spaldings | £550.00 | | £550.00 |
| Mowers/machinery | Battery tools | Dewalt | 01/04/2025 | Snnoxhall Machine Shed | Screwfix | £600.00 | | £600.00 |
| Mowers/machinery | Wheeled engine pack | stihl | 01/04/2025 | Snnoxhall small green container | Cranleigh Garden | £670.00 | | £670.00 |
| | | | | | | £125,112.21 | £0.00 | £74,967.70 |

[illegible]

| Categories | Item/ description | Make/ model | Date purchased | Where purchased | Location | Council Asset | Charity Asset | Insurance Value |
|---------------------|----------------------------|--------------------|-------------------|--------------------|------------------|------------------|---------------|--------------------|
| play park equipment | teen shelter | | 01/03/2009 | kompan | Play park | £0.00 | £3,060.00 | £3,648.66 |
| play park equipment | argo | | 01/03/2009 | kompan | Play park | £0.00 | £1,617.00 | £1,808.93 |
| play park equipment | starsurfer | | 01/03/2009 | kompan | Play park | £0.00 | £1,592.00 | £1,898.36 |
| play park equipment | rock-it | | 01/03/2009 | kompan | Play park | £0.00 | £1,592.00 | £1,898.36 |
| play park equipment | bloxx | | 01/03/2009 | kompan | Play park | £0.00 | £10,000.00 | £11,924.39 |
| play park equipment | supanova | | 01/03/2009 | kompan | Play park | £0.00 | £3,040.00 | £3,625.02 |
| play park equipment | egg cup spinner | red | 01/02/2011 | kompan | Play park | £0.00 | £780.00 | £930.10 |
| play park equipment | egg cup spinner | blue | 01/02/2011 | kompan | Play park | £0.00 | £780.00 | £930.10 |
| play park equipment | multiplay | | 01/12/2009 | kompan | Play park | £0.00 | £25,500.00 | £30,407.20 |
| play park equipment | nest swing | | 01/11/2008 | playdale | Play park | £0.00 | £1,870.00 | £2,229.86 |
| play park equipment | toddler swings | topset | | kompan | Play park | £0.00 | £1,941.00 | £2,314.52 |
| play park equipment | net mountain | | | hags play | Play park | £0.00 | £6,326.00 | £7,543.37 |
| play park equipment | crisscross | net climber | | kompan | Play park | £0.00 | £858.00 | £1,023.11 |
| play park equipment | toddler slide | | | kompan | Play park | £0.00 | £1,369.00 | £1,632.46 |
| play park equipment | Sand pit | Proludic | | Proludic | Play park | £0.00 | £36,515.22 | £36,515.22 |
| play park equipment | you&me springer | | | kompan | Play park | £0.00 | £586.00 | £698.77 |
| play park equipment | small bridge | billygoat gruff | | kompan | Play park | £0.00 | £782.00 | £932.49 |
| play park equipment | safety surfacing | play park | | | Play park | £0.00 | £20,000.00 | £23,848.79 |
| play park equipment | Snake swing | | 24/06/2020 | Elbe | Play park | | | £0.00 |
| play park equipment | Aerial runway | | 24/06/2020 | Elbe | Play park | | | £0.00 |
| play park equipment | Inclusive swing | | 24/06/2020 | Elbe | Play park | £0.00 | £27,474.00 | £29,695.55 |
| play park equipment | Fiat swings & team swing | Playdale | 26/06/2023 | playdale | Play park | | £14,484.00 | £14,484.00 |
| Outside equipment | storage container | expanda store | 01/06/2006 | extra space | Snnoxhall | £1,000.00 | | £1,192.44 |
| Outside equipment | Two handmade oak benches | bespoke | 08/23/18 | | Centenary Garden | £3,985.00 | | £4,479.52 |
| Outside equipment | Football stand | N/A | 01/01/1998 | insurance value | Snnoxhall | £10,000.00 | | £11,924.39 |
| Outside equipment | storage container | expanda store | 01/11/2004 | extra space | Snnoxhall | £1,066.00 | | £1,271.14 |
| Outside equipment | storags container | shipping containe | 01/10/2008 | container man | | £1,535.00 | | £1,830.39 |
| outside equipment | Parking ticket machine | | 14/05/2018 | WBC | Snnoxhall | £0.00 | £1,931.00 | £5,260.76 |
| Outside equipment | fitness equipment | air skier | 01/01/2010 | fresh air fitness | Snnoxhall | £1,005.00 | | £1,196.40 |
| Outside equipment | fitness equipment | bench press | 01/01/2010 | fresh air fitness | Snnoxhall | £2,093.00 | | £2,495.78 |
| Outside equipment | fitness equipment | rower | 01/01/2010 | fresh air fitness | Snnoxhall | £1,329.00 | | £1,584.75 |
| Outside equipment | youth shelter | N/A | 01/08/2008 | monster | Snnoxhall | £6,695.00 | | £7,983.38 |
| Outside equipment | fitness equipment | Arm & Pedal Bike | 10/12/2018 | fresh air fitness | Snnoxhall | £1,217.00 | | £1,368.02 |
| Outside equipment | fitness equipment | Elliptical trainer | 10/12/2018 | fresh air fitness | Snnoxhall | £1,461.00 | | £1,642.30 |
| Outside equipment | fitness equipment | Double sit-up box | 10/12/2018 | fresh air fitness | Snnoxhall | £1,395.00 | | £1,568.11 |
| Outside equipment | Outdoor table tennis table | Ping | 20/02/2020 | Ping | Snnoxhall | £1,029.00 | | £1,112.20 |
| Outside equipment | train | Elbe | 31/08/2021 | Elbe | Snnoxhall | | £10,595.37 | £11,452.11 |
| Other surfaces | tennis courts | | | | Village Way | | | £33,388.30 |
| Other surfaces | Pitch improvements | fencing, dugouts | 24/08/2021 | Centurlan | Snnoxhall | £83,079.00 | | £89,796.77 |
| Natural Surfaces | Silver Birch Trees | | 30/05/2018 | Van Arnhem Nu | Centenary Garden | £2,500.00 | | £2,922.65 |
| Natural Surfaces | Hornbeam | | 30/05/2018 | Van Arnhem Nu | Centenary Garden | £890.00 | | £1,040.46 |
| Natural Surfaces | Bare Root Planting | | 30/05/2018 | Knoll Gardens | Centenary Garden | £1,000.00 | | £1,169.08 |
| | | | | | | £121,279.00 | £172,592.59 | £319,687.96 |

| Categories | Item/ description | Make/ model | Date purchased | Where purchased | Location | Council Asset | Charity Asset | Insurance Value |
|------------------|----------------------|----------------|-------------------|--------------------|----------|-------------------|------------------|-------------------|
| Sports equipment | football goal | senior size | 01/01/2011 | mark harrod | Snoxhall | £1,000.00 | | £1,668.32 |
| Sports equipment | football goal | senior size | 01/01/2007 | edwards | Snoxhall | £510.00 | | £845.74 |
| Sports equipment | football goal | senior size | 01/01/2005 | mark harrod | Snoxhall | £510.00 | | £845.74 |
| Sports equipment | football goal | senior size | 01/01/2005 | mark harrod | Snoxhall | £510.00 | | £845.74 |
| Sports equipment | flood- lights | Stanchions | 1/1/1999 | carmel electrical | Snoxhall | £28,119.00 | | £46,630.39 |
| Sports equipment | flood- lights | LED heads | 24/08/2021 | Centurian | Snoxhall | £14,998.43 | | £22,644.89 |
| | | | | | | £45,647.43 | £0.00 | £73,370.84 |

| Categories | Item/ description | Make/ model | Date purchased | Where purchased | Location | Council Asset | Charity Asset | Insurance Value |
|------------------|-------------------------------------|----------------------|-------------------|---------------------|--------------------|------------------|------------------|--------------------|
| Street furniture | x1 lighting column | | 01/07/2007 | EDF | Snnoxhall | £2,445.00 | | £2,697.40 |
| Street furniture | Two Wisley Benches | Wisley | 31/07/2018 | | Centenary Garden | £4,800.00 | | £4,992.00 |
| Street furniture | Steel Screen | | 31/07/2018 | | Centenary Garden | £1,500.00 | | £1,560.00 |
| Street furniture | millennium sculpture | outside village hall | CPC responsible | | Village Hall | £15,000.00 | | £16,548.48 |
| Street furniture | flag pole | war memorial | CPC responsible | | War Memorial | £1,000.00 | | £1,103.23 |
| Street furniture | notice board | post office | CPC owned | | Post Office | £0.00 | | £0.00 |
| Street furniture | tree seats - by Band Room and Boo | bespoke | 2000-2002 | local forge | | £2,500.00 | | £2,768.08 |
| Street furniture | seat | broxap | 01/03/2013 | broxap | | £701.00 | | £773.37 |
| Street furniture | litter bins x4 SF | nexus city | 06/06/2015 | glasdon | | £1,640.00 | | £1,809.30 |
| Street furniture | litter bins x6 - BMF | RLA/5 | 06/06/2015 | wybone | | £2,250.00 | | £2,482.27 |
| Street furniture | picnic tables x4 | enviropol | 01/11/2008 | glasdon | | £0.00 | £2,488.00 | £2,744.84 |
| Street furniture | seats x4 | enviropol | 01/09/2008 | glasdon | | £0.00 | £1,772.00 | £1,954.93 |
| Street furniture | bins x 3 SF | guppy | 24/09/2010 | glasdon | | £0.00 | £732.44 | £732.44 |
| Street furniture | lighting columns x 11 | | 21/06/2005 | edf | Snnoxhall | £0.00 | £5,320.00 | £16,138.98 |
| Street furniture | 8m lighting column | | 18/05/2007 | edf | Snnoxhall | £0.00 | £1,598.00 | £1,762.98 |
| Street furniture | column between 9 & 10 | Case | 07/02/2022 | Case | Snnoxhall | | £3,595.00 | £3,595.00 |
| Street furniture | bollards | | 01/08/2007 | street furnishings | Village Hall | £545.00 | | £601.26 |
| Street furniture | notice board | COOP | CPC owned | | Village Hall | £500.00 | | £551.62 |
| Street furniture | seats x2 village hall x1 guide hall | | 01/09/2010 | | Village Way | £576.00 | | £635.46 |
| Street furniture | seat | | 21/12/2017 | glasdon | | £500.00 | | £540.80 |
| Street furniture | Poppy sculpture | bespoke | 30/05/2018 | RM Hillam | Centenary Garden | £5,000.00 | | £5,408.00 |
| Street furniture | notice board | Alfold Road | 21/06/2022 | BELSigns | Alfold Road | £836.00 | | £836.00 |
| Street furniture | Water bottle refill station | Snnoxhall Pavilion | 14/09/2022 | Culligan | Snnoxhall Pavilion | | £798.00 | £798.00 |
| Street furniture | Black bins x 3 | Cemetery | 27/02/2023 | Glasdon Topsy Royal | Cemetery | £572.19 | | £572.19 |
| Street furniture | Green bins x 2 | Cemetery | 27/02/2023 | Glasdon Topsy Royal | Cemetery | £494.40 | | £494.40 |
| Street furniture | 50 union flags | High Street | 05/05/2023 | Harrisons | Office | £1,528.15 | | £1,528.15 |
| Street furniture | notice board | Village Hall | 12/02/2024 | Acorn Workshop | Village Hall | £1,200.00 | | £1,200.00 |
| Street furniture | Wheelchair picnic table | Snnoxhall Play Park | 15/08/2024 | Glasdon | Snnoxhall | | £837.91 | £837.91 |
| Street furniture | Sherwood hooded bin x 2 | Centenary Garden | 15/08/2024 | Glasdon | Centenary Garden | £821.18 | | £821.18 |
| Street furniture | Plaza bins x 8 | Snnoxhall Fields | 15/08/2024 | Glasdon | Snnoxhall | £2,275.84 | | £2,275.84 |
| Street furniture | 2 galvanised steel benches | Centenary Garden | 06/11/2025 | Caple Forge | Centenary Garden | £2,865.60 | | £2,865.60 |
| | | | | | | £49,550.36 | £17,141.35 | £81,619.69 |

| Date purchased | Where purchased | Location | Council Asset | Charity Asset | Insurance Value |
|----------------|-----------------|----------|------------------|---------------|------------------|
| | vaughtons | Office | £1,070.00 | | |
| 01/10/2008 | cygnet insignia | Office | £628.00 | | |
| | | | £1,698.00 | £0.00 | £2,145.00 |

Council policy pack

Your policy schedule

Insured

Cranleigh Parish Council

Business Description

Local Council

Period of Insurance

From 29/08/2025 to 28/08/2026

Broker

Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ

Your Policy Number

LCO01925

Date of Issue

27/08/2025

Reason for Issue

Renewal

This schedule gives details of the cover you have chosen for your policy. It also gives details of your premium and excesses or clauses that apply.

What you need to do:

- **Read this schedule alongside the Clear Councils Insurance Policy Wording.** Any words or phrases which appear in **block capitals** will have either the meaning that is shown in the policy or cover section definitions part of the policy wording.
- **Contact** Clear Insurance on 0330 013 0036 or councils@thecleargroup.com if you:
 - want to make any changes or anything is incorrect
 - need a copy of the policy wording

Your premium

| Premium | Insurance Premium Tax (IPT) | Total Premium |
|-----------|-----------------------------|---------------|
| £8,658.49 | £1,039.02 | £9,697.51 |

Your policy schedule

This summary shows which sections and cover apply to you. The details including limits and excesses follow this summary.

Your cover at a glance

The following sections of cover apply to your policy. Sections 1 to 2 are location specific

| | |
|---------------------------------------|--|
| Location 1 - cover applying to | Cranleigh Village Hall 36 High Street Cranleigh Surrey GU6 8AT |
|---------------------------------------|--|

| | |
|--------------------------------------|---|
| Section 1 – Property damage | ✓ |
| Section 2 – Fine art and collections | X |

| | |
|---------------------------------------|---|
| Location 2 - cover applying to | Council Office Village Way Cranleigh Surrey GU6 8AF |
|---------------------------------------|---|

| | |
|--------------------------------------|---|
| Section 1 – Property damage | ✓ |
| Section 2 – Fine art and collections | X |

| | |
|---------------------------------------|---|
| Location 3 - cover applying to | Snoxhall Pavilion & Machine Shed Knowle Lane Cranleigh Surrey GU6 8JW |
|---------------------------------------|---|

| | |
|--------------------------------------|---|
| Section 1 – Property damage | ✓ |
| Section 2 – Fine art and collections | X |

| | |
|---------------------------------------|--|
| Location 4 - cover applying to | Cemetery Machine Shed Dewlands Lane Cranleigh Surrey GU6 7AD |
|---------------------------------------|--|

| | |
|-----------------------------|---|
| Section 1 – Property damage | ✓ |
|-----------------------------|---|

| | |
|--------------------------------------|---|
| Section 2 – Fine art and collections | X |
|--------------------------------------|---|

Location 5 - cover applying to

Lychgate Roof
Dewlands Lane
Cranleigh
Surrey
GU6 7AD

| | |
|-----------------------------|---|
| Section 1 – Property damage | ✓ |
|-----------------------------|---|

| | |
|--------------------------------------|---|
| Section 2 – Fine art and collections | X |
|--------------------------------------|---|

Location 6 - cover applying to

CAB Office
Village Way
Cranleigh
Surrey
GU6 8AF

| | |
|-----------------------------|---|
| Section 1 – Property damage | ✓ |
|-----------------------------|---|

| | |
|--------------------------------------|---|
| Section 2 – Fine art and collections | X |
|--------------------------------------|---|

Location 7 - cover applying to

Snoxhall Youth Club
Knowle Lane
Cranleigh
Surrey
GU6 8JW

| | |
|-----------------------------|---|
| Section 1 – Property damage | ✓ |
|-----------------------------|---|

| | |
|--------------------------------------|---|
| Section 2 – Fine art and collections | X |
|--------------------------------------|---|

Location 8 - cover applying to

Public Conveniences Village Way
Cranleigh
Surrey
GU6 8AF

| | |
|--------------------------------------|---|
| Section 1 – Property damage | ✓ |
| Section 2 – Fine art and collections | X |

Location 9 - cover applying to Cricket Green Public Conveniences
The Common
Cranleigh
Surrey
GU6 8NS

| | |
|--------------------------------------|---|
| Section 1 – Property damage | ✓ |
| Section 2 – Fine art and collections | X |

Location 10 - cover applying to Storage Container - Snoxhall Field
Knowle Lane
Cranleigh
Surrey
GU6 8JW

| | |
|--------------------------------------|---|
| Section 1 – Property damage | ✓ |
| Section 2 – Fine art and collections | X |

General covers applying to all locations

| | |
|---|---|
| Section 3 – Business interruption | ✓ |
| Section 4 – Goods in transit | ✓ |
| Section 5 – Money with assault extension | ✓ |
| Section 6 – Personal accident | ✓ |
| Section 7 – Liabilities | ✓ |
| Section 8 – Reputational risks | ✓ |
| Section 9 – Hirers' liability | ✓ |
| Section 10 – Trustees' and management liability | ✓ |
| Section 11 – Legal expenses | ✓ |
| Section 12 – Fidelity | ✓ |
| Section 13 – Terrorism | X |

Details of your cover – location covers

Section 1 – Property damage

The table below shows the items which are covered by the Property damage section, and the amount they would be insured for.

| Item Insured | Sum Insured | Declared/Full Value |
|-------------------------|-------------|---------------------|
| BUILDINGS | £7,131,273 | £5,942,728 |
| CONTENTS | £484,790 | £403,992 |
| Street Furniture | £120,000 | £100,000 |
| Walls, Gates and Fences | £125,929 | £104,941 |
| Playground Equipment | £358,636 | £298,864 |
| War Memorials | £90,000 | £75,000 |
| CCTV Equipment | £53,535 | £44,613 |
| Ground Surfaces | £438,808 | £365,674 |
| Mowers and Machinery | £82,290 | £68,575 |
| Sports Equipment | £74,104 | £61,754 |

Excesses

The table below shows the excess you will need to pay in the event of a claim unless otherwise stated elsewhere in this schedule.

| Causes | Excess |
|---------------------------------------|--------|
| RESTRICTED PERILS unless listed below | £250 |
| SUBSIDENCE | £1,000 |
| FIRE | £250 |
| Deterioration of refrigerated stock | £50 |
| All other losses | £250 |

Location 1 - cover applying to

Cranleigh Village Hall
36 High Street
Cranleigh
Surrey
GU6 8AT

| Item Insured | Sum Insured | Declared/Full Value |
|--------------|-------------|---------------------|
| BUILDINGS | £3,084,000 | £2,570,000 |

Location 2 - cover applying to

Council Office
Village Way
Cranleigh
Surrey
GU6 8AF

| Item Insured | Sum Insured | Declared/Full Value |
|--------------|-------------|---------------------|
| BUILDINGS | £424,800 | £354,000 |

Location 3 - cover applying to

Snoxhall Pavilion & Machine Shed
Knowle Lane
Cranleigh
Surrey
GU6 8JW

| Item Insured | Sum Insured | Declared/Full Value |
|--------------|-------------|---------------------|
| BUILDINGS | £1,536,000 | £1,280,000 |

Location 4 - cover applying to

Cemetery Machine Shed
Dewlands Lane
Cranleigh
Surrey
GU6 7AD

| Item Insured | Sum Insured | Declared/Full Value |
|--------------|-------------|---------------------|
| BUILDINGS | £90,000 | £75,000 |

Location 5 - cover applying to

Lychgate Roof
Dewlands Lane
Cranleigh
Surrey
GU6 7AD

| Item Insured | Sum Insured | Declared/Full Value |
|--------------|-------------|---------------------|
| BUILDINGS | £43,200 | £36,000 |

Location 6 - cover applying to

CAB Office
Village Way
Cranleigh
Surrey
GU6 8AF

| Item Insured | Sum Insured | Declared/Full Value |
|--------------|-------------|---------------------|
| BUILDINGS | £477,600 | £398,000 |

Location 7 - cover applying to

Snoxhall Youth Club
Knowle Lane
Cranleigh
Surrey
GU6 8JW

| Item Insured | Sum Insured | Declared/Full Value |
|--------------|-------------|---------------------|
| BUILDINGS | £1,184,400 | £987,000 |

Location 8 - cover applying to

Public Conveniences Village Way
Cranleigh
Surrey
GU6 8AF

| Item Insured | Sum Insured | Declared/Full Value |
|--------------|-------------|---------------------|
| BUILDINGS | £180,000 | £150,000 |

Location 9 - cover applying to

Cricket Green Public Conveniences
The Common
Cranleigh
Surrey
GU6 8NS

| Item Insured | Sum Insured | Declared/Full Value |
|--------------|-------------|---------------------|
| BUILDINGS | £108,000 | £90,000 |

Location 10 - cover applying to

Storage Container - Snoxhall Field
Knowle Lane
Cranleigh
Surrey
GU6 8JW

| Item Insured | Sum Insured | Declared/Full Value |
|--------------|-------------|---------------------|
| BUILDINGS | £3,273 | £2,728 |

Specified Property away from the PREMISES

| Item | Sum Insured | Location | Excess |
|---------|-------------|---|--------|
| Regalia | £2,145 | Anywhere within the GEOGRAPHICAL LIMITS | £250 |

Section 2 – Fine art and collections

Section does not apply

Details of your cover – general covers

The cover provided here applies on a general basis (excluding any premises where a section is more specifically insured). Any limits provided apply once only to the whole policy.

Section 3 – Business interruption

The table below shows the cover provided by the Business interruption section, and the amounts you would be insured for.

| Item Insured | Sum Insured | Maximum Indemnity Period |
|--------------------------------------|-------------|--------------------------|
| REVENUE | £30,000 | 12 Months |
| RENT RECEIVABLE | £71,000 | 12 Months |
| Additional Cost of Working | £10,000 | 12 Months |
| Additional Increased Cost of Working | £0 | 12 Months |

Section 4 – Goods in transit

| Limit Any one vehicle | Estimated annual carrying or value | Excess |
|------------------------------|---|---------------|
| £2,500 | £30,000 | £100 |

Section 5 – Money with assault extension

The table below shows the limit of liability for any one occurrence.

Cover A - Money

| Types of Money | Limit of Liability |
|--|---------------------------|
| NON-NEGOTIABLE MONEY | £250,000 |
| OTHER MONEY | |
| On the premises/in a locked safe during business hours | £5,000 |
| In transit | £5,000 |
| In any other circumstances | £500 |
| Money in safes out of business hours | |
| Unspecified safe | £1,500 |

Cover B – Assault extension

| | |
|-----------------|----|
| Number of units | 10 |
|-----------------|----|

Section 6 – Personal accident

| | |
|-----------------------------|-------------|
| Cover 1 – Clerk absence | Not Insured |
| Cover 2 – Personal accident | Insured |

| Insured persons or category of persons | Cover type | Number of units insured | Deferment period |
|---|-------------------|--------------------------------|-------------------------|
| EMPLOYEES and AUTHORISED VOLUNTEERS | Cover B | 10 | 14 Days |

| Type of injury | Benefit payable per unit |
|--|--------------------------|
| Death | £10,000 |
| LOSS OF LIMB(S) or LOSS OF EYE(S) or LOSS OF HEARING | £10,000 |
| PERMANENT TOTAL DISABLEMENT | £10,000 |
| TEMPORARY TOTAL DISABLEMENT | £20 per week |
| TEMPORARY PARTIAL DISABLEMENT | £10 per week |
| Cover 3 – Key person | Insured |

Section 7 – Liabilities

The tables below show the cover provided by the Liabilities section, and the amounts you would be insured for.

Cover 1 – Employers' liability

Limit of indemnity

£10,000,000

Cover 2 – Public & products liability

Limit of indemnity

£10,000,000

Excess

£250 Third party property damage only

Public liability extensions

Extension

Legionellosis

RETROACTIVE DATE

Not Applicable

Section 8 – Reputational risks

The table below shows the cover provided by the Reputational risks section, and the amounts you would be insured for.

| Cover | Limit of Liability |
|--|---------------------------|
| Cover 1 – Libel and slander | Insured |
| Cover 2 – PR Crisis Communication (Cover A Claims Related) | £25,000 |
| Cover 3 – Death of Patron | Insured |

Section 9 – Hirers' liability

The table below shows the cover provided by the Hirer's liability section, and the amounts you would be insured for.

| | | | |
|---------------------------|--|---|--|
| Risk address | Cranleigh Village Hall 36 High Street Cranleigh Surrey GU6 8AT | | |
| Limit of indemnity | Estimated hiring charges | Third party property damage excess | |
| £1,000,000 | £50,000 | £250 | |

Section 10 – Trustees' and management liability

The table below shows the cover provided by the Trustees' and management liability section, and the amounts you would be insured for.

| Cover | Limit of indemnity | Wrongful Act Date | Excess |
|--|---------------------------|--------------------------|---------------|
| Cover 2 – Trustees' and management liability | £500,000 | Not Applicable | £250 |

Section 11 – Legal expenses

Reference number: TS5/6773743

| Insured Events | Population Size | Limit of indemnity |
|--|--|--------------------|
| All INSURED EVENTS excluding Contract disputes and Debt recovery | Council Population Size 10,001 - 20,000 | £250,000 |

Section 12 - Fidelity

The table below shows the cover provided by the Fidelity section, and the amounts you would be insured for.

| Category | Limit of indemnity | Excess |
|--|--------------------|--------|
| All employees | £1,000,000 | £250 |
| Aggregate limit of indemnity: £1,000,000 | | |

Section 13 - Terrorism

Section does not apply

Details of your cover – general covers

Clauses applying to the whole of your policy

CC183 - Fixed Rate Agreement

Definitions applicable to this agreement

EARNED PREMIUM

means the premium paid or payable for all sections of the policy applicable to this agreement including all premium adjustments excluding

1. Insurance Premium Tax and any other taxes or levies and
2. any premiums in respect of Terrorism insurance

for the period from the inception of this agreement to the date WE calculate the LOSS RATIO prior to each renewal date

INCURRED CLAIMS

means the sum of

1. all claims paid (including costs and expenses) which occurred or were notified to US during the Period of Agreement and

2. all claims estimated by US in accordance with OUR standard reserving procedures which occurred or were notified to US during the Period of Agreement

for all sections of this policy applicable to this agreement for the period from the inception of this agreement to the date WE calculate the LOSS RATIO prior to each renewal date

LOSS RATIO

means the sum of INCURRED CLAIMS divided by EARNED PREMIUM multiplied by 100

The Agreement

YOU undertake to maintain all applicable sections of this policy for the Period of Agreement

WE agree to renew the policy at each renewal date during the Period of Agreement at the rates of premium existing at the inception date of The Agreement subject to the LOSS RATIO not being higher than 26 percent

Loss Ratio

If the LOSS RATIO is higher than the percentage stated above WE may amend the rates of premium and terms and if WE do YOU are under no obligation to renew the policy under this agreement

Provided that

1. YOU will notify US immediately of all known claims or incidents that may lead to a claim which occur during the Period of Agreement
2. all values and sums insured upon which the premium is based will be reviewed by YOU prior to each renewal date and updated as appropriate which may include but not be limited to the appropriate level of index linking
3. WE may terminate this agreement or amend the premium rates rates of tax and terms and conditions of this agreement where
 1. there is a change in YOUR business activities which materially increases the risk
 2. there are acquisitions or disposals of property or businesses by YOU
 3. changes in legislation or material legal precedents are established by any court of law
 4. material changes in reinsurance protection are imposed upon US by reinsurers or the availability or cost of reinsurance to US changes
 5. YOU will pay all Insurance Premium Tax including any increases in tax as may be applied
 6. this agreement does not apply in respect of any Terrorism insurance provided by this policy
 7. YOU undertake to complete within the time limits specified any survey risk improvements or other risk management exposures required by US

All other terms conditions and exceptions of the policy continue to apply

Clauses applying to Section 1 – Property damage

C1008 - Buildings definition - Construction amendment

In accordance with details lodged with and accepted by US specific buildings (or parts of buildings) insured by this Policy are built with materials other than brick stone or concrete and roofed with materials other than slates tiles metal concrete or asphalt

CCPD01 - Amendment to Contents definition

The Contents definition is deleted and replaced with the following:

CONTENTS

means business equipment computers plant machinery furniture fixtures and fittings consumable stock not for sale and all other contents belonging to YOU or for which YOU are legally responsible or which are entrusted to YOU whilst at the PREMISES and elsewhere as stated in the policy and the schedule

Contents includes the following property subject to the limits shown under the Limit of liability paragraph of this section

1. The cost of materials labour and computer time in reproducing
 - a. documents manuscripts and business books
 - b. patterns models moulds plans and designs
 - c. computer systems recordsbut not any cost in connection with producing information to be recorded or the value of information to YOU
2. the PERSONAL BELONGINGS of the following whilst at the PREMISES
 - a. directors trustees officials partners employees
 - b. visitors
 - c. other persons as shown in the schedule
3. personal money of those specified in (2)

Excluding

- i. STOCK
- ii. landlords fixtures or fittings
- iii. cash or money instruments of any description whether negotiable or non-negotiable (other than personal money noted in (4) above)

any living creatures

trees shrubs plants or other vegetation (except where more specifically noted by this policy)

explosives

prints paintings drawings rare books pieces of tapestry sculptures or other works of art

jewellery precious stones or precious metals bullion furs or curiosities

any other property more specifically insured

CCPD02 - Tenant's improvements definition

The following definition is added

TENANT'S IMPROVEMENTS

means improvements and decorations belonging to YOU or for which YOU are legally responsible in or on the BUILDINGS and elsewhere as stated in the policy and the schedule

Clauses applying to Section 7 - Liabilities

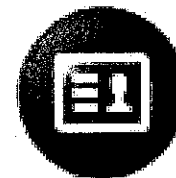
CCLI01 - Skateboard/BMX Parks

It is a CONDITION PRECEDENT TO LIABILITY that in respect of the use of skateboard or BMX parks the undernoted precautions will be complied with by YOU:

1. all structures including the skating surfaces
 - a. are manufactured and installed to the appropriate standard and maintained in good condition
 - b. are inspected by a competent person at least weekly and
 - i. all defects or risks to health or safety immediately rectified
 - or
 - ii. the structure taken out of use
2. YOU will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. YOU will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use

WE will not provide indemnity in respect of BODILY INJURY to persons taking part in activities in the skateboard or BMX parks unless arising solely from defects in the structure of the skateboard or BMX park or the defective condition of the associated premises

Lifeline Exec Group Personal Accident & Business Travel



Policy Schedule

Policy No: LEA10505309

Note: Lifeline Exec is an exclusive brand based on AIG's Lifeline Plus policy and reference to both trading styles within your documentation has the same meaning. Please use policy number 0010505309 when logging into website and travel app which provide access to a range of travel risk management tools and assistance services.

Policy

Your Details

Cover Plan: Personal Accident Insurance only

Insured: Cranleigh Parish Council

Address: Council Office
Village Way
Cranleigh
GU6 8AF

Business Description: Local Council

Broker: Clear Insurance Management Ltd

Your Insurance Adviser's Details

Clear Insurance Management Ltd
AGM House 3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

Telephone 0330 024 06 06

Email enquiries@thecleargroup.com

Statement Of Price

| | | | | |
|---|--------------|---|----------------|------------|
| Period of Insurance | | | Premium: | £780.00 |
| From: | 01/08/2025 | And for any subsequent period for which a premium is paid and accepted. | Insurance | £93.60 |
| To: | 31/07/2026 | | Premium Tax: | £65.00 |
| Renewal Date: | 01/08/2026 | | Fee: | £938.60 |
| | | | Total Payable: | £938.60 |
| | | | Date Produced: | 09/07/2025 |
| Maximum Any One Person Limit: | £ 1,000,000 | | | |
| Any One Accident Limit | £ 15,000,000 | | | |
| Scheduled Aircraft Accumulation Limit | £ 25,000,000 | | | |
| Non - Scheduled Aircraft Accumulation Limit | £ 25,000,000 | | | |

Policy Wording: AHG0312 [Brokerbilty Exec Policy Wording 0521] MAY21

Arranged by Clear Insurance Management Ltd. Registered in England & Wales No. 01629528. Authorised and regulated by the Financial Conduct Authority. A Brokerbilty Company. This insurance is underwritten by American International Group UK Limited which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (FRN number 781109). This information can be checked by visiting the FS Register (www.fca.org.uk/register). American International Group UK Limited is registered in England: company number 10737370. Registered address: The AIG Building, 58 Fenchurch Street, London, EC3M 4AB

Date of Issue: 09/07/2025

AHG0312 [GPA&T Brokerbilty Exec Policy Schedule]

Lifeline Exec Group Personal Accident & Business Travel



Policy Schedule

Policy No: LEA10505309

Sections Insured

Category: A
Insured Persons: *Directors, Business Partners and Employees of the Insured unless specifically named under another Section*
Operative Time: OP1 - 24 Hours a Day Worldwide Cover
Section A: Personal Accident

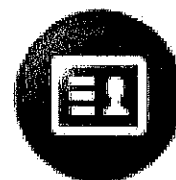
| Item | Description | Sum Insured | Maximum Any One Person |
|--------|---|------------------|------------------------|
| 1 | Accidental Death | 5 x salary | £500,000 |
| 2 | Loss of sight in one eye or loss of one limb | 5 x salary | £500,000 |
| 3a | Loss of sight in both eyes or loss of two or more limbs, or loss of sight in one eye and loss of one limb | 5 x salary | £500,000 |
| 3b | Loss of Speech | 5 x salary | £500,000 |
| 3c(i) | Loss of hearing in both ears | 5 x salary | £500,000 |
| 3c(ii) | Loss of hearing in one ear | 25% of 3c(i) | |
| 4a | Permanent Total Disablement | 5 x salary | £500,000 |
| 4b | Permanent Partial Disablement | Yes | |
| 5 | Temporary Total Disablement Deferment Period 1 Week Benefit Period 104 Weeks only | 100% weekly wage | £1,000 Per Week |
| 6 | Temporary Partial Disablement Deferment Period 1 Week Benefit Period 104 Weeks only | 40% weekly wage | £400 Per Week |
| 7 | Medical Expenses incurred in connection with a valid claim under items 1 - 6 of the Policy not exceeding 25% of the compensation paid under items 1-4b or 30% under items 5 and 6, whichever is the greater but subject to a maximum of £30,000 per person. | | |

Arranged by Clear Insurance Management Ltd. Registered In England & Wales No. 01629528. Authorised and regulated by the Financial Conduct Authority. A Brokerability Company. This Insurance is underwritten by American International Group UK Limited which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (FRN number 781109). This information can be checked by visiting the FS Register (www.fca.org.uk/register). American International Group UK Limited is registered in England: company number 10737370. Registered address: The AIG Building, 58 Fenchurch Street, London, EC3M 4AB

Date of Issue: 09/07/2025

AHG0312 [GPA&T Brokerability Exec Policy Schedule]

Lifeline Exec Group Personal Accident & Business Travel



Policy Schedule

Policy No: LEA10505309

Section C: Crisis Containment Management
Insured Persons: The Insured
Operative Time: Period of Insurance shown in the Schedule

| Item | Description | Sum Insured |
|------|---|-------------|
| 1 | Crisis Containment Management (aggregate limit) | £50,000 |

Section D: Virtual Medical Care
Insured Persons: Any person shown on the Schedule as being an *Insured Person* or their *Partner* or their *Child or Children*
Operative Time: 24 hours during period of insurance shown in the schedule

| Item | Description |
|------|--|
| 1 | A GP Consultation and Expert Case Management provided; 24 hours, 7 days a week |
| 2 | Virtual Physiotherapy Service (age 18 and over only) |

Arranged by Clear Insurance Management Ltd. Registered in England & Wales No. 01629528. Authorised and regulated by the Financial Conduct Authority. A Brokerability Company. This insurance is underwritten by American International Group UK Limited which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (FRN number 781109). This information can be checked by visiting the FS Register (www.fca.org.uk/register). American International Group UK Limited is registered in England: company number 10737370. Registered address: The AIG Building, 58 Fenchurch Street, London, EC3M 4AB

Date of Issue: 09/07/2025

AHG0312 [GPA&T Brokerability Exec Policy Schedule]



Policy Schedule

Policy No: LEA10505309

Additional Endorsements

A&HGA2 Partners and Children of an Insured Person

It is hereby noted and agreed that the policy is extended to include the following in respect of Partners and dependent Children of an Insured Person whilst on a Trip:
Cover under Section A - Personal Accident
Items 1-4b: £50,000

Schedule for Your Engineering Policy

Produced on 06 May 2025

Page 1 of 5

Your Policy Schedule

Please keep The Schedule safe with Your policy.

This Schedule outlines your cover. Clauses and Conditions applying to your cover are detailed in the Clauses and Conditions Schedule and should be read and understood in conjunction with your policy wording.

Policyholder Details

| | |
|-------------------------|--|
| The Policyholder | The Officers, committee and members for the time being of Cranleigh Parish Council |
| Contact address | Village Hall Cranleigh GU6 8AF |
| The Business | Parish Council |

Policy Details

| | |
|---|----------------|
| Policy number | 100607973ENG |
| Effective date | 01 April 2025 |
| Expiry date | 31 March 2026 |
| Annual premium (excluding Insurance Premium Tax) | £117.89 |
| Insurance Premium Tax | £14.15 |
| Total amount due | £132.04 |

Insurance Adviser Details

| | |
|-------------------------------|---|
| Your Insurance Adviser | CLEAR INSURANCE MANAGEMENT LIMITED (CIM) AGM HOUSE 3 BARTON CLOSE, GROVE PARK ENDERBY LEICESTER, LE19 1SJ |
|-------------------------------|---|

Important

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible.

You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Summary of Cover

| | |
|-------------------------|--|
| The Policyholder | The Officers, committee and members for the time being of Cranleigh Parish Council |
| The Business | Parish Council |

There may be differences in the cover selected between premises, so please check the details carefully.

Sections You have chosen to cover:

Machinery



Risks situated within the UK and other countries excluding the EEA are underwritten by Aviva Insurance Limited. Registered in Scotland, No. 2116. Registered Office: Pitheavlis, Perth PH2 0NH. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority and our firm's reference number is 202153.

Risks situated within the EEA are underwritten by Aviva Insurance Ireland Designated Activity Company. Aviva Insurance Ireland Designated Activity Company, trading as Aviva, is regulated by the Central Bank of Ireland. Our firm's reference number is No. C171485. A private company limited by shares. Registered in Ireland, No. 605769. Registered Office: Cherrywood Business Park, Dublin, Ireland D18 W2P5. Registered UK Branch Address: 80 Fenchurch Street, London, EC3M 4AE. UK Branch authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority (FCA reference No. 827591) and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request.

Other sections available that You have chosen not to cover:

Computer, Plant and Equipment, Renewable Energy, Cyber, Terrorism, Inspection Service

Conditions

The following conditions apply across all sections of your policy in addition to the conditions contained within your Policy Wording unless otherwise stated

Claims Procedure

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

You must

- (1) tell Us immediately of any event or occurrence which may result in a claim
- (2) notify the police immediately of loss, destruction or damage caused by malicious persons or thieves
- (3) at Your expense, provide Us with a written claim containing as much information as possible of the loss, liability, destruction, damage, accident or injury, including the amount of the claim within
 - (a) 30 days, or
 - (b) seven days in the case of loss, destruction or damage caused by riot, civil commotion, strikers, locked-out workers, persons taking part in labour disturbances or malicious persons of You becoming aware of the event or occurrence, or such further time that We may allow
- (4) provide Us with all information and help We require in respect of the claim
- (5) pass to Us unanswered, immediately, all communications from third parties in relation to any event which may result in a claim under this policy
- (6) not admit or repudiate liability, nor offer to settle, compromise, make payment which may result in a claim or pay any claim under this policy without Our written agreement
- (7) allow Us to take over and conduct in Your name the defence or settlement of any claim. You will also allow Us to prosecute at Our own expense and for Our own benefit, any claim for indemnity or compensation against any other person and You must give Us all information and assistance required.

Subjectivity Condition

The insurance cover provided by Aviva may be subject to You or Us carrying out certain actions. We will clearly state below if the insurance provided by Us is subject to You

- (1) providing Us with any additional information requested by the required date(s)
- (2) allowing Us access to The Premises, Your Contract Sites, and/or The Business to carry out surveys
- (3) completing any actions agreed between You and Us by the required date(s)
- (4) allowing Us to complete any actions agreed between You and Us.

Upon completion of these requirements (or if they are not completed by the required dates), We may, at our option

- (1) modify the premium
- (2) make amendments to the terms and conditions of the insurance cover
- (3) require You to make alterations to The Premises for which We have provided an insurance cover by the required date(s)
- (4) withdraw any insurance cover provided
- (5) leave the terms and conditions of the insurance cover and the premium, unaltered.

We will contact You with our decision and where applicable, specify the date(s) by which any action(s) agreed need to be completed by You and/or any decision by Us will take effect.

Our requirements and decisions will take effect from the date(s) specified unless and until We agree otherwise in writing. If You disagree with Our requirements and/or decisions, We will consider Your comments and where We consider appropriate, will continue to negotiate with You to resolve the matter to Your and Our satisfaction. In the event that the matter cannot be resolved We will withdraw the insurance cover.

The above conditions do not affect Our right to withdraw any insurance cover if We discover information material to Our acceptance of the risk that was not disclosed when requesting the original quotation.

Contact Details for Claims and Help**Do You or Your employees use a Smartphone or Tablet Device?**

Why not scan the QR Code and store Our contact details directly to Your device?



Contact Details for Claims and Help *(continued)*

Services

As an Aviva customer, You can access additional services to help You keep Your business running smoothly. For Our joint protection telephone calls may be recorded and/or monitored.

Making a Claim

Should you need to make a claim under this policy, please contact us on **0800 015 1498**. Lines are open 9am to 5pm Monday to Friday.

Or e-mail us at: engineering.claims@aviva.com.

Or write to us at: Aviva Engineering Claims, 4th Floor, The Observatory, Chapel Walks, Manchester, M2 1HL.

In all cases, please quote your policy number.

Legal and Tax Helpline 0345 300 1899

Call this helpline anytime, day or night, for advice on legal or tax matters in the United Kingdom. This service, given in confidence, is included as part of your insurance policy.

Risk Solutions Helpline 0345 366 6666

Call for advice on safety, fire, security and other issues that can affect Your business. Most enquiries can be dealt with over the telephone, but if We can't give you an immediate answer, We will deal with your enquiry within one working day.

This service is available during office hours with an answering service outside these times.

Counselling Service Helpline 0117 934 0105

This is a confidential service available to Your staff to help deal with personal issues such as bereavement, divorce, the threat of violence in the workplace and bullying at work.

This service is available during office hours with an answering service outside these times.

Customers can access up to six telephone counselling sessions (up to an hour at a time) for each difficulty.

Additional sessions can be arranged and paid for separately.

Note, the initial call to the counselling line does not form part of the six sessions.

This service is provided by Care First, a trading division of Partnerships in Care Ltd.

The Counselling service is available to You, Your employees and members of Your immediate family – providing they live with You and are over the age of 18 (or aged between 16 and 18 and in full-time employment).

Website - <https://avivabusinesslaw.farill.io/>

This service (provided by DAS Businesslaw and powered by Farillio) is built specifically to help businesses manage a wide range of business and legal issues. You'll get access to:

- a range of regularly updated business and legal guides, document builders, interactive checklists and videos that can help you with the day-to-day running of your business, as well as helping you to manage your exposure to legal risk
- easy to use templates to build legal documents including employee contracts, health and safety policies, dismissal letters
- topics range from branding, crowdfunding, financial and tax planning, to marketing strategy to help build and grow your business
- email alerts on changes in law, legislation and regulation
- unlimited legal advice via the legal advice helpline

To register

1. Visit <https://avivabusinesslaw.farill.io/>
2. Enter the voucher code DASBAVI100 into the 'First time using Aviva Businesslaw?' box and click 'Validate Voucher'
3. Fill out your name, email address, and create a password
4. Validate your email address by pressing the link in the confirmation email that you receive.

Machinery Damage

Limit of Indemnity **£250,000**

The Premises 002

| Item | Property Insured | Contingency | Basis of Claim Settlement | Excess |
|-----------------|------------------|------------------------------|---------------------------|--------|
| 1 | Heating Boiler | Sudden and Unforeseen Damage | Reinstatement | £100 |
| Number of Items | | 2 | | |

Village Hall Cranleigh, GU6 8AF

The Premises 003

Snoxhall Pavilion & Youth Centre Cranleigh, GU6 8JW

| Item | Property Insured | Contingency | Basis of Claim Settlement | Excess |
|------|------------------|------------------------------|---------------------------|--------|
| 2 | Heating Boiler | Sudden and Unforeseen Damage | Reinstatement | £100 |

Number of Items

1

Endorsements applying to the Machinery Damage Cover under this section*(subject otherwise to the terms and conditions shown in Your policy).***The Premises**

- Village Hall, Cranleigh Surrey, GU6 8AF
Snoxhall Pavillion, Knowle Lane, Cranleigh, GU6 8JW
The Youth Centre, Snoxhall Fields, Knowle Lane, Cranleigh, Surrey GU6 8JW

Clauses and Conditions Schedule

Introduction

The Clauses and Conditions included in this Schedule apply to the covers you have selected. This document should be read in conjunction with your cover Schedules.

Machinery

Machinery Damage

Clauses applying to all Machinery Damage Risks on cover (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Additional Property Insured, Foundations, Surrounding Masonry and Brickwork

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

| | | |
|---|--|----------|
| Damage to Surrounding Property - boiler and pressure plant | Maximum payable any one claim | £250,000 |
| Debris Removal | Maximum payable any one claim | £25,000 |
| Loss Avoidance Measures | Maximum payable any one claim | £25,000 |
| Repair Investigation Costs | Maximum payable any one claim | £25,000 |
| Temporary Hire of Replacement Plant or Machinery | Maximum payable any one claim | £25,000 |
| | Excess period | 48 Hours |
| Temporary Removal | Maximum payable any one claim during transit by sea or air | £100,000 |
| Temporary Repair Costs and Expediting Expenses | Maximum payable any one claim | £25,000 |

Action You Must Take

The following Conditions apply in addition to any Conditions stated in Your policy wording.

The following Condition applies to all Sections

Reasonable Precautions and Maintenance of Property

You must

- (1) maintain all premises and equipment, including fire extinguishing and security equipment, in a continuous satisfactory state of repair and in full working order in accordance with the manufacturers instructions and servicing requirements.
- (2) take all reasonable precautions to prevent loss, destruction or damage to the property insured and accident or injury to any person or loss, destruction or damage to their property.
- (3) conduct The Business in a lawful manner, complying with all legal requirements and safety regulations.
- (4) keep a record of purchases and sales.



Countrywise Insurance Policy Schedule



| | | | |
|-------------------------|-------------------------|----------------------|-------------------------|
| Policy number | AGRI/111514/2025 | Date of issue | 27 Mar 2025 |
| Effective from | 00:01 hours 01 Apr 2025 | Effective to | 23:59 hours 31 Mar 2026 |
| Reason for issue | Renewal | | |

Proposer

| | |
|------------------------------------|---|
| Name of Company | CRANLEIGH PARISH COUNCIL |
| Trading Name | |
| Company Registration Number | |
| Address | CRANLEIGH PARISH COUNCIL OFFICES VILLAGE WAY CRANLEIGH GU6 8AP |
| Agricultural Occupation | Parish Council |
| Other Occupation(s) | None |

Premium

| | |
|--|----------|
| Premium (excluding Insurance Premium Tax) | £ 878.52 |
| Insurance Premium Tax | £ 105.42 |
| Total Premium including Insurance premium Tax | £ 983.94 |



Countrywise Insurance Policy Schedule



Important Information

This **schedule** forms part of the **policy**.

You must make a fair presentation of the risk to **us** when **you** take out, renew or vary **your policy**. This means that **you** must tell **us** about all facts and circumstances which may be material to the risks covered by **your policy** and **you** must do so in a clear and accessible manner. Material facts are those which are likely to influence **us** in the acceptance or assessment of the terms or pricing of **your policy**. If **you** are in any doubt as to whether a fact is material, **you** should tell **us** about it.

If **you** fail to make a fair presentation of the risk, where that failure is deliberate or reckless, or where **we** would not have issued, renewed or varied **your policy** had **you** told **us** about a material fact or circumstance, **we** may treat **your policy** as if it had not existed and refuse to pay any claims and require you to repay any claims that we have already paid under the Policy. In other cases, **we** may only pay part of the value of **your** claim or impose additional terms.

For these reasons, it is important that **you** check all of the facts, statements and information set out in this document and any other information provided are complete and accurate, and that **you** have answered any questions completely and accurately. If there is more than one person involved in **your** business or employed by **you**, **you** should check with them where appropriate that the facts and statements that **you** make are complete and accurate.

If any of the facts, statements or information about **you** or **your** business are incomplete or inaccurate, **you** or **your** agent must contact **us** immediately. Failure to do so may mean that **your** claim will not be paid, or that we will impose different terms on **our policy**, or charge **you** a higher premium or, in the worst case, invalidate **your policy** and require **you** to repay any claims that have already been paid under the **policy**.

Privacy Notice

Your information has been, or will be, collected or received by MS Amlin Corporate Services Limited. **We** will manage personal data in accordance with data protection law and data protection principles. **We** require personal data in order to provide good-quality insurance and ancillary services and will collect the personal data required to do this. This may be personal information such as name, address, contact details, identification details, financial information and risk details.

The full Data Privacy Notice can be found on www.msamlin.com/en/site-services/data-privacy-notice.html. A paper copy of the Data Privacy Notice can be obtained by contacting the Data Protection Officer by email (dataprotectionofficer@msamlin.com) or at the below address:

Data Protection Officer
MS Amlin Corporate Services Limited
The Leadenhall Building
122 Leadenhall Street
London
EC3V 4AG

Insured Vehicles

The MS Amlin Insurance SE will provide cover for any vehicle that you have declared to us and requested insurance for and which MS Amlin Insurance SE has agreed to insure



Countrywise Insurance Policy Schedule



Agricultural / Special Type Vehicles

| Registration / Identification | Make / Model | Body Type | Value | Cover | Premium (ex IPT) |
|-------------------------------|---------------------|------------|----------|---------------|------------------|
| DM130047 | JOHN DEERE TRACTOR | Tractor | £ 6,500 | Comprehensive | £ 137.98 |
| RX62 HVO | NEW HOLLAND TRACTOR | Tractor | £ 32,400 | Comprehensive | £ 486.63 |
| GRFD450 | Grillo FD450 | Lawn Mower | £ 12,518 | Comprehensive | £ 162.35 |
| 4E29-146436 | Al-Ko Ride On Mower | Lawn Mower | £ 3,166 | Comprehensive | £ 91.56 |

Trailers / Implements

MS Amlin Insurance SE will provide cover for the below Trailers and /or Implements that are attached to a vehicle insured by the MS Amlin Insurance SE policy and will continue to do so once detached until such time that the Trailer / Implement is attached to another vehicle. Furthermore the cover that applies to the Trailer / Implement will be the same as the insured vehicle to which the trailer/implement is (or was last) attached to.

a. Unspecified Trailers and Implements having a value not exceeding £100,000

MS Amlin Insurance SE agrees to insure any Trailer or implement, excluding Catering Trailers, Mobile Homes, Caravans any all types of accommodation trailer having a value not exceeding £100,000.

b. Trailers and Implements having a value exceeding £100,000

MS Amlin Insurance SE will provide cover for any trailer and/or Implement that you have declared to us and requested insurance for and which MS Amlin Insurance SE has agreed to insure.

c. Catering Trailers

MS Amlin Insurance SE will provide cover for any Catering Trailer that you have declared to us and requested insurance for and which MS Amlin Insurance SE has agreed to insure.



Countrywise Insurance Policy Schedule



Permitted Drivers

The MS Amlin Insurance SE policy requires all drivers to hold a valid driving licence relevant to the vehicle being driven and to be driving in accordance with the terms and limitation of the licence issued to them, except where a driver who meets the limitations of any relevant health and safety legislation, including age, fitness and training uses an agricultural or special type vehicle in a place where no licence is required by law.

Important: Please refer to the below endorsements for details of additional restrictions that apply to all or some of your vehicles.

| Registration / Identification | Permitted Drivers (subject to holding correct licence type) |
|-------------------------------|---|
| DM130047 | Any |
| RX62 HVO | Any |
| GRFD450 | Any |
| 4E29-146436 | Any |

Off Road use of an Agricultural / Special type vehicle

Policy allows use by a driver in a place where no licence is required by law, provided that the driver meets the limitations of any relevant health and safety legislation, including age, fitness and training.

Policy Excess

The following shows the amount of excess payable by the proposer in the event of a claim for loss of or damage to the insured vehicle.

Where more than 1 excess applies these should be added together.

Standard Policy Excess (including voluntary) All vehicles £ 100

Young & inexperienced driver excess (does not apply to Agricultural/ Special type vehicles)

Where driver is aged 21 years or below £ 250

Where driver is aged 22-24 years £ 200

Where a driver aged 25 years or more has not held their full relevant UK/EU driving license at least 12 months £ 200

Glass excess (in total)

| | Agricultural / Special Types | All other Vehicle Types |
|--|------------------------------|---|
| Repair of Windscreen & Window Glass | £ 0 | £ 0 |
| Replacement of Windscreen & Window Glass | £ 50 | If approved repairer £ 50 If non approved repairer £ 125 |



Countrywise Insurance Policy Schedule



Use of Insured Vehicles

Permitted Use

The MS Amlin Insurance SE policy provides cover for the insured vehicle/s being used for any of the following:

- Social, Domestic and Pleasure and in the ordinary course of the business of the Proposer
- Travel to and/or from the Proposer's place of work and/or study
- Agricultural / Special type vehicles whilst hired or loaned to a Public Authority for the purpose of driving stone crushing plant or for snow clearance

Excluded Use (unless included as an Additional use extension below)

The MS Amlin Insurance SE policy will not cover any vehicle that is used for the following:

- Use in connection with any other business
- Use by any other person to travel to and/or from their place of work and/or study and for any associated business use
- Transportation of passengers, goods, livestock and/or towing of a vehicle / trailer for hire or reward
- Racing, pace-setting, speed trials, motor rallies, competitions or trials
- Self drive hire
- Use in connection with the motor trade
- Use in connection with the undertaking of contract work

Tool of Trade Use

The MS Amlin Insurance SE policy does not provide tool of trade cover. Your liability to third parties is not covered whilst your vehicle, trailer and/or implement is working as a tool in an area not covered by Road Traffic Act law. Travelling to or from your site of work is covered as is damage to your vehicle, trailer and/or implement

Additional Use Extension

| Driver Name | Vehicles |
|---|----------|
| Use in the ordinary course of their occupation/trade | |
| Carriage of any horse, animal and/or other living creature for hire and/or reward | |

Endorsements (that amend your policy)

The standard insurance cover provided by this policy is extended or restricted by means of the following endorsements.

P06 - Fleet Rated

The General Term "No Claim Discount" and "Protected No Claim Discount (PNCD)" are deleted
all other terms, conditions and warranties apply



Countrywise Insurance Policy Schedule

MS Amlin

How to make a complaint

Our aim is to ensure that all aspects of **your** insurance are dealt with promptly, efficiently and fairly.

At all times **we** are committed to providing **you** with the highest standard of service.

If **you** have any questions or concerns about **your policy** or the handling of a claim **you** should, in the first instance, contact **us** or **your** broker where applicable. In the event that **you** remain dissatisfied and wish to make a complaint, **you** can do so at any time. Making a complaint does not affect any of **your** legal rights. **Our** contact details are:

Post: Complaints, MS Amlin Insurance, SE, The Leadenhall Building, 122 Leadenhall Street, London EC3V 4AG.

Telephone: +44 (0) 20 7746 1300 Fax: +44 (0) 20 7746 1001

Email: AISE.complaints@msamlin.com

Website: www.msamlin.com

If **you** remain dissatisfied after **we** have considered **your** complaint, or if **you** have not received a written final response within eight weeks from the date of **your** complaint, **you** may be entitled to refer **your** complaint to the Financial Ombudsman Service who will independently consider **your** complaint free of charge. Their contact details are:

Post: The Financial Ombudsman Service, Exchange Tower, London E14 9SR

Telephone: Tel: 0800 023 4567 (calls to this number are free from 'fixed lines' in the UK) 0300 123 9123 (calls to this number cost the same as 01 and 02 numbers on mobile phone tariffs in the UK) Tel (Outside UK): +44 (0) 20 7964 0500

Fax: +44 (0)20 7964 1001

Email: complaint.info@financial-ombudsman.org.uk

Website: www.financial-ombudsman.org.uk

Please note:

You must refer **your** complaint to the Financial Ombudsman Service within six months of **our** final response.

The Financial Ombudsman Service will consider a complaint from private individuals or from a small to medium enterprise (SME) which has an annual turnover of less than £6.5 million (or its equivalent in any other currency) and;

- i. Employs fewer than 50 persons; or
- ii. Has a balance sheet total of less than £5 million (or its equivalent in any other currency)

The existence of this Complaints Procedure does not affect any right of legal action you may have against MS Amlin Insurance, SE.



Countrywise Insurance Policy Schedule

MS **Amlin**

Making a Claim

It is important that **you** notify **us** of any incident (irrespective of who may be to blame), that may lead to a claim, at **your** earliest opportunity.

When **you** need to report an incident which may give rise to a claim, please provide us with the following:

- **your policy** number, **your** name and **your** driver's name;
- **your** vehicle make, model and registration details;
- date, time and place where the incident occurred;
- the nature of the incident and the damage to the vehicles;
- name and address of the other driver, their insurance company, **policy** number and vehicle registration number;
- note the number of passengers in the third party's vehicle;
- take photos, if safe to do so, of the accident scene and the other driver's damage;
- police incident reference if applicable;
- details of any witnesses including passengers in **your** vehicle; and
- a copy of the tachograph record and CCTV footage if available.

There are various conditions that apply in the event of a claim – for full details please refer to General Conditions 0 Claim Conditions on page 36.

Financial Services Compensation Scheme

MS Amlin Insurance, SE is covered by the Financial Services Compensation Scheme. **You** may be entitled to compensation from the Scheme if MS Amlin Insurance, SE is unable to meet its obligations to **you** under this **policy**. If **you** were entitled to compensation from the Scheme, the level and extent of the compensation would depend on the nature of this **policy**. Further information about the Scheme is available from the Financial Services Compensation Scheme (10th Floor, Beaufort House, 15 St. Boltoph Street, London EC3A 7QU) and on their website www.fscs.org.uk.

Law and Jurisdiction

In the absence of any agreement to the contrary, the laws of England and Wales will apply and this **policy** will be subject to the exclusive jurisdiction of the courts of England unless, at the commencement of the **period of insurance**, you are either:

- a. a resident of; or
- b. a business with its registered office or principal place of business situated in;

Scotland, Northern Ireland, the Channel Islands or the Isle of Man, in which case (in the absence of agreement to the contrary) the law of that country, crown protectorate or dependency will apply and this **policy** will be subject to the exclusive jurisdiction of the courts of that country, crown protectorate or dependency.

Fraud Prevention and Detection

If false or inaccurate information is provided and fraud identified, details will be passed to fraud prevention agencies. Law enforcement agencies may access and use this information. **We** and other organisations may also access and use this information to prevent fraud and money laundering, for example when:

- a. checking details on applications for credit and credit related or other facilities;
- b. managing credit and credit related accounts or facilities;
- c. recovering debt;
- d. checking details on proposals and claims for all types of insurance; and
- e. checking details of job applicants and **employees**.



Countrywise Insurance Policy Schedule

MS **Amlin**

Sanctions

Notwithstanding any other terms under this Agreement, no insurance cover shall apply under this contract and **we** shall not be deemed to provide any cover, benefit or service to **you** or shall be liable to pay any sum in respect of any claim or to assist under this contract to the extent that the provision of such benefit, the settlement of any such claim or the provision of assistance or service would expose **us** to any sanction, prohibition or restriction under United Nations resolutions or trade or economic sanctions under the laws or regulations of the United Kingdom, the European Union or any other applicable national law.

Motor Insurance Database

Information relating to **your** insurance **policy** will be added to the Motor Insurance Database (MID) managed by the Motor Insurers' Bureau (MIB). MID and the data stored on it may be used by certain statutory or authorised bodies including the police, the DVLA, the DVLNI, the Insurance Fraud Bureau and other bodies permitted by law for purposes not limited to but including:

- a. electronic licensing
- b. continuous insurance enforcement
- c. identifying the insurer of a vehicle
- d. law enforcement (prevention, detection, apprehension and or prosecution of offenders)
- e. the provision of government services or other services aimed at reducing the level and incidence of uninsured driving.

Persons (including their appointed representatives) pursuing a claim in respect of a road traffic accident (including citizens of other countries) may also obtain relevant information which is held on the MID. It is vital that the MID holds correct registration numbers for **your** vehicles.

If incorrect details for any of **your** vehicles are shown on the MID **you** are at risk of having the relevant vehicle seized by the police. **You** can check that correct registration number details for **your** vehicles are shown on the MID at www.askmid.com