



CRANLEIGH PARISH COUNCIL

NAME	Mr Arran Holcombe, BMus PGCE Music
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Please use the space below to outline your reasons for seeking co-option to Cranleigh Parish Council.

I first visited Cranleigh back in 2010, after meeting my wife Roxanne (formerly a Howells-Davies), who was born and grew up in the village. We moved to the area in 2016, and have since had two children who both attend Knowle Nursery. Since then, I have attended Cranleigh Park Run at Bruce McKenzie Fields, and am grateful for it having maintained my health and connection to the community. Since 2017, I actively sought out ways to help in the community and was in the process of completing entrance tests to join the Cranleigh retained fire service. Having successfully completed these and just before making it to interview, my former employers would not grant unpaid leave in order that I could complete required training.

Fast forward to 2020, and I finally got my first opportunity to become part of the community proper, by responding to an advert for a Lead Teacher of Music at Glebelands School. Since September last year, I have successfully reintroduced music to 11 to 14-years-olds, updating the department and fostering a culture and profile for music at the school. I am also encouraged that management at Glebelands are open to my pursuing the role of retained firefighter in the future, once the department and I are well established.

Since April 2020, I have been a Street Champion; assisting villagers with shopping and medication duties and collections. Given my emerging profile in the village, I am very keen to be co-opted to the Cranleigh Parish Council, in order to gain a better perspective of and contribute to local needs and services. I am developing understanding of local, young people's needs in school, though would like to extend my listening and actions to more of the wider demographic of Cranleigh. I aspire to make music creation and appreciation prevalent in the village in the near future.

I am able to digest and interpret information from a wide range of sources, working effectively with others to deliver useful outcomes and responses. I can confidently lead others; for example, training sessions for colleagues during my employments. I am an active Assessment Associate for Pearson, working as an Examiner for A Level Music and Music Technology. I was Chair of the Secondary PGCE Course representatives at University of Reading, 2011-12. During this, I represented and attended faculty meetings with University staff in order to understand and improve course provision for hundreds of students.

In addition to teaching and learning, I also have an active interest in health creation, having founded Surrey Health Collective back in 2019. Until recently, we organised meet ups with talks from local practitioners and opportunities for attendees to discuss health and wellbeing. I now write regularly in Cranleigh Magazine's health section, so hope to be helpful in matters affecting the health and social care of Cranleigh residents. I am therefore keen to contribute to committees including neighbourhood planning, finance and climate change, though am always open to learning about new things.

My family and I are gratefully dependent on the village, including facilities, services and community. I look forward to the prospect of giving more to Cranleigh in the future.

Please note that this form will be included as a background paper with the agenda for the Council meeting at which your co-option is considered and will be accessible on the Parish Council's website.



CRANLEIGH PARISH COUNCIL

NAME	Philip Chapman
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Please use the space below to outline your reasons for seeking co-option to Cranleigh Parish Council.

My family and I moved to Cranleigh in the Summer of 2019. Now we have settled in, I am looking for a way where I can add value to the village and improve the lives of the residents and I believe I would be able to do that as an active member of the Parish Council.

I have over 20 years of corporate experience working in Financial Services Compliance as a management consultant or in house and I believe this will offer valuable transferable skills to the council.

As a parent to three children who (when not being home schooled) attend local schools and as a member and coach at Cranleigh Cricket Club I am aware of some of the local issues and have an active interest in improving village life.

Please note that this form will be included as a background paper with the agenda for the Council meeting at which your co-option is considered and will be accessible on the Parish Council's website.

Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF
Telephone 01483 272311, Fax 01483 478867
Website: www.cranleigh-pc.gov.uk E-mail clerk@cranleigh-pc.gov.uk

Clerk's Report 15 April 2021

- The new public toilet at Snoxhall Fields was opened on Monday 29 March 2021 in time for the Easter holidays.
- Thank you to the volunteer litter pickers who helped over the Easter weekend at Snoxhall Fields. The Parish Council continues to have the large litter bins emptied twice as often and if the current level of littering continues, the bins will need emptying three times a week. The Clerk is regularly reporting the litter, broken bottles and drug paraphernalia to the Police.
- Works are continuing on the improvements to the adult football pitch at Snoxhall Fields. The base for the extension to the CCTV system will be installed this week.
- The cemetery drainage works will commence mid to late May 2021.
- The Parish Council nominated Cranleigh Village Hospital as an asset of community value on 14 December 2020. WBC responded on 15 March 2020 to ask if the application is for the same building as the 2019 refused application and for the Council to highlight the differences in the application. Cllr E Townsend is going to speak with the officer dealing with the nomination. WBC are required to determine the application in 8 weeks.
- The Clerk contacted WBC about the possibility of an electric vehicle charging point for the Snoxhall Fields car park. There are a number of costs involved to install an electric vehicle charging point, and better prices are achievable if you are installing more than one charging point. As the Parish Council already has an agreement with WBC for parking enforcement at the car park, it would be more cost effective to join in with the WBC contract for the provision of one electric vehicle charging point. WBC will obtain a quotation on this basis which will be presented to the Parish Council for consideration at a future meeting.
- The Chairman and Clerk attended a meeting with our County Councillor and Highways Officer to receive an update on the proposed permanent closure of the Fountain Square access road Friday through to Sunday. Our County Councillor has confirmed that he has the funding for the road closure and SCC will now begin the formal consultation process before the Traffic Regulation Order can be agreed. The process may take up to a year.
- There is a Community Orchard Planting Day on Saturday 24 April 2021 1.00 – 4.00pm at the Queensway Orchard.
- Due to technical difficulties with power supply, the footfall counter cannot be installed outside of Marks and Spencer in the High Street. WBC are now investigating a location outside of Celebration Cakes.
- The Clerk asked SCC about support for a '20 is plenty' scheme in Cranleigh. The '20 is plenty' scheme was stopped several years ago by SCC and is now processed through a Traffic Regulation Order to set local speed limits. SCC said the cost to assess and alter a speed limit is in the region of £10,000 – 15,000 upwards depending on the length of the road/s being treated. It would need to go through the Local Committee approval process and also appear as a scheme on the Highways Integrated Transport Schemes list. It would not be considered until next year at the earliest, but in the interim, the Highways Officer has offered to undertake some basic speed surveys to see if the scheme would be feasible. The Clerk has asked for the speed surveys to be undertaken at the Obelisk roundabout and Cricket Club roundabout.
- The Clerk has applied for government Restart grants for the Snoxhall Community Centre and Snoxhall Sports Pavilion as both buildings are held on charitable trust.

- The Clerk has submitted an application to the CALA Homes Community Bursary for funding towards the new train play equipment at Snoxhall Fields.
- Surrey Wildlife Trust are running a Cranleigh Waters Community Rivers Project this year and hope to re-engage with the community. Parish Councillors are invited to join the stakeholder meeting.
- Citizens Advice Waverley have offered to meet with the Parish Council to discuss the services that they provide and how they will operate going forward.

CRANLEIGH PARISH COUNCIL - STANDING COMMITTEES AND OBSERVERS ON OUTSIDE BODIES 2020/21

<u>Parish Council</u>	<u>Finance Committee (Max. 7)</u>	<u>Planning Committee (Max. 12)</u>	<u>Personnel Committee (Max. 5)</u>	<u>Neighbourhood Plan Committee (Max.6)</u>	<u>Property & Asset Committee (Max. 12)</u>
Rosemary Burbridge Rob Denton Cathy Gould Steve Jeacock Dave Nicholas Nigel Sanctuary** Mark Scully Liz Townsend* Rowena Tyler George Worthington	Rob Denton Cathy Gould Dave Nicholas Nigel Sanctuary* Liz Townsend Rowena Tyler George Worthington Ch Neighbourhood Plan Cttee	Rosemary Burbridge Dave Nicholas Nigel Sanctuary Marc Scully Rowena Tyler*	Rosemary Burbridge** Nigel Sanctuary Rowena Tyler	Cathy Gould Steve Jeacock Nigel Sanctuary Liz Townsend	Rosemary Burbridge Rob Denton Dave Nicholas* Marc Scully George Worthington
				Non-Councillor Members: Philip Townsend	

* Chairman

** Vice Chairman

<u>PARISH COUNCIL OBSERVERS</u>	<u>Observer</u>	<u>Deputy</u>
Acute Treatment Centre	Rowena Tyler	Cathy Gould
Chamber of Commerce BID rep	Nigel Sanctuary	Rob Denton
Cranleigh Arts Centre	Rowena Tyler	Nigel Sanctuary
Cranleigh Brick and Tile Liaison Group	Nigel Sanctuary	Rowena Tyler
Cranleigh Community Fund	Rosemary Burbridge	
Cranleigh in Bloom	Rosemary Burbridge, vacancy	
Cranleigh Flood Forum	Steve Jeacock, Marc Scully, Liz Townsend	
Cranleigh Library	Rosemary Burbridge, Rob Denton	
Cranleigh Networking Group	Rowena Tyler, Liz Townsend	
Cranleigh Vallendar Club	Nigel Sanctuary	
Cranleigh Neighbourhood Watch	Vacancy	
Dementia Friendly Cranleigh	Rowena Tyler	
Dunsfold Advisory Group	Steve Jeacock, Nigel Sanctuary	
Gatwick - CAGNE	Vacancy	
Internal Audit	Nigel Sanctuary, Liz Townsend	
Remembrance Day	Liz Townsend, Rowena Tyler	
Rowleys	Rosemary Burbridge	
Rural Services Network	Marc Scully	
SSALC	Liz Townsend, vacancy	
Surrey Police	Nigel Sanctuary, vacancy	
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	Liz Townsend	Rowena Tyler
Waverley Cycle Forum	Dave Nicholas, George Worthington	
WBC Town and Parish Planning Forum	Steve Jeacock, Liz Townsend, vacancy, vacancy	
Wey & Arun Canal	Rosemary Burbridge, vacancy	
Youth Council	Beverley Bell, Nigel Sanctuary, Liz Townsend, Rowena Tyler	
Henry Smith Charity - 2 Councillors + 3 independent members	Rosemary Burbridge Brian Cheesman	Nigel Sanctuary Roy Gasper
		Michael Trent

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

<u>WORKING GROUPS</u>		
Challenger	Task related working group	R Burbridge, N Sanctuary, vacancy
Centenary Gardens Management Group	Task related working group	Cllr E Townsend, Brian Freeston, Mick Marks, Andy Bamford, Gwyn Bullen, Gill Ford, Mike Ford, Joy Horn.
Leisure Working Party	Task related working group	Cllrs R Denton, S Jeacock, D Nicholas, E Townsend, vacancy
Recreation Users Group	Task related working group	Cllrs R Denton, D Nicholas, E Townsend, G Worthington
Meeting with Civic Society and WBC	Task related working group	Cllrs R Burbridge, S Jeacock, E Townsend, R Tyler, vacancy
Climate Change	Task related working group	Cllrs C Gould, N Sanctuary, M Scully, E Townsend, R Tyler
Skate Park Working Party	Task related working group	Cllrs D Nicholas, M Scully, E Townsend, G Worthington
One Public Estate	Task related working group	Cllrs S Jeacock, D Nicholas, N Sanctuary, E Townsend and G Worthington, vacancy

Updated 29 March 2021

CRANLEIGH PARISH COUNCIL MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

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These Financial Regulations were adopted by the council at its meeting held on 21 May 2020.

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon

as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

3. Annual estimates (budget) and forward planning

3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance committee and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination

of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
- c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital

Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by two members of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The

approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate

will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the members. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

~~6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.~~

OR

6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

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

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

~~8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.~~

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

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

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

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

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

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

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

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

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders, ⁴18 and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)
b) For public works contracts 5,225,000 Euros (£4,551,413)

⁴ Based on NALC's Model Standing Order 18d ©NALC 2018

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

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

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

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

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

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property

(including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

~~15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.~~

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

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

16. Charities

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as

determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

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

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.



CRANLEIGH PARISH COUNCIL

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

APPLICATION FOR GRANT

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

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

APPLICATION DETAILS

Organisation Name	Air Ambulance Kent Surrey Sussex
Contact Name	Nick Turrell
Position in Organisation	Head of Community Fundraising
Organisation Address	Air Ambulance Kent Surrey Sussex Rochester City Airport Maidstone Road Chatham
Post Code	ME5 9SD
Contact Telephone No	
Registered Charity	YES

PROJECT DETAILS

Project Name		
Project Location		
Project Start Date		
Project End Date		
Total Cost of Project:	£29,262.97	
Amount Requested*	£300	Percentage of Project Cost% 1%

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£
What is the applicants policy for use of those Reserves? <i>[brief outline to be given]</i>	

PROJECT COSTS

Has a grant been paid by this Council previously ?	YES
If YES give details:	<i>In 2017 the council kindly granted the charity £250 towards running costs of the charity</i>
Do you have funding from other authorities ?	YES
If YES give details	<i>Applications for support have been sent to numerous Parish and Town Councils</i>
Have any fundraising activities been arranged ?	YES
Any other relevant additional information to support the request:	<i>Our running costs of over £15million are funded from a variety of sources including our in-house lottery and raffles, as well as grants/donations. We also secure funds through fundraising although not as prominently this year due to the COVID-19 pandemic.</i>

GRANT DETAILS

What is the Grant required for ?	
<i>Project Aims</i> <i>[one/two sentences stating overall aim]</i>	We are hoping to fund vital pieces of equipment such as 2 new Oxylog 3000+ ventilators. The Oxylog 3000+ is a sophisticated ventilator that offers our medical teams greater control over the ventilation of a patient – something that can make a real difference.
<i>Project Objectives</i> <i>[state three/four key objectives]</i>	In the last year alone we undertook 2,568 missions to help people with potentially life-threatening conditions. We believe that these pieces of equipment can help improve the outcome of patients. Our vision is an end to preventable loss of life from medical emergency.

<i>Project Description</i> [<i>outline a clear description of the project</i>]	Whilst we were able to utilise our state-of-the-art aircraft for 66% of the 2568 missions attended during 2020, our medical crews relied on our rapid response vehicles to attend the remaining 34%. It is therefore vital that our rapid response cars carry the same life-saving equipment as our aircraft including the Oxylog 3000+ ventilator.
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<i>Implementation</i>	
Which Organisation will be responsible for implementation of the project?	Air Ambulance Kent Surrey Sussex
If land/property is involved	
Has permission been obtained ?	N/A
Are there any current contracts or leases which may be affected ?	N/A
Who owns the land ?	N/A
Are any other consents required?	N/A

<i>Timings</i>	
When is the grant required by?	<i>As grant requests have been sent to many Councils for consideration, there is no exact timescale. The implementation of new equipment such as the Oxylog 3000+ will happen as soon as possible.</i>
Timetable [kindly provide a timetable to implement the project]	<u>N/A</u>
Date	Milestone

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
<i>Any person living, working or travelling through Kent, Surrey and Sussex could require our expertise in pre-hospital care at any time. Ensuring that we can utilise the best pieces of equipment to aid our medical crews is important for all in the region.</i>
Who and how many of the local community will benefit ?
<i>It is very hard to say exactly, as we respond to scenes of medical emergencies throughout Kent Surrey and Sussex in order to provide our expert care. Hopefully, we will not need to attend any members of the local community, but with support from councils such as Cranleigh, we can continue to provide our life-saving service.</i>
How do you know there is a need for this project ?
<i>Having use of up-to-date equipment, such as the Oxylog 3000+ is vital to ensuring the best outcome for patients. Duncan Bootland, our Medical Director states: "We are committed to providing the very best tools for our teams – to give the patient the very best care, irrespective of time of day, or what vehicle we arrive in. Providing Oxylog 3000+ ventilators for our cars will allow us to do this."</i>

DECLARATION

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

A location plan or site plan	N/A
Copy of organisation's latest audited accounts	YES
Copy of constitution or set of rules	N/A
Evidence of any permissions or consents	N/A
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	No – the quote contains confidential data

Signed:	Date: 10/03/2021
Position in Organisation: Head of Community Fundraising	

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31st MARCH 2020

	Notes	Unrestricted Funds	Restricted Finds	Total Funds 2020	Total Funds 2019
Income from:		£	£	£	£
Donations and legacies	3	4,315,676	58,495	4,374,171	4,128,826
Charity activities	3	1,661,503	1,383	1,662,886	1,324,300
Trading activity	3	8,589,663	143,464	8,733,127	7,996,564
Investment income	3	307,700	-	307,700	331,419
Other income	3	1,190,731	-	1,190,731	1,063,492
Total income		16,065,273	203,342	16,268,615	14,844,601
Expenditure:					
Raising funds	5	2,207,958	-	2,207,958	1,736,421
Charitable activities	5	11,284,682	196,234	11,480,916	10,221,912
Cost of sales trading subsidiary	5	1,738,317	-	1,738,317	2,181,926
Total expenditure		15,230,957	196,234	15,427,191	14,140,259
Operating surplus		834,316	7,108	841,424	704,342
Unrealised gains/(losses) on investments	8	(30,113)	-	(30,113)	236,991
Net income		804,203	7,108	811,311	941,333
Transfer between funds		70,444	(70,444)	-	-
Net movement in funds		874,647	(63,336)	811,311	941,333
Reconciliation of funds:					
Fund balances brought forward	14	25,827,822	196,399	26,024,221	25,082,888
Fund balances carried forward	14	26,702,469	133,063	26,835,532	26,024,221

The above statement contains all the gains and losses recognised in the current and proceeding year

All operations are continuing

The notes on pages 70-87 form part of these financial statements.



CRANLEIGH PARISH COUNCIL

Council Offices,
Village Way,
Cranleigh,
Surrey,
GU8 8AF
Tel. 01483 272311
E-mail clerk@cranleigh-pc.gov.uk

APPLICATION FOR GRANT

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

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

APPLICATION DETAILS

Organisation Name	CRANLEIGH IN BLOOM
Contact Name	ANORRA BAMFORD
Position in Organisation	TREASURER
Organisation Address	C/O SUNDIAL HOUSE, 20 HIGH ST CRANLEIGH SURREY
Post Code	GU8 8AF
Contact Telephone No	
Registered Charity	YES <input checked="" type="radio"/> NO

PROJECT DETAILS

Project Name	CRANLEIGH IN BLOOM		
Project Location	CRANLEIGH HIGH STREET		
Project Start Date	THROUGHOUT THE YEAR		JAN 21
Project End Date	- 1 -	- 1 -	DEC 21
Total Cost of Project:	£ 3500 FOR 2021		
Amount Requested*	£ 500	Percentage of Project Cost%	14.28 %

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£
What is the applicants policy for use of those Reserves? [brief outline to be given]	

PROJECT COSTS

Has a grant been paid by this Council previously ?	<u>YES</u> / NO
If YES give details:	PREVIOUS GRANTS towards high street troughs
Do you have funding from other authorities ?	NO YES
If YES give details	THE CHAMBER OF COMMERCE ARE CONTRIBUTING TOWARDS THE HIGH
Have any fundraising activities been arranged ?	YES <u>NO</u> STREET
Any other relevant additional information to support the request:	TO PROMOTE CRANLEIGH AS A DESTINATION FOR 2021 & SUPPORT THE LOCAL BUSINESSES & MAKE IT AN ATTRACTIVE PLACE TO LIVE WORK & VISIT

GRANT DETAILS

What is the Grant required for ? HIGH STREET TROUGHS & HANGING BASKETS	
Project Aims [one/two sentences stating overall aim]	PROMOTING CRANLEIGH AS A DESTINATION - COMMUNITY PARTICIPATION
Project Objectives [state three/four key objectives]	BY VOLUNTEERS

Project Description [outline a clear description of the project]	TO KEEP THE HIGH STREET LOOKING AS GOOD AS WE CAN
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Implementation	
Which Organisation will be responsible for implementation of the project?	CRAWLEIGH IN BLOOM WITH SUPPORT FROM
If land/property is involved	N/A
Has permission been obtained ?	
Are there any current contracts or leases which may be affected ?	
Who owns the land ?	
Are any other consents required?	

Timings	
When is the grant required by?	WHEN AVAILABLE
Timetable [kindly provide a timetable to implement the project]	ON GOING - CONTINUING PROJECT
Date	Milestone

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community?	
KEEPING CRANLEIGH ATTRACTIVE -	
OPPORTUNITIES TO GET INVOLVED WITH LITTER PICKING - WEEDING	
PLANTING & WATERING - HIGH STREET, CENTENARY GARDEN BERYL HARVEY FIELD - VILLAGE HOSPITAL	
Who and how many of the local community will benefit?	
CRANLEIGH RESIDENTS & VISITORS	GARDEN - ST NICOLAS CHURCHYARD ART CENTRE & MORE
How do you know there is a need for this project?	
WORDS OF APPRECIATION - CONTINUAL - PREVIOUS	
WINNER OF GOLD AWARD - & COUNTY AWARD IN 2019 -	
SOUTH & SOUTH EAST IN BLOOM -	

ENCOURAGES PRIDE IN OUR ENVIRONMENT -

DECLARATION

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

A location plan or site plan	YES/NO
Copy of organisation's latest audited accounts	YES/NO
Copy of constitution or set of rules	YES/NO
Evidence of any permissions or consents	YES/NO
Estimates/quotations to support the request	YES/NO
(Projects over £1,000 require evidence that three estimates/quotations have been sought.	
Projects under £1,000 require evidence of two estimates/quotations	

Signed: _____	Date: 25/3/2021
Position in Organisation: _____	
TREASURER - CRANLEIGH IN BLOOM	



CRANLEIGH PARISH COUNCIL

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

APPLICATION FOR GRANT

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

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

APPLICATION DETAILS

Organisation Name	Cranleigh Civic Society
Contact Name	Trevor Dale
Position in Organisation	Chair
Organisation Address	
Post Code	
Contact Telephone No	
Registered Charity	NO

PROJECT DETAILS

Project Name	Working title – “Napper Cottage” - conservation surveys and feasibility study	
Project Location	Cranleigh Cottage Hospital, old unused grade II listed cottage	
Project Start Date	1 March 2021	
Project End Date	30 September 2021	
Total Cost of Project:	£6,000.00	
Amount Requested*	£500.00	Percentage of Project Cost% 8%

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£ 2,000.00 working capital
What is the applicants policy for use of those Reserves? <i>[brief outline to be given]</i>	n/a

PROJECT COSTS

Has a grant been paid by this Council previously ?	No
If YES give details:	
Do you have funding from other authorities?	yes
If YES give details	Surrey County Council £1,000.00 from Councillor A Povey - Members Community Allocation
Have any fundraising activities been arranged?	No
Any other relevant additional information to support the request:	The project is supported by the Hospital League of Friends, the Chamber of Commerce and SMART Cranleigh.

GRANT DETAILS

<i>What is the Grant required for ?</i>	
<i>Project Aims</i> <i>[one/two sentences stating overall aim]</i>	The unused section of Cranleigh Hospital has fallen into disuse & disrepair, undermining the very fabric of the building. Discussions have taken place with NHS Property Services who are prepared to restore the building to a rentable state and lease it at a 'peppercorn' rent for use by the Community. This request is to fund specialist surveys for a feasibility project to ensure a viable plan to keep the building 'alive' for the benefit of the community.
<i>Project Objectives</i> <i>[state three/four key objectives]</i>	<ul style="list-style-type: none"> • To obtain specific surveys in addition to those basic ones being carried out by the owner (NHSPS). • To produce a feasibility study for the ongoing use of the building. • This first step requires funding of circa £6k. • To form a group or join an existing group – charity or community interest company (not for profit)- to oversee care and conservation, uses and advertising.

<u>Project Description</u> [outline a clear description of the project]	<p>The surveys and feasibility study will begin to show how the building's future can be secured by the community and for the community.</p> <p>Options –</p> <ul style="list-style-type: none"> * restore to grade II listed standards (per SPAB) and alter so that voluntary groups can enter and admire the building, its history etc. and artefacts as found and displayed. * restore further so that it can be used more often and for wider uses. * restore sufficiently enabling some uses by health services, such as for support of medical centre staff and patients, for GP social prescribing etc.
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Implementation	
Which Organisation will be responsible for implementation of the project?	Cranleigh Civic society is responsible for the surveys and feasibility study
If land/property is involved	
Has permission been obtained?	NHSPS – the owner – member of staff has Strategic agreement for this project with Cranleigh Civic society.
Are there any current contracts or leases which may be affected ?	NHSPS must obtain permissions from a range of NHS bodies in order to declare the building not required by them. BUT the initial stages of this project should go ahead no matter what the NHS requires. If they do require use of it the extensive work required must be started.
Who owns the land?	NHS Property Services
Are any other consents required?	Cranleigh village hospital league of friends has agreed in principle to the entire project but feels unable to take it on themselves. Three current Trustees of LoF have joined the working party.

Timings	
When is the grant required by?	June 2021
Timetable [kindly provide a timetable to implement the project]	The feasibility project will commence as soon as sufficient funds are obtained. The application process is under way.
Date	Milestone
December 2020	<p>Property owner (NHSPS) representative gained strategic permission to work with Cranleigh Society to conserve the unused part of the hospital, to gain permissions from NHS bodies to release the property and to work with legal team on a lease with peppercorn rent.</p> <p>Henry Liddell – raised a job to carry out urgent repairs per CCS's advice – Bob Callard (retired architect); also raised a job to obtain condition surveys, and wrote to NHS bodies.</p>

	Magazine article and Facebook etc. raising initial awareness in Cranleigh.
January 2021	<p>Met with MP Angela Richardson who has pledged to apply for grant money towards surveys/feasibility study, upon receipt of a portfolio of proposals.</p> <p>CCS obtained quotes from several companies for appropriate surveys to be carried, giving rise to this application.</p> <p>CCS “dropped a pin” on SCC Your Fund map, applying for up to £250k for works to the property.</p>
February 2021	Henry Liddell joined meeting with CCS & CPC to agree actions per minutes.
Feb 2021	Councillor Andrew Povey obtained a grant for CCS towards the surveys/feasibility study
March 2021	<p>Henry Liddell reported that the urgent repairs job is in the hands of a chosen contractor; that the surveys’ reports have reached draft stage; that the NHS bodies have yet to respond but agree they will soon.</p> <p>CCS opened up application to AHF – Architectural Heritage Fund – if Cranleigh “Town” would be “invigorated” by this initiative, helping business and wellbeing – they can help with funds.</p> <p>Carry out inventory of furniture and items of old value within the cottage and upstairs, plus stores and equipment of a clinical nature. Make plans with LofF & hospital staff to relocate.</p>
April 2021	<p>CCS to obtain the surveys from NHSPS and then commission surveys to compliment the information.</p> <p>Feasibility study is being designed and will be added to as results come in.</p> <p>CCS to work with the community to gain ideas, support and knowledge.</p>
May-July 2021	NHSPS will have completed the urgent works and be working with CCS based on the feasibility study
Aug-Oct 2021	CCS to create charity, or CIC or bond with another body to pursue further life for the project
Nov 2021 – Jan 2022	<p>New body to be set up with a viable group of Trustees.</p> <p>Lease ideas to be pursued with NHSPS.</p> <p>Grants to be applied for to upgrade the building – n.b. SCC big fund requires application only when works needing paying for are ready to start within a year of the application. Other funds will be sought.</p> <p>Public awareness campaign and web site to be enlarged.</p>

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community?

When this property is conserved and then used the public will be extremely pleased and will use the facilities. It will enhance sense of place, well being and education.

People are distressed about the poor state of a much-loved High Street building. There has always been a plan to make it into a museum, given its history.

People of Cranleigh, and also much further afield, are extremely interested in the history of the building, of the medical activities there, of its place in history as the first cottage hospital in England. It will draw visitors to the area.

People will benefit from getting involved in helping to restore and use it.

It can be a focal point for information and interest for Cranleigh and district, complimenting the wide range of assets the village has such as the Arts Centre, the Churches, Rowleys, The village hall, the social club.

It can also serve people's well being where such an interesting and small venue, well located, can be used for health and social purposes.

It can be part of a newly written History trail incorporating sites such as the churches, the Centenary garden, Beryl Harvey field, the Railway Line, the Old Bakery, the Pump on the common, the War memorial, properties along the High Street including Oliver Cromwell House, and back to the Obelisk – observing the garage cottage, and perhaps taking tea in the Cottage!

Who and how many of the local community will benefit?

Everyone with an interest in where they live enjoys learning about Cranleigh's history
all the schools study the building along with others as part of their education.

How do you know there is a need for this project?

Observation and engaging with the owner's representative.

We have engaged with Charles Brooking who says the cottage is an important historic property that should be saved for history and Cranleigh's education and sense of place.

CCS initial FaceBook and magazine articles were replied to – many people said they are horrified that the building is in such disrepair. Some, however don't want the NHS to spend its money on old buildings, but there is a moral and legal duty for it to do so.

DECLARATION

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

A location plan or site plan	YES
Copy of organisation's latest audited accounts	YES
Copy of constitution or set of rules	YES
Evidence of any permissions or consents	NO
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	YES

Signed:	Date: 1 April 2021
Position in Organisation: Chair	

1. NAME

The name of the Society shall be "Cranleigh Civic Society" (hereinafter referred to as "the Cranleigh Society").

2. OBJECTS

1. Campaign to raise awareness of any threats to the Parish of Cranleigh in particular from unsustainable development and to oppose encroachment into our countryside.
2. To encourage the preservation, development and improvement of the features of Cranleigh which contribute positively to the amenity of those who live and work in the community.
3. To pursue these ends by means of meetings, campaigns, exhibitions, lectures, publications, promotion of schemes and by co-operation with other local and national organisations and individuals.

The Society shall have no political or religious activities and shall be non-profit making

3. MEMBERSHIP

Membership shall be open to all persons who are interested in the objects of the Society and are resident, attend school or operate a business in the parish of Cranleigh.

No member shall have the power to vote at any meeting of the Society if their subscription is in arrears at that time. Junior members shall be those aged between 14 and 18 at the time their subscription is due and they shall not be entitled to vote at any meeting of the Society.

The committee reserves the right to decline requests for membership at its discretion.

4. SUBSCRIPTIONS

The annual subscription shall be such reasonable sum as the Society shall determine from time to time and shall be payable on before 1st December each year.

Membership shall lapse if the annual subscription is unpaid three months after it is due.

5. MEETINGS

The meetings of the Society shall be the Annual General Meeting ("AGM") and any Extraordinary General Meeting ("EGM").

The AGM of the Society shall be held as soon as practicable after the end of each financial year to receive the Treasurer's report and accounts and to elect Officers and members of the Executive Committee. The Executive Committee shall decide when the AGM of the Society shall be held and shall give at least 14 clear days' written notice to all Members.

Extraordinary general meetings of the Society shall be held either at the request of the Executive Committee or at the written request of twenty-five members of the Society. Twenty-five members personally present shall constitute a quorum for a meeting of the Society.

6. OFFICERS OF THE EXECUTIVE COMMITTEE

The Officers of the Society, who shall be existing Members, shall consist of:

Chairman

Vice Chairman

Secretary

Treasurer

Officers may have more than one role. No one shall normally serve as Chairman or Vice-Chairman for more than three consecutive years, except if proposed unanimously by the Executive Committee.

Officers shall be elected at every Annual General Meeting, following which, further Executive Committee members shall be elected. The Executive Committee may elect a President and Vice-President if it is deemed desirable.

Nominations for all positions shall be made to the Secretary in writing, supported by a seconder, and the consent of the proposed nominee 14 clear days prior to the Annual General Meeting. The Executive Committee may fill by co-option, from members of the Society, any Officer vacancy occurring during the year for an existing or new role.

7. THE EXECUTIVE COMMITTEE

The Executive Committee shall consist of four officers and not more than five other members. The Executive Committee shall have the power to co-opt further members, who shall attend in a non-voting capacity. The Officers should be elected at the first meeting of the Executive Committee.

The Executive Committee shall meet not less than six times a year at intervals of not more than two months and the Secretary will give all members a minimum of 7 days notice of each meeting. The Quorum shall comprise not less than five of the members of the Executive Committee.

All members of the Executive Committee hold their positions on an honorary basis with no payment for their role as members, but are entitled to claim reasonable expenses, the budget for which should be agreed beforehand.

8. DECLARATION OF INTEREST

It shall be the duty of every member of the Executive Committee (or any sub-committee) to declare any direct financial or other interest known or likely to be of interest to the Society at the beginning of every meeting.

9. ALTERATIONS TO THE CONSTITUTION

This Constitution may be amended by the Executive Committee and the alteration to be put to a vote of all members present at an Annual General Meeting or Extraordinary General Meeting provided that 14 days' notice of the proposed amendment is given to all members.

10. WINDING UP

The Society may be dissolved at an Annual General Meeting or Extraordinary General Meeting of the Society by a two thirds majority of the members present at such a meeting voting for the winding up. 14 days clear notice of such intention must be given to all members prior to the Meeting. If the decision to wind up the Society is made, the Executive Committee shall have the power to dispose of any assets held by the Society for the benefit of the Parish of Cranleigh.

The Executive Committee Officers

Chair: Trevor Dale

Treasurer: Diane Littlewood

Secretary: Sue Dale

CRANLEIGH HERITAGE

NAPPER COTTAGE RENOVATION

Mission Statement:

Investment in the future of our heritage is crucial and maintaining historic buildings is now more relevant than ever with so many demands for money on other causes.

Napper Cottage is one of several historic buildings, many of them listed, which front onto the High Street forming the nucleus of our village, its community and its inheritance. With the inevitable evolution of our High Streets as a result of changing shopping practices and the current Covid pandemic it is now more important than ever to seek ways to keep our High Streets viable and relevant. New uses have to be found for empty shops and ways sought to bring life and vitality back into these areas. Some new housing can fill the gaps but it is equally important to create an environment into which people wish to come and experience leisure activities and social interaction. This can be achieved by creating new venues for meeting friends, just having a coffee or taking part in cultural or social activities. It is in relation to the latter that we think Napper Cottage can take a vital role. It has been underused for some years and it is hoped that this significant Listed Building can be put to local community use providing a focal point for meetings and a possible museum to highlight its history as the first recorded Cottage hospital in the country. It is hoped that a Heritage Trail can be developed to make people aware of our village's rich history and development over the centuries and Napper Cottage would provide an ideal location for both an information and educational centre for this objective. It will become a destination that people will want to visit rather than a dilapidated building which is hardly noticed on the way to the shops.

History:

It is a substantial Grade II listed timber framed building with a crown post roof and considered to be one of the finest in Surrey. In 1859 the local GP, Dr Napper and the village rector, Archdeacon Sapte established the hospital with the support of generous patrons. The hospital flourished, supported by the generous donations and subscriptions, both in cash and in kind administered by a group of Trustees. Improvements were made and extensions built as a result of public subscriptions and some substantial donations. Through both world wars the hospital served the armed forces as well as the local population, being requisitioned by the government during the second world war and becoming part of the NHS in 1947. Local support for the hospital remained very strong. As a result of local generosity and hard work, the hospital has gradually expanded and improved, without reliance on public funds. In the mid 1980's, a new day hospital, physiotherapy department, medical records office and out-patients department were funded locally. Over the years the NHS made several attempts to close all or parts of the hospital as a result of changes in policy and funding priorities. The beds were finally closed in 2010.

Consultation:

The building is part of Cranleigh Village Hospital which is managed by the NHS Property Services. Discussion has taken place with their representative Henry Liddell who has agreed to carry out some initial repairs to secure the water tightness of the building. He has also approached Surrey Heartlands Clinical Commissioning Group to assess their opinion on releasing this space to the village and they are awaiting feedback from Royal Surrey NHS Foundation Trust with respect to this request.

Consultation has also taken place with our MP Angela Richardson, Cranleigh Parish Council, our Surrey County Councillor Andrew Povey, the League of Friends of Cranleigh Village Hospital, The Cranleigh Chamber of Commerce, Cranleigh History Society, etc. All are very supportive of our proposals.

Sponsors Comments:

(Hopefully we can include anything useful from people who wish this to succeed)

Drawings:

Drawings 1 and 2 show the area covered by the measured survey carried out during December 2020. Drawings 3A and 4A show the proposed scheme we wish to implement. Drawing 5 shows the proposed changes to the internal staircase. Drawings 6 and 7 show the existing and proposed elevations.

Proposals:

The following issues have been taken into account:

- A new front entrance should be formed to allow necessary separation between the main functioning medical facilities of the Hospital and the unoccupied Listed Building. It was considered appropriate to reintroduce this entrance under the existing porch roof as originally constructed. Level access can therefore be achieved into the building.
- The large ground floor room is appropriate for holding meetings of up to approx. 20 people. Various uses are being considered for this versatile space. Apart from it being a good venue for local clubs and organisations to hold meetings it could provide a location for medically related activities such as social prescribing, speech therapy, TALK and AA sessions.
- A unisex toilet can be accommodated in one of the side rooms with a ramped approach to allow use by ambulant disabled people. This is where the original toilet was sited so drainage should be accessible.
- The other room off the toilet lobby might be used as an office or general storage area.
- It would be nice to incorporate a small kitchen on the opposite side of the building to allow catering provision for meetings.
- Fire escape can be achieved through the main entrance plus through 2 existing doors out of the study and the kitchen area. These would have to be linked to the main fire alarm system and have automatic release mechanisms fitted.
- The 2 main rooms at first floor level might be used to accommodate a small museum relating to the building's historic importance as the first recorded Cottage Hospital in the country. Structural Engineering advice will be needed to ascertain live loads that might be achieved on the existing floor construction if this suggestion is considered appropriate. These rooms might also include temporary exhibitions, an educational centre for local schools and career guidance that would be available to the general public.
- Currently access to the first floor is by a timber staircase which appears to be of later Victorian construction. Its design is not up to acceptable standards for use by members of the public so it is suggested how this design might be revised to achieve a safer configuration. This will involve adjusting the flight and the location of the door into the proposed museum area without affecting the main structural timber elements.
- Again at this level it seems appropriate to include a unisex toilet together with a small kitchenette for use by museum staff. Drainage can be achieved via a soil stack in the corner linked to the toilet below.

- The remaining room at this level could serve as an office and storage area.
- Overall the intention was to make the best use of the available space without undue alterations to this national treasure of a building which has been neglected and underused for many years.

Implementation:

We suggest the following course of action.

Following the completion of the initial repairs noted above it would be prudent to carry out some investigation of the state of the timber structure and whether there are signs of decay and rot present. Water ingress via rising damp or failing flashings also needs to be recorded.

This should be followed by a structural survey which will highlight any repairs identified by the first report and provide guidance with respect to proposed changes to the layout and calculations to show what live loads may be applied to the first floor, particularly if it is to be used as a museum.

A CCTV drainage survey needs to be commissioned to check the condition of existing drainage runs and whether new connections can be made into the system.

Surveys:

We have obtained quotations for surveys from –

Environmental Building Solutions Ltd, damp proofing and timber specialists (Dated 26.01.2021)

Hutton and Rostron, damp proofing and timber specialists (Dated 12.2.2021)

Cooper and Withycombe, Structural Engineers (Dated 19.01.2021)

Hockley and Dawson Consulting Engineers Ltd (Dated 25.01.2021)

Surrey Drain Company Ltd, CCTV drain surveys (Awaited)

Based on the quotations so far obtained it is suggested that a Provisional Sum of £6000 should be allocated for these investigations.

Design and Access Statement:

Background:

The original part of the current Hospital is a Grade II Listed building dating from the 15th Century and was reputedly the first Cottage Hospital in the country.

This section of the building has remained unoccupied for several years as it is not appropriate for modern medical practice. An action group has been established, agreed to but not led by the League of Friends of Cranleigh Village Hospital, to revitalise this section of the building and put it to community use. In order to achieve this aim proposals have been prepared which will need to be discussed with NHS Property Services who manage the Hospital. If found to be acceptable, a Charitable Trust will be formed to take over this section of the building on a long term lease and develop the proposals.

Proposals:

It is currently proposed to use the ground floor as a general meeting room with ancillary storage and toilet facilities, accessed by a new front entrance door which will be formed under the existing bay

roof in its original location. This will allow necessary internal separation between the 2 areas of the Hospital.

The upper floor will probably be turned into a small museum featuring the history of the Hospital from its earliest beginnings and as an educational centre for local schools. Again, the remaining rooms at this level will be used for storage and toilet facilities. It is proposed to modify the staircase configuration to make it compliant with current regulations for public access.

The aim is to preserve the special character of this historic building while improving accessibility where possible in a sympathetic manner.

Design:

It is proposed to retain the building in its entirety with the exception of the front bay, currently a window, which will form a new entrance door under the existing roof structure together with its supporting corner posts. Old timbers will be sourced to construct the door, frame and sidelights to match existing features. A flush threshold is proposed.

Some remedial work will be undertaken, using matching materials, to repair damage sustained over the years to the external fabric. There are loose and missing roof and wall tiles, areas of render that need to be reinstated and a rendered plinth that needs to be investigated where it covers the sole plate of the timber frame. This work will be done in advance by NHS Property Services prior to forming the new entrance porch and internal alterations.

Access to and within the Building:

A designated disabled parking space will be provided in the adjacent car park in front of the main Hospital a few metres away from the proposed entrance. Additional general parking is located in the main Village Way car park a short walk away.

Level access from the disabled car parking space will allow a direct approach to the building and level access into the ground floor meeting room is possible through the new front entrance.

Obviously in a building of this age there are a number of changes of level internally. It is possible to access a WC for ambulant disabled people on the West side of the meeting room via a lobby in which a ramped approach can be achieved to negotiate the existing difference in floor levels.

The kitchen on the East side is up a short flight of steps. These are reasonably generous and have handrails either side.

Access to the upper floor is currently via a timber staircase that is comprised of 12 risers, which are mainly kite winders, which is both steep and difficult to negotiate. It is proposed to modify this staircase within the bounds of the existing structural timbers to achieve a more acceptable configuration consisting of 13 equal risers, 177mm high, with a going of 250mm and a pitch of 35 degrees. A handrail can be positioned on both sides of the main flight.

All the rooms on the first floor are at the same level.

Internal doorways:

Some of the existing doors have a lower head height than is normally accepted but all have the minimum effective width as set out in table 2 of Part M of the Building Regulations. It is proposed to rehang a number of the existing doors to improve circulation flow.

Fire escape provision:

Apart from the level main entrance door there are 2 alternative fire exits, one direct to outside air via a short flight of external steps on the East side of the building, the other leading into the circulation space of the main Hospital accommodation via a short flight of steps in the South East corner. Both these flights of steps have handrails and are suitably proportioned.

Both the secondary means of escape doors are required to be kept secured under normal conditions but would be linked to the main fire alarm system and have automatic release mechanisms fitted.

Feasibility Study:

We should like you to carry out a fully funded Feasibility Study for this project along the lines suggested in this report so that progress can be made towards achieving an extremely worthwhile renovation of Napper Cottage which will be a significant asset for the village as a whole for many years to come.

Submitted by Trevor Dale

Chairman of Action Group and Cranleigh Civic Society

CRANLEIGH CIVIC SOCIETY ACCOUNTS BALANCE SHEET 2018 TO 2021

Cranleigh Society SET UP
09-Oct-14

MEMBERSHIP FEES SET UP

£10 PER PERSON
£5 UNDER 18s

dates	BANK	INCOME			TOTALS
		membership fees	donations	other	
BROUGHT FORWARD	2,133.08				
17/2/17 to 22/6/18		2,057.16	100.00		2,157.16
22/6/18 to 15/4/19		1,092.28			1,092.28
16/4/19 to 1/1/20		644.34			644.34
2/1/20 to 5/3/21		1050.75			1,050.75
feb'21 SCC GRANT			1,000.00		1,000.00
TOTALS		4,844.53	1,100.00	-	5,944.53

notes

NATWEST Bank Account does not pay INTEREST

PayPal income is sent less their fees

£2000 start up LOAN was donated

SCC grant re CVH cottage project feasibility study & surveys

dates	BANK	EXPENDITURE			TOTALS
		Insurance	Room Hire	Web site	
17/2/17 to 22/6/18		681.13	198.00	414.00	1,293.13
22/6/18 to 15/4/19		694.27	50.00	436.00	1,180.27
16/4/19 to 1/1/20		702.80	50.00	88.09	840.89
2/1/20 to 5/3/21		729.80		186.96	916.76
		2,808.00	298.00	1,125.05	4,231.05

186.96

notes

web site includes employed help till Apr'19

	BANK	
b/fwd	2,133.08	
Income		5,944.53
Expenditure		4,231.05
Balance 5/3/21	<u>3,846.56</u>	

details of expenditure

ENV LAW FOUNDATION

WEB SITE WORK

HALL HIRE

CIVIC VOICE

LEGAL FEES RESEARCH

REFRESHMENTS

INSURANCE

PUBLICITY signs banners

WEB SITE HOSTING

CRANLEIGH CIVIC SOCIETY

2021

PROJECT TO PROTECT, ENHANCE AND MAKE USEABLE

Cranleigh Village Hospital, OLD, UNUSED COTTAGE

WORKING TITLE

"NAPPER COTTAGE"

QUOTES FOR SURVEYS

DATE	COMPANY	WORK	QUOTE
26/01/2021	Environments Building Solutions Ltd	damp residual moisture ingress timber decay monitoring sustainable conservation solutions lab analysis	300.00 1,850.00 <u>2,150.00</u>
25/01/2021	Hockley & Dawson Structural Engineers	structural integrity floor loading capacities staircase alterations feasibility	<u>3,000.00</u>

notes

these 2 companies work together



CRANLEIGH PARISH COUNCIL

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

APPLICATION FOR GRANT

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

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

APPLICATION DETAILS

Organisation Name	Cranleigh Chamber of Commerce
Contact Name	Rosemary French
Position in Organisation	President
Organisation Address	c/o Sundial House, 20 High Street, Cranleigh, Surrey,
Post Code	GU6 8AE
Contact Telephone No	
Registered Charity	NO

PROJECT DETAILS

Project Name	Cranleigh Bounces Back	
Project Location	The High Street	
Project Start Date	29 th May 2021	
Project End Date	30 th May 2021	
Total Cost of Project:	£2,000 (approx. awaiting final quotes)	
Amount Requested*	£500	Percentage of Project Cost 25%%

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£5,000 (Cranleigh Chamber of Commerce)
What is the applicants policy for use of those Reserves? [brief outline to be given]	This money is reserved for the payment of all the hanging baskets in Cranleigh High Street this spring and summer as well as for part of the end of year xmas lights installation, storage and repair (for which more fund raising activities are planned)

PROJECT COSTS

Has a grant been paid by this Council previously ?	YES
If YES give details:	2020 xmas lights installations.
Do you have funding from other authorities ?	No
If YES give details	
Have any fundraising activities been arranged ?	YES The revenue in the Chamber is gained as a result of the generosity of local businesses.
Any other relevant additional information to support the request:	

GRANT DETAILS

What is the Grant required for ?	
<u>Project Aims</u> [one/two sentences stating overall aim]	To stage an event in the High Street over the late May bank holiday weekend to stimulate the return of residents and visitors following the lifting of Covid restrictions on May 17 th .
<u>Project Objectives</u> [state three/four key objectives]	1.To provide an attractive ambience in Cranleigh High Street to attract residents and visitors to shop, eat and drink in the village. 2. To stage musical performances for children and adults alike.

	<p>3. To stage childrens entertainers.</p> <p>4. To hold a childrens painting competition.</p> <p>5. To stage a childrens and adults tree decoration activity to celebrate life.</p> <p>6. To host information stalls from local organisations to promote their activities such as the Arts Centre, Wey and Arun Canal.</p>
<i>Project Description [outline a clear description of the project]</i>	<p>A small group from Cranleigh Chamber of Commerce, Cranleigh in Bloom and the Lions is leading the project with the support of Cranleigh Parish Council. This is not an event where stalls will be selling merchandise but a non-compete event where all activities over the two days will drive footfall to the High Street. This is an outdoor event which will meet Covid regulations particularly social distancing and mask wearing as instructed. Local retailers will be encouraged to set up stalls outside of their shops to promote and sell their merchandise within Waverley trading guidelines. Costs of the event include the Waverley street licensing costs, design and printing of posters, prizes for competitions, and paying for street entertainers.</p>

Implementation	
Which Organisation will be responsible for implementation of the project?	Cranleigh Chamber of Commerce
If land/property is involved	
Has permission been obtained ?	In progress. Licenses have been applied for form Waverley. There is no indication that these will be refused when government is encouraging such events to promote their Welcome Back to the High Street scheme.
Are there any current contracts or leases which may be affected ?	No
Who owns the land ?	Surrey County Council, Waverley Borough Council, Stocklund Square landlord and a number of other retail landlords.
Are any other consents required?	No

Timings	
When is the grant required by?	28 th May, 2021
Timetable [kindly provide a timetable to implement the project]	
Date	Milestone
1 April to 28 th May	Regular zoom project meetings between now and the event.

29 th May to 30 th May	The event takes place over two days Saturday 29 th May and Sunday 30 th May.
29 th May	The set up will be between 8 and 10am on the 29 th May.
30 th May	The dismantling of the event will be between 4 and 5 pm on 30 th May.

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
It has been an unimaginably 12 months for our retailers and businesses in our village and we know it is more important than ever to help them survive by making Cranleigh as attractive as possible as restrictions are slowly lifted.
Who and how many of the local community will benefit?
Every resident and visitor that visits the event will be heartened by their High street being the centre of such activity for children and adults alike. Every retail business will be encouraged that their village High Street looks good at their busiest time of the year. Many new residents to the village who arrived during lockdown will feel for the first time what a wonderful High Street we have.
How do you know there is a need for this project ?
Our village High Street has to compete at a time of a pandemic with online shopping more than ever. Online shopping, which has rocketed in volume since March 2020 and is continuing to grow. We have to offer an experience in our High Street, a feeling of the joy of Spring and a safe and healthy place to shop.

DECLARATION

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

A location plan or site plan	NO – it is Cranleigh High street from Boots plc to Brightcare.
Copy of organisation's latest audited accounts	YES
Copy of constitution or set of rules	YES
Evidence of any permissions or consents	Not yet but these will be provided when available.
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	YES although not all quotes in yet.

Signed:		Date: 5 April, 2021
Position in Organisation:		
President		

CRANLEIGH & DISTRICT CHAMBER OF TRADE AND COMMERCE
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2020

DRAFT 16/04/2020

	2020	2019
	£	£
GENERAL FUND: INCOME		
Subscriptions	5,897	5,200
Meetings and events - net of costs	876	903
Big Awards	128	23,614
	<u>6,901</u>	<u>29,717</u>
EXPENDITURE		
Administration support	290	915
Website costs	76	76
Subscriptions and Insurance	653	641
Marketing & PR	-	250
Big Awards	-	23,741
Cranleigh In Bloom/Spring into Cranleigh	-	1,530
Christmas Light Contribution	-	2,000
	<u>1,019</u>	<u>29,153</u>
SURPLUS/(DEFICIT)	<u>5,882</u>	<u>564</u>
'100 CLUB' INCOME		
Subscriptions and donations	9,111	17,617
EXPENDITURE		
Christmas Lights and activities	10,629	13,837
SURPLUS/(DEFICIT)	<u>(1,518)</u>	<u>3,780</u>

BALANCE SHEET AT 31 MARCH 2020

DRAFT 16/04/2020

	2020	2019
	£	£
GENERAL FUND		
Balance at 1 April 2019	19,846	19,282
Surplus/Deficit from Income and Expenditure Account	5,882	564
	<u>25,728</u>	<u>19,846</u>
'100 CLUB'		
Balance at 1 April 2019	(1,254)	(5,034)
Surplus/Deficit from Income and Expenditure Account	(1,518)	3,780
	<u>(2,772)</u>	<u>(1,254)</u>
REVALUATION RESERVE		
Revaluation of President's Collarette and Bars	3,352	3,352
	<u>26,308</u>	<u>21,944</u>
ASSETS		
President's Collarette and Bars at 2008 valuation	3,480	3,480
Cash at bank	18,699	12,999
Paypal	1,799	1,799
'100 Club'	2,600	4,373
	<u>26,578</u>	<u>22,651</u>
LIABILITIES		
Administration support	(270)	(75)
Overpayment	0	(632)
	<u>26,308</u>	<u>21,944</u>

Clerk

From: Steven Heron
Sent: 05 April 2021 16:14
To: Clerk
Cc: Valerie Box
Subject: RE: Grant Application for Parkinson's Guildford
Attachments: CranleighPC-Grant application formV1 5-04-21.doc; Local_Group_Directory_0.pdf; VJ Guildford and South Surrey Branch AFR 2020.xlsx; Parkinsons Guildford 2021 AGM Financial Report.docx

Hi Beverley

Thank you for the prompt clarification.

The application we are making is for a total £500 grant to cover the subsidy we provide for both this years Christmas Lunch and also towards a Summer Cream Tea in 2022 for our Cranleigh based branch members. The reason why we are focussing the grant application on the Christmas Lunch and Summer Cream Tea is because eating out in public becomes increasingly difficult for those with Parkinson's. They have problems with cutting up food, getting it into their mouth, choking, and swallowing difficulties from too little or too much saliva. This deters Parkinson's people from eating in public but that does not mean they don't want to have a party like everyone else. These Christmas and Summer events are something members really appreciate and look forward to attending all year. They are able to enjoy them in a supportive and sympathetic environment without feeling self-conscious or judged in any way.

I appreciate it is early to be making an application for a December event and very early for something next Summer, however we want to be able to reassure our members that our social events will happen this year and also continue in 2022.

Please note that although we are associated with Parkinson's UK, all our branch activities and services to our members have to be self-funded. We have been able to provide our services to members over the last few years due to a large legacy, however that has now ended and we now need to ramp up our fundraising and support from grants to be able to continue to support our members beyond this current year. During this last year of lockdowns, we provided our much needed services by moving them online, even the specialist exercise classes.

I attach our application for your review, and I can quickly add anything additional you need.

Also, I have note the application form does not seem to require any 'financial reserves' information if it is for £500 or less. I am more happy to provide this information if required. For your information, we currently have a little over £78,000 in our bank account. Whilst this looks a healthy financial position most of these funds are already fully budgeted to cover the provision of our member activities and services during 2021. This includes:

- £40,000 subsidy for our members specialist Parkinson's exercise classes (some of which are provided by Surrey Hills Rehab operating out of Snoxhall),
- £7,000 for our Parkinson's choir and £6,500 for specialist Pilates classes (both therapeutic benefits to our members),
- £4,000 for additional respite care to that provided by Surrey Crossroads (Surrey County Council),
- £3,000 for regular monthly social activities
- £3,000 for communications with members (our Park magazine, branch information website, online meetings for carers, newly diagnosed, etc. via Zoom, etc).

Overall we typically spend £64,000 annually, hence the need to increase fundraising and provision of grants otherwise we will exhaust all our funds early in 2022.

Let me know if you require any further information,



CRANLEIGH PARISH COUNCIL

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

APPLICATION FOR GRANT

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

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

APPLICATION DETAILS

Organisation Name	Guildford and South Surrey branch of Parkinson's UK
Contact Name	Steve Heron
Position in Organisation	Treasurer
Organisation Address	
Post Code	
Contact Telephone No	
Registered Charity	YES

PROJECT DETAILS

Project Name	Social activities: Provision of Christmas Lunch and Summer Cream Tea (2022) for our members in Cranleigh	
Project Location	Venues still to be booked once Lockdown restrictions are eased	
Project Start Date	November 2021 – in readiness for our members Christmas lunch in early December	
Project End Date	August 2022 – after we have held our annual summer cream tea in July 2022	
Total Cost of Project:	£2,500 estimated as our total Branch subsidies towards these two events	
Amount Requested*	£500 to cover the Cranleigh members and their partners	Percentage of Project Cost 20%

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	
What is the applicants policy for use of those Reserves? <i>[brief outline to be given]</i>	

PROJECT COSTS

Has a grant been paid by this Council previously ?	NO (we applied unsuccessfully in January this year to the Cranleigh Henry Smith Charity)
If YES give details:	
Do you have funding from other authorities ?	Not at present
If YES give details	
Have any fundraising activities been arranged ?	Yes, We plan cake sales, charity lunch's, table-top sales, supermarket collections once we are free from COVID restrictions
Any other relevant additional information to support the request:	<p>Although we are associated with Parkinson's UK, the branch receives no financial support from the national charity and has to be entirely self-funding.</p> <p>We are making this application early in order to ensure we are in a strong enough position by the end of the year to reassure our members that the expected level and variety of activities will be able to continue in 2022.</p> <p>Uncertainty, of which there has been plenty during the past year, causes stress which in turn exacerbates the symptoms of Parkinson's and reduces mental wellbeing.</p> <p>Our social programme including these Christmas Lunch and Summer Cream Teas and are integral to the much-needed peer support and socialisation for our members.</p>

GRANT DETAILS

What is the Grant required for ?	
<u>Project Aims</u> [one/two sentences stating overall aim]	<p>To cover the branch's subsidy for Cranleigh attendees at the Christmas lunch (2021) and Summer Cream Tea (2022) that are the highlights of the social calendar for our members.</p> <p>Eating out becomes increasingly difficult with Parkinson's but at these events you are in a supportive and sympathetic environment without feeling self-conscious or judged in any way.</p>
<u>Project Objectives</u> [state three/four key objectives]	<p>To ensure social inclusion for members at all stages of Parkinson's.</p> <p>To provide the opportunity for social mixing for carers in a relaxed setting.</p> <p>To support the mental well-being of our members</p>
<u>Project Description</u> [outline a clear description of the project]	<p>Although our social activities are a small part of our overall budget, they are very important to our members. More attend the Christmas Lunch and Summer Cream Tea events than attend any other function or activity.</p> <p>The events are provided in accessible locations to members with their partners or other family members who act as carers.</p> <p>There is entertainment and this occasion is much appreciated, especially by those who do not get out very often and don't like eating in public. Problems with cutting up food, getting it into the mouth, choking, and swallowing difficulties from too little or too much saliva can all deter Parkinson's people from eating in public but that does not mean they don't want to have a party like everyone else.</p> <p>This year's Christmas Lunch will be the first opportunity to invite members of our newly started online social and peer group for those who are recently diagnosed to come and get to know the local Parkinson's community and the support it offers.</p> <p>Parkinson's can affect adults of all ages: 1 person in 20 is diagnosed before they are aged 40 and the branch runs a social peer group for those of working age. They also come to the lunch and it provides an opportunity for cross generational interaction between those who are all facing the same life constraints.</p> <p>The Summer cream tea is a smaller function but provides a similar opportunity for relaxed social interaction between members.</p>

Implementation	
Which Organisation will be responsible for implementation of the project?	The branch committee
If land/property is involved	
Has permission been obtained ?	N/A

Are there any current contracts or leases which may be affected ?	
Who owns the land ?	
Are any other consents required?	

Timings	
When is the grant required by?	December 2021
Timetable [kindly provide a timetable to implement the project]	November 2021: deposit for Christmas Lunch Full payment: Dec 2021 Payment for tea: August 2022
Date	Milestone
December 2021	Successful and well attended Christmas lunch;
June 2022	Good response to sign up for cream tea
August 2022	Successful Summer cream tea held

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
Parkinson's, especially in its more advanced stages, tends to be isolating and very demanding on carers. The social support provided by these functions boosts the morale of people with Parkinson's as the occasions provide an experience of normal life. Friends, carers, partners and family members all see the benefit which in turn reduces their own stress, allowing them more freedom for social interaction.
Who and how many of the local community will benefit ?
The local branch of Parkinson's UK has at least 37 members in the Cranleigh area based on analysis of their post codes. Each of them will have at least one partner/carer/family member plus a circle of friends.
How do you know there is a need for this project ?
The pandemic and lockdown clearly demonstrated how badly the increased social isolation affected our members. Eating and speaking difficulties plus motor symptoms like tremor, slowness, and freezing tends to lead to introversion but in normal times there was always the option of going out, including to branch activities. Losing those opportunities for peer group interaction had a noticeable effect on morale and general physical and mental health. Members reported how much they missed these functions.

DECLARATION

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

A location plan or site plan	Not Applicable
Copy of organisation's latest audited accounts	Yes- copy of our Annual Financial Return for 2020 (excel spreadsheet) that we make to Parkinson's UK and copy of our Financial Statement to Members
Copy of constitution or set of rules	Yes, copy of Parkinson's UK Local Group Directory that sets out how we operate.
Evidence of any permissions or consents	Not Applicable
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	NOT AVAILABLE YET: COVID RESTRICTIONS HAVE MADE IT DIFFICULT TO PLAN AS MANY VENUES ARE STILL CLOSED THERE IS NO CLARITY YET REGARDING FUTURE NEEDS FOR SOCIAL DISTANCING WHICH AFFECTS THE SORT OF VENUE WE WILL NEED. ENQUIRIES ARE UNDERWAY FOR ACCESSIBLE VENUES.

Signed:	Date: 5 th April 2021
Position in Organisation: TREASURER	

Parkinson's UK- Guildford and South Surrey Branch

Treasurer Financial Report for the AGM Income and Expenditure for 2020

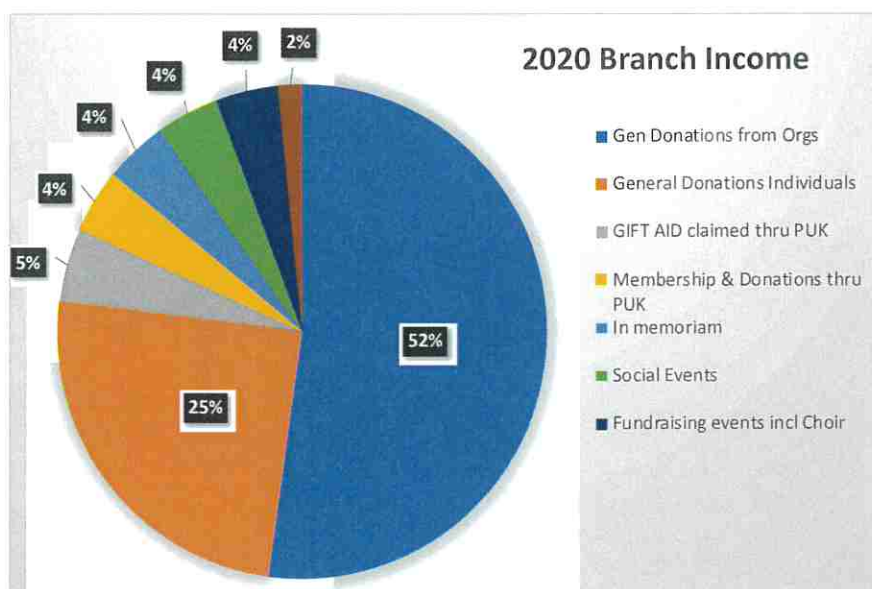
Introduction

Although 2020 was a very strange year, Branch funds remain very positive with a real **bank balance of just under £73,000 as at 31st Dec 2020**. This healthy position is due to having drawn down our last available Legacy funds from Parkinson's UK during the year. There are no further Legacy funds, or other financial support, available to us from Parkinson's UK therefore we must now raise sufficient funds each year to be able to support the level of activities we provide.

Income

Our **overall real income for 2020 was £107,722**, comprised £87,057 final Legacy funds and £20,665 from our own Branch fundraising. The Legacy amount included £26,057 unspent from 2019 and £61,000 as our final 2020 amount.

The **£20,665** 'own Branch fundraising' (breakdown below) was lower than for 2019 (£25,420) however considering it was a year of 'lockdown' with limited fundraising opportunities, it is to be commended. The breakdown of our direct Branch generated income is:



As you will notice, the bulk of income was from donations to the branch from other organisations (£10,786- 52%) as named below:

The Vernon Ely Trust; The "Bramley, Shamley Green, Womersley and Blackheath Nursing Association"; Tuesley Farm; Guildford United Reformed Church; Lions; Round Table; Waitrose Charity of Month; Cobham Brass Band and King Edwards School Barrow Hills.

We had a further £5125 (25%) from a number of members, some making very generous donations. Many of these member donations heeded our call for Gift Aid which raised a further £986 (5%).

***Could anyone making a future donation remember to Gift Aid the donation.
Gift Aid forms are available on our website.***

Some individuals and some members of the public made donations to us through Parkinson's UK and this raised £866 (4%). In memoriam collections raised another £865 (4%). The few social events held at the start of 2020 raised £852 (4%). A few members held creative fundraising events during Lockdown, raising £471. Some belated funds flowed through Parkinson's UK for the Choir's 2019

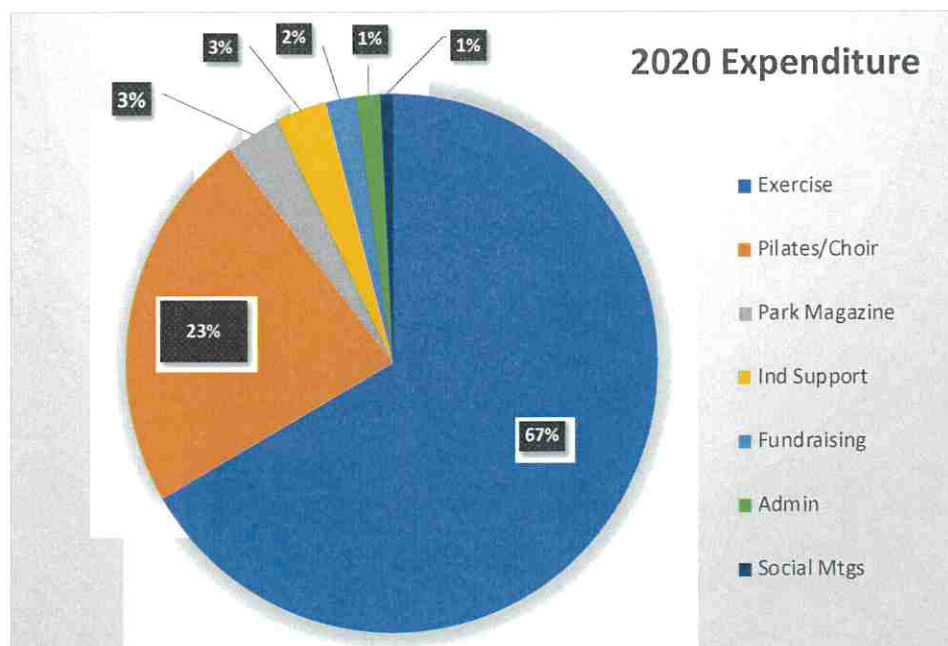
original 'Spring of Life' fundraising, giving us £851 (4%). Finally, we had income of £334 (2%) for Choir fees, albeit we also had some other donations *in lieu of choir fees* which appears under individual donations.

No income came from exercise classes during 2020 as members now pay the Providers directly (although for the bulk of the year, the Branch covered the majority of Providers fees) and any funds sent to the Branch by members in lieu of their exercise fees were classed as individual donations.

The Choir 2020 fundraising events (re-release of Spring of Life in July and Virtual Christmas Concert in Dec) have raised over £7,000 at this time (Jan 2021) however the funds are raised through Just Giving and flow through Parkinson's UK to us. These funds should come to us over the coming months so will show as 2021 income, albeit we know they were raised in 2020. Similarly, the Branch funds from Julian Corke's 2020 sponsored Ride from Land's End to John O'Groats should also come sometime later this year from Parkinson's UK.

Expenditure

Our real Expenditure for 2020 was £53,398, down by approx. £6,000 on 2019. This is partly because of the lockdown and the provision of exercise classes 'on-line' that were at a lower cost to the Branch. Analysis of how this was spent is below:



The major area of expenditure was on Exercise class provision with Surrey Hills Rehab and Foundation Physio (67% - £35,574 compared to £34,400 in 2019). This was followed by Therapeutic activities through Pilates and our Choir (23% - £12,266 compared to £14,814 in 2019).

The Fundraising item was £1,000 sponsorship of the Choir's 'Virtual Christmas Concert' in December. This was to aid Motivation by Music (Emily Bollon) cover her video production costs and also having the Parkinson's logo printed on T shirts!

Other expenditure items are relatively small, with production of the Park magazine costing £1,745. Support for individuals through Crossroads Respite Care and BMI Physio is £1,636. [Note: BMI individual treatments are no longer supported in 2021]

Branch admin is £775, the bulk being licences for our new 'Zoom' software for online social and other activities, and then we had £402 as the cost for pre-Lockdown social meetings (including some 2019 costs claimed late).

2021 Budget

Our budget for 2021 is:

Income:

• Bank account	£72,858	
• Donations	£16,500	(based on previous years)
• New Fundraising Target	£10,000	(need to start!)
• Other	<u>£ 8,000</u>	(Choir 2020 generated income, Cork ride, etc)
	<u>£107,358</u>	

The donations amount of £16,500 is broadly in line with our combined 2020 income from 'organisations' and our members donations (£10.7k and £5.1k). The £8,000 other income is the monies anticipated from Parkinson's UK for the 2020 Choir fundraising events, etc.

The 'New Fundraising' target is to get us engaged again in real fundraising activities.

Expenditure:

• Exercise classes	£40,500	(Surrey Hills, Foundations Physio)
• Therapeutic classes	£13,300	(Choir, Pilates, etc)
• Respite Care	£ 4,200	(Crossroads)
• New '2021 only' activities	£14,500	(Longer periods of Respite care, Fighting Fit, etc)
• Park	£ 2,000	
• Social Events	£ 3,000	
• Branch expenses	<u>£ 750</u>	
	<u>£78,250</u>	

Exercise classes expenditure assumes we return to 'in person' classes after Easter, and also on the latest 2021 Contracts fee structures we have with these Providers. A similar assumption applies for Choir and Pilates classes. The Respite Care figure assumes we move up to provision of more carers taking up our normal offering of 3.5 hours Crossroads care each month. The New '2021 only' activities is the budget we have put aside from the final Legacy funds for a few carers to take longer periods of Respite care as advertised on our website and in the January 2021 Park. There are also funds in this '2021 only' activities for some members to take part in Fighting Fit weekends, if and when they become available. The Park, Social Events and Branch expenses are all in line with previous normal levels of expenditure. Branch expenses is mostly the cost of retaining our Zoom licence and the cost of our website, etc.

Final Notes

This coming year will be a transition year, where we wean ourselves from providing activities based on our previous Legacy funds, to starting to provide activities based on our own generation of funds.

Based on the 2021 budget we should have approx. £29,000 to carry forward into 2022. However, if we assume our future annual expenditure (*excluding the 2021 only activities*) stays roughly at £64,000 it is already clear we will need to significantly ramp up our fundraising before 2022 to be able to maintain the provision of activities at their current levels of subsidy.

With the current pandemic restrictions, this will not be easy over the next few months. We hope we will start to see a return to normality by the early summer and therefore we must start our fundraising efforts by that time. Your committee are actively seeking volunteers to join the Committee to raise funds and identify other sources of income.

Steve Heron

Treasurer

25/1/2021



CRANLEIGH PARISH COUNCIL

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

APPLICATION FOR GRANT

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

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

APPLICATION DETAILS

Organisation Name	Community Orchard Project South East CIC (COPSE)
Contact Name	Claire Matthes
Position in Organisation	Project Coordinator
Organisation Address	
Post Code	GU27 1PN
Contact Telephone No	
Registered Charity	YES / NO

PROJECT DETAILS

Project Name	Queensway Community Orchard Year 1	
Project Location	Queensway, Cranleigh	
Project Start Date	24 th April 2021	
Project End Date	April 2022	
Total Cost of Project:	£1710	
Amount Requested*	£855	Percentage of Project Cost% 50%

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£300
What is the applicants policy for use of those Reserves? [brief outline to be given]	Should COPSE CIC come to an end for any reason, funds will be split between The Orchard Project, a London-based community orchard charity and the People's Trust for Endangered Species, which also has an arm focused on the preservation of traditional orchards.

PROJECT COSTS

Has a grant been paid by this Council previously ?	NO
If YES give details:	
Do you have funding from other authorities ?	<u>NO</u>
If YES give details	
Have any fundraising activities been arranged ?	NO, not yet
Any other relevant additional information to support the request:	Surrey County Council has pledged to plant 1.2 million trees by 2030, as part of its ambition to be a carbon neutral county by 2050. This project could contribute to Cranleigh's efforts to play their part in achieving this goal for the benefit of the community.

GRANT DETAILS

What is the Grant required for ?	
<u>Project Aims</u> [one/two sentences stating overall aim]	Community Orchard Project South East (COPSE) is a social enterprise set up to engage with other community organisations and landowners to create and enhance community orchards in and around Surrey and further afield in the South East.
<u>Project Objectives</u> [state three/four key objectives]	Provide a focus for community events, activities and training. Be a vehicle for social cohesion ~ working groups, events and food sharing. Provide a community resource ~ a place for quiet reflection and

	<p>casual recreation.</p> <p>Be a source of locally-grown, seasonal fresh fruit.</p> <p>Create traditional orchards for wildlife and increasing biodiversity.</p> <p>Plant trees for Carbon Capture.</p>
<i>Project Description [outline a clear description of the project]</i>	<p>To create and establish a Community Orchard on an area of Waverley Borough-council owned land behind a quadrant of predominantly social housing down Queensway, Cranleigh GU6 7JH. There had been a suggestion that this might be used as allotments at one time, but it has since become overgrown, inaccessible, unsightly and strewn with rubbish. It did not offer an inspiring view or space to the residents that back on to this area and looked set to continue in this vein.</p> <p>We plan to do a Phase 1 planting of 6 Heritage fruit trees (supplied by Waverley) and a wild harvest hedge planting of 20-25 metres (supplied free from The Woodland Trust) late in April 2021 at a Community Planting Day, before and after which COPSE will be engaging with the Cranleigh community to publicise what is happening, invite ideas and involvement from residents, and hold further events and plantings into the future.</p> <p>Primary beneficiaries will be the residents immediately surrounding the area, but we will engage with other community groups as detailed below to ascertain ways that they might also use the space for educational and well-being activities, providing an outdoor classroom and meeting space for the whole community as the project progresses. This has particular relevance and importance as we emerge from the pandemic, a period in which lockdown and social isolation has taken its toll, to a greater or lesser extent, on every member of the community.</p> <p>Depending on the community-led development of this Orchard Project COPSE would then like to support it ongoing until a point where it becomes self-sustaining. Cranleigh has a number of orchards dotted around. It lends itself well to an orchard 'trail' that could be developed at a later stage. When visiting family in late summer we followed a similar trail in Totnes which has inspired this hope. Incredible Edible trees to bear fruit... - Totnes Pulse This is a next step we would like to explore with the community.</p>

Implementation	
Which Organisation will be responsible for implementation of the project?	We are working in partnership with Waverley Borough Council
If land/property is involved	
Has permission been obtained ?	YES – Waverley Borough Council are the landowners
Are there any current contracts or leases which may be affected ?	No
Who owns the land ?	Waverley Borough Council
Are any other consents required?	No

Timings	
When is the grant required by?	<u>As soon as possible</u>
Timetable [kindly provide a timetable to implement the project]	
Date	Milestone
24 th April 2021	<u>First 6 trees and a hedge planted at a community orchard planting event</u>
July/August 2021	<u>Year 1 Bioblitz and community engagement and planning event</u>
January 2022	<u>Further trees/hedge planting event and Wassail</u>
April 2022	<u>Spring event tbc and dependent on future funding</u>

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
<p>An area of Waverley Borough-council owned land lies behind a quadrant of predominantly social housing down Queensway, Cranleigh GU6 7JH. There had been a suggestion that this might be used as allotments at one time, but it had since become overgrown, inaccessible, unsightly and strewn with rubbish. It did not offer an inspiring view or space to the residents that back on to this area and looked set to continue in this vein.</p> <p>We met on site with Waverley Borough Council and they agreed to clear the vegetation and rubbish, re-fence and level the land. These preliminary works have now been carried out and Community Orchard Project South East now wish to carry out the community mapping and engagement element of this project – a vital piece of work as without community involvement there is a space and trees but not a Community Orchard.</p> <p>We plan to do a Phase 1 planting of 6 Heritage fruit trees (supplied by Waverley) and a wild harvest hedge planting of 20-25 metres (supplied free from The Woodland Trust) late in April 2021 at a Community Planting Day, before and after which COPSE will be engaging with the Cranleigh community to publicise what is happening, invite ideas and involvement from residents, and hold further events and plantings into the future.</p>

Primary beneficiaries will be the residents immediately surrounding the area, but we will engage with other community groups (scouts, beekeepers, schools, nurseries etc) to ascertain ways that they might also use the space for educational and well-being activities, providing an outdoor classroom and meeting space for the whole community as the project progresses. This has particular relevance and importance as we emerge from the pandemic, a period in which lockdown and social isolation has taken its toll, to a greater or lesser extent, on every member of the community.

Who and how many of the local community will benefit ?

Primary beneficiaries will be the predominantly social housing tenants and residents immediately surrounding the area, but we will engage with other community groups (scouts, beekeepers, schools, nurseries etc) and the hope is that this will become a wider community resource.

How do you know there is a need for this project ?

As landowners and a social housing organisation, Waverley have a duty and responsibility towards their tenants and have long been aware that this patch of land had become unsightly, inaccessible and was attracting an element of dumping from adjacent properties. When COPSE first posted about the proposed orchard on Facebook, it attracted comments from residents that overlook it of delight that something positive was being created in such a space, improving the outlook both literally and figuratively.

DECLARATION

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

A location plan or site plan	YES/NO
Copy of organisation's latest audited accounts	NO – we are not due our first audit til July 2021
Copy of constitution or set of rules	YES/NO
Evidence of any permissions or consents	YES/NO
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	YES/NO ALL to follow under separate cover.

Signed: _____

Date: 06/04/2021

Position in Organisation: Project Coordinator	



CRANLEIGH PARISH COUNCIL

Meeting Action Plan 2021

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Regulations) came into force on 04 April 2020. This law enabled the Parish Council to conduct its business through remote meetings. This law expires on Thursday 06 May 2021.

As yet, the government have not tabled a motion to extend this law beyond 06 May 2021. This Action Plan is in preparation for the removal of the ability for the Council to conduct its business remotely.

The Parish Council AGREED at its meeting on 18 February 2021 to bring forward the annual meeting of Council to Tuesday 04 May 2021 to enable this meeting to be held remotely. The Annual Governance and Accountability Return will be presented to this meeting for approval.

The proposal is for the next Council meeting to be held in late September face to face.

In the intervening months, the Council will use the Local Government Act 1972 s101 through a Scheme of Delegation: The Council is permitted to delegate authority to a Committee, Sub-Committee or officer of the Council. Through the Scheme of Delegation, the Council will delegate powers to its Proper Officer for the day to day business of the Council.

Planning Committee

The Planning Committee will continue to meet remotely. Members of the public will be offered the opportunity to participate in the meeting through the public session part of the remote meeting. The Committee will formulate their response to the planning applications and the Clerk as Proper Officer under delegated powers will submit the response for and on behalf of the Council to the local planning authority.

Accounts for Payment

Through the Scheme of Delegation, the Council will delegate authority to the Clerk as Responsible Financial Officer and two Councillor cheque signatories to approve the accounts for payment. The accounts for payment will be presented to the next Council meeting for scrutiny.

At the September Council meeting, the Council may choose for its Committees to continue to meet remotely and to make recommendations to the Council for approval at its monthly meeting.

September Parish Council Meeting

Venue: Cranleigh Arts Centre for social distancing and to use technology available. Cost £42 + VAT per hour, technology hire £50

Staff: attend via zoom.

Members of the public: attend via zoom.



CRANLEIGH PARISH COUNCIL

SCHEME OF DELEGATION

APRIL 2021

This scheme of delegation authorises Standing Committees of the Council, the Proper Officer and the Responsible Finance Officer to act within delegated authority in the specific circumstances detailed. These delegations are necessary for the effective day to day running of the Council. This scheme of delegation shall be reviewed by the Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

COUNCIL AND ITS COMMITTEES

1. Council

The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- Approval of Budget and setting the Precept
- Authorisation of Borrowing
- Approval of the Council's Annual Governance Statement and the Accounting Statement
- Addressing recommendations in any report from the internal or external auditors
- Making, amending or revoking Standing Orders, Financial Regulations and the Scheme of Delegation
- Appointment to Standing Committees
- Filling of vacancies occurring on any Standing Committee of the Council during the Civic year
- Making, amending or revoking bylaws
- Making of orders under any statutory powers
- Approving and adopting the Council's Business Plan
- The appointment of the Parish Clerk and the Responsible Finance Officer taking into account the advice of the Personnel Committee
- The dismissal of the Parish Clerk or Responsible Finance Officer
- The dismissal of members of staff, excluding during probationary periods
- Dates of meetings of the Council
- Agreement to take on new, including devolved services, subject in all cases to the recommendation of the Personnel and Finance Committee
- Matters of principle or policy
- Adopting all the minutes approved by Committees
- Approval of application for the Local Council Award Scheme
- Nomination and appointment of representatives of the Council to any other authority, organisation or body
- Any proposed undertaking committing expenditure above £50,000
- Responses to legislative and other allied consultations excluding planning related matters dealt with by the Planning Committee (Full Council to submit responses for major development)
- Prosecution or defence in a Court of law other than an Employment Tribunal
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a Committee
- Decisions to adopt the General Power of Competence
- Write off of bad debts
- All other matters which must, by law, be reserved to the Full Council

2. Delegation to Committees

For the day to day business of the Council, there are four Standing Committees of the Council:

- Finance
- Personnel
- Planning
- Property & Asset

The terms of reference and accountability of each Committees is set out in Appendix A of this scheme.

The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where decisions are delegated to a Committee, so as far as is legally permissible, they are deemed the acts and proceedings of the Council.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

All Committees shall be delegated to make a decision on behalf of the Council to approve of the Committees Minutes as a true and correct record and to pass such minutes for adoption as a public record by the Council.

PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER

3. Proper Officer

The Parish Clerk is designated and authorised to act as Proper Officer of the Council for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer other than as required by the LGA 1972 S151 (Responsible Finance Officer) and as such is authorised to carry out the functions specified in Chapter 3 of the Council's Standing Orders. Additionally to the above, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Oversee all of the Council's services
- Manage the Council Staff in accordance with the Council's policies, procedures and budget
- Authorisation of expenditure as detailed in the Councils Financial Regulations
- Take, discontinue and/or appear in any legal action authorised by the Council
- Take Counsel's advice or instruct Counsel to represent the Council in any legal action authorised by the Council
- To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest
- In consultation with the Chairman of the Council and Chairman of the Personnel Committee, negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal

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Telephone 01483 272311

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

- Terminate employment during probation and to review salary on completion of probationary periods (in consultation with the Chairman of the Personnel Committee)
- Commission legal and professional advice on staffing matters
- To apply for planning consent for carrying out of development by the Council
- Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land
- Negotiating the terms of any lease, licence conveyance or transfer of land or property
- The granting or refusal of the Council's consent under the terms of any lease
- The granting of easements, wayleaves and licences over Council land
- Exercise in his own right or to authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control
- Serve requests for information as to ownership, occupation and other interests in land for the purpose of any function under their control
- Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Standing Orders and Financial Regulations.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Parish Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements.

The Parish Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

Provided that such authorisation is not prohibited by statute, the Parish Clerk, to whom a power, duty or function is delegated, may authorise another Officer to exercise that power, duty or function, subject to:

- Such authorisation being in writing
- Only to be given to an Officer below the delegated officer in the organisational structure
- Only being given where there is significant administrative convenience in doing so
- The Officer authorised by the Parish Clerk acting in the name of the Parish Clerk

A delegation to a subordinate Officer shall not prevent the Parish Clerk from exercising the same power or duty at the same time.

4. Position of Chairman of the Council

The Council will appoint a Chairman of the Council.

Since no individual Member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Chairman to undertake overall management of the business of the Council, including:

- Day to day decisions on the implementation of Council Policy
- Overseeing work to implement Council Business Plan
- Managing Urgent Business

The Chairman of the Council and the Chairman of the Personnel Committee will provide line management for the Parish Clerk.

5. Urgent Matters

In the event of any matter arising which requires an urgent decision, the Parish Clerk shall forthwith consult with the Chairman of the Council and other relevant Committee Chairs and/or Vice Chairs before acting on behalf of the Council.

Before the Parish Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter justifies summoning an Extraordinary Meeting of the Council or appropriate Committee.

Whenever any action is taken as a matter of urgency, full details of the circumstances justifying the action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.

6. Absence of the Parish Clerk

The Parish Clerk has broadly two roles within the organisation of the Council, firstly to fulfil the functions of the designated Proper Officer of the Council as detailed in para 3 above and Section Three of the Council's Standing Orders and secondly to act as the Council's senior executive and head of paid services with overall responsibility for the strategic delivery of council services.

Delivery of Council Services:

The tactical delivery of council services lies with the staff member responsible for the day to day delivery of the service. However, in the unlikely event that a staff member requires guidance on an urgent & significant issue which cannot wait until the return to work of the Parish Clerk, they may consult directly with the Chairman of the Committee responsible for the service. Emergency expenditure may be incurred within the criteria set out in table 1 below. The Parish Clerk is to be briefed on the issue in question at the earliest opportunity upon his/her return to work.

Delivery of Democratic Services;

In the unplanned/unexpected absence of the Parish Clerk, the Admin Clerk is to inform the Chairman of the Council and the Chairman of the Personnel Committee of the situation and is authorised to carry out the functions of the Proper Officer necessary to ensure the continued delivery of the council's democratic services, specifically those required under Standing Order 15bii – the serving of a duly signed summons confirming the time, place and the agenda for a meeting of the Council or one of its committees and the posting of the appropriate public notices.

Additionally in the unplanned absence of the Parish Clerk which has or is likely to exceed 7 days, the Admin Clerk is authorised to liaise with the Chairman of the Council in order to call an extraordinary meeting of the Council, for the purposes of agreeing arrangements appropriate for the situation.

7. Responsible Financial Officer

The Responsible Finance Officer to the Council is the designated Local Government Act 1972 Section 151 Officer and shall be responsible for the Parish Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

The Responsible Finance Officer is authorised to:

- Operate the Council's banking arrangements.
- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belongs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate
- Enter into leasing and contract hire agreements for the acquisition of vehicles, machinery and equipment approved by Council or an appropriate Committee on such terms as are considered appropriate
- Manage investments as authorised by the Council's investment strategy
- Raise and repay loans approved by the Council
- Authorise action for the recovery of debt
- Maintain a Register of Assets and Inventory of Equipment
- Determine the Parish Council's insurance requirements.
- Make all necessary arrangements for the Council's insurance
- Prepare a draft budget for consideration by Council
- Prepare the final accounts for each financial year

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Responsible Finance Officer will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements

The Responsible Finance Officer may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

8. Authority to Incur Expenditure

Table 1 details the authorised limits of expenditure and certification of invoices.

Table 1 – Authority to Incur Expenditure			
AUTHORITY	LIMIT	OFFICER	COMMENTS
To incur expenditure	Within budget	Parish Clerk	As Proper Officer for the Council, the Parish Clerk is tasked with enacting the decisions of the Council and does this within approved budget parameters
Emergency Expenditure	£2,000	Parish Clerk	Report to next Council/Committee Meeting as appropriate
Authorise Invoices	All invoices	Parish Clerk and two Councillor signatories.	The Parish Clerk confirms expenditure and determines cost centre allocation. The Admin Clerk for Finance carries out an additional level of checks whilst inputting into the accounts system. The Council delegates authority to the Clerk and any two Councillor signatories to approve the accounts for payment. Such payments to be presented to the next meeting of the Council.

9. Remote Meetings

- From 07 May 2021, the Council's Standing Committees will continue to meet remotely in accordance with Standing Order 22.
- The full Council will meet as required face to face to approve recommendations made from the Standing Committees.
- The Council delegates authority to the Proper Officer to submit the Planning Committee's recommendations in respect of planning consultations to the appropriate authority on behalf of and in the name of the Council.
- The Council delegates authority to the Responsible Financial Officer and any two Councillor signatories to approve the accounts for payment. Such payments to be presented to the next meeting of the Council for scrutiny.

Finance and General Purposes Committee

Main Function: The undertaking of Parish Council financial matters.

Membership: 7 Councillors. Membership of the Finance Committee shall consist of the Chairman and Vice Chairman of the Council, the Chairmen of the Planning, Property & Asset and Neighbourhood Plan Committees, and two members appointed from the remainder of the Council. If the Chairman of any Standing Committee is unable to attend a meeting of the Finance Committee, the Vice Chairman of that Standing Committee shall attend in his place and shall be entitled to vote.

Chairmanship:

Elected as the first item of business at the annual meeting.

Terms of Reference:

1. Developing the Council's annual budget and recommending to Council the annual precept required.
2. Developing and providing guidance to Standing Committees on wages, salaries and inflation to be incorporated in those committees' annual budget submissions.
3. Reviewing annual budget submissions from Standing Committees, and incorporating the agreed annual budgets into the Finance and General Purposes Committee's budget recommendations to Council.
4. Recommending to Council the allocation of grants and donations.
5. Reviewing all Council revenue and capital expenditure throughout the year, intervening as necessary should any Standing Committee's spending exceed that committee's agreed budget.
6. Considering any public consultations and preparing a response for the Council to consider for submission in response to the consultation.
7. The Chairman and Vice Chairman of the Committee have delegated powers to deal with urgent or minor financial matters, details of which will be reported at the next meeting of the Committee.

Neighbourhood Plan Committee

Main Function: Consultation with the community and stakeholders for the creation of a Neighbourhood Plan for Cranleigh.

Membership: 6 Councillors so voting quorum is 3, plus a maximum of 6 non-Councillor members.

Chairmanship:

Elected as the first item of business at the first meeting and subsequent annual meetings from amongst the Councillor members to ensure the Chairman is able to exercise a casting vote (if required).

Voting: In accordance with s.13(1) and (7) of the Local Government and Housing Act 1989 ('the 1989 Act'), only Councillor members are eligible to vote at meetings.

Terms of Reference:

- To define a timetable for the completion of the Neighbourhood Plan.
- To produce a statement of community and stakeholder engagement.
- To apply for grant funding to complete the Neighbourhood Plan process.
- To work with the planning consultants and the community to finalise the vision for the parish for approval by the Parish Council.
- To complete the evidence base to support the Neighbourhood Plan.
- To review and develop the policy, guidance and proposals for the Neighbourhood Plan.
- To review the call for site request and allocations.
- To present the revised pre-submission consultation Neighbourhood Plan to the Council for approval.
- To consider any advice or recommendations from Waverley Borough Council on the revised pre-submission Neighbourhood Plan.
- To present the submission Neighbourhood Plan and consultation statement to the Council for approval.
- To consider any modifications recommended by the Independent Examiner and make a recommendation to the Council.

Secretariat: Cranleigh Parish Council to provide full secretariat support to the Committee in accordance with Standing Orders. The Neighbourhood Plan Committee agendas, minutes, consultations and updates will be added to the Council's website.

Financial: Cranleigh Parish Council to retain full responsibility for the administration of the finances of the Neighbourhood Plan in accordance with its Financial Regulations.

Personnel Committee

Main Function:

The undertaking of all employment related matters.

Membership: Maximum of 5 Councillors.

Terms of Reference:

- To make a recommendation to the Council on all employment related matters including contracts, performance management, salary reviews and superannuation.
- To make a recommendation to the Council on staffing levels.
- To make a recommendation to the Council for the setting of the annual staffing budget.
- To review Council policy documents in accordance with statutory advice: Discipline and Grievance Procedure, Staff Handbook, Pension Policy and other such policies that directly relate to staffing matters.

Planning Committee

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

Membership: Maximum of 12 Councillors.

Terms of Reference:

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

1. Examining all planning applications, applications for consent, applications for Certificate of Lawfulness and major amendments which are submitted to the Planning Authority from within the Parish of Cranleigh, and the prompt submission of any comments it considers necessary on such plans to the Planning Authority.
2. Examining applications for work on trees within the Parish of Cranleigh and the prompt submission of any comments it considers necessary to the Planning Authority.
3. Arranging the necessary level of representation of the Parish Council's views to any Planning Appeal or Inquiry which relates to the Parish of Cranleigh
4. Drafting for final approval by the full Council, the Parish Council's response to any consultations by the Planning Authority or the County Council on future Local Plans and Structure Plans and major planning applications, and if required, to respond to Central Government Consultation Papers on planning matters.
5. Developing the annual budget for the Committee for consideration by the Finance and General Purposes Committee during the Council's budget-making process.
6. The Chairman and Vice Chairman of the Committee and the Clerk have delegated powers to deal with urgent or minor planning matters, details of which will be reported at the next meeting of the Committee.

Property & Asset Committee

Main Function:

The management of all Parish Council property including buildings, playground equipment, open spaces, allotments and cemetery.

Membership: Maximum 12 Councillors.

Terms of Reference:

- The maintenance of Cranleigh Village Hall, Public Conveniences, Snoxhall Fields Sports Pavilion, Snoxhall Fields and play equipment, Beryl Harvey Field, Bruce Mackenzie Field, Youth Centre, Council Offices, Allotments and Cemetery within the Committee's approved budget.
- To make a recommendation annually to the Finance Committee for revenue and capital budgets for these facilities.
- To consider requests for additional street furniture including bus shelters, notice boards and seats.
- To work in partnership with Waverley Borough Council on the maintenance of the monuments at Fountain Square, the Obelisk and the War Memorial.
- To review the schedule of inspection of Council property and open spaces including five yearly electrical safety, gas safety, legionella prevention and emergency lighting inspections.
- To review the Risk Assessments for individual property, open spaces and working practices in relation to property matters.
- To maintain the Local Authority Land Register.

Strategy:

The efficient and effective administration and maintenance of all Parish property.

Policy:

Seek to maintain and enhance the appearance of all the Parish Council's land holdings and property recognizing the significance and importance of such standards.

Financial:

- To spend within the Council's adopted revenue budget.
- To seek the Council's approval for expenditure from earmarked reserves.



Cranleigh Parish Council

Cranleigh Cemetery Rules and Regulations

Please take time to read through the Cranleigh Cemetery Rules and Regulations carefully.

- Please show respect for those who are buried in the cemetery.
- Please be aware that monuments may become unstable over time. Take care in the cemetery and do not lean on any monument.
- Cars are only permitted to tend graves. Please drive very slowly with care. Cars must not be parked on grass verges.
- No dogs are allowed (except guide or hearing dogs).
- No unaccompanied children under the age of sixteen are allowed in the cemetery.
- Adults must supervise children in their charge.
- Please use the litter bins provided to dispose of rubbish.
- Wreaths and floral tributes that have deteriorated will be removed by the Sexton.
- Monuments, kerb sets and inscriptions may only be installed with a memorial permit.
- The New Section of the cemetery is consecrated for burials according to the rites of the Church of England.

We are here to help, please do not hesitate to contact us if you have any queries by telephone on 01483 272311 or email clerk@cranleigh-pc.gov.uk

Interpretation of Terms

"Council" means the Cranleigh Parish Council.
"Cemetery" means the Cranleigh Burial Ground.
"Clerk" means to the Cranleigh Parish Council.
"Resident" means a person residing in Cranleigh at the time of death.
"Monument" means any memorial or gravestone which is placed or erected on a grave.
"Responsible Person" means an adult over 18 years of age.

1. Burials

- 1.1 Notice of interment is to be given on the prescribed form to the Clerk between the hours of 9.00 am and 4.00 pm three whole days previous to the interment, which days shall be exclusive of Sundays, Bank Holidays, Christmas Day, Good Friday and Saturdays and no notice will be accepted on these aforesaid days provided that this regulation shall not apply to cases of death from epidemic disease or other interments required to take place immediately upon the certificate of the appropriate Medical Officer or Authority.
- 1.2 The Notice of interment must be signed by the owner of the Exclusive Rights of Burial for the grave, in order to confirm their permission, no other signature will be accepted. The only exceptions being new Exclusive Rights of Burial, owner's interment and cases of death from epidemic disease.
- 1.3 Coffins only of wood or other bio-degradable material shall be used in earthen graves and all coffins shall have a non-corroding plate bearing the deceased's name securely fixed.
- 1.4 The Council does not undertake the digging of full size graves. Provision for such work is the responsibility of the person requiring the same and must be carried out by an approved gravedigger and must be carried out to the satisfaction of the Council acting through the Clerk. Graves can only be dug at times agreed with the Sexton and ~~only~~ between only between the hours of 9.00 am and 4.00pm, Monday to Thursday. All graves must be left in a safe condition and must be inspected by the Sexton (or nominated member of staff) on completion.
- 1.5 No body shall be buried in a grave in such a manner that any part of the coffin is at a depth exceeding 8 feet nor a depth less than 3 feet below the level of the ground of the adjoining grave. Undersize (children's) coffins shall be buried at a depth not less than 4 feet below the level of the ground of an adjoining grave.
- 1.6 No body shall be buried in a grave unless the coffin is effectually separated from any other coffin already in the grave by means of a layer of earth not less than six inches in thickness.
- 1.7 Where, in the cemetery, any grave is re-opened for the purpose of making another interment therein, no person shall disturb any human remains interred therein nor remove there from any soil which is offensive.
- 1.8 All fees and charges, as prescribed from time to time by the Parish Council, are to be paid at the offices of the Clerk. Fees and charges relating to interments shall be paid before the interment takes place. Fees relating to monuments shall be paid when application is made for permission to place or erect a monument.
- 1.9 No interment may take place on Sundays, Bank Holidays, Christmas Day, Good Friday, and Saturdays, nor before 10.00 am in the morning or after 3.30 pm in the afternoon on the remaining days provided. This regulation shall not apply to interments required to take place immediately upon the certificate of the appropriate Medical Officer or Authority or in the case of exceptional circumstances, in which case the day and time of interment is subject to the approval of the ~~Council Chairman of the Cemetery Committee~~.
- 1.10 No burial shall take place until the Registrar's Certificate of Disposal (Green or White as appropriate), the Coroner's Order for Burial where an inquest has been held, or a certificate from the Registrar in the case of a still-born child, is lodged with the Council.

- 1.11 Cremated remains shall not be scattered in the cemetery.
- 1.12 The grave space for the burial of persons over 12 years shall be 7 feet (2130 mm) x 3 feet (920 mm).

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2. Exclusive Right of Burial

- 2.1 Applications for Exclusive Right of Burial will only be accepted from Cranleigh residents, their close relatives (i.e. parents, siblings) or those with a close Cranleigh connection.
- 2.2 The Exclusive Right of Burial for a grave may only be purchased at the time of the interment on payment of the appropriate fee.
- 2.3 A family may purchase Exclusive Right of Burial for two graves but only at the time of the first interment.
- 2.4 Exclusive Rights of Burial for a grave are granted for a period of 100 years and include the right to place a memorial in accordance with the memorial regulations in section 4.
- 2.5 New graves will be allocated in strict rotation, unless there are exceptional circumstances in which case a grave will be allocated in another part of the Cemetery.
- 2.6 It is recommended where possible that there are two Grantees for each Exclusive Right of Burial, who are over 18 years of age.

3. Walled Graves and Vaults

- 3.1 Only earthen graves will be permitted in the cemetery. No walled or vaulted graves will be allowed.

4. Memorials

- 4.1 Monuments will only be allowed in accordance with the table of fees.
- 4.2 Application for new monuments and of alterations to existing monuments and copies of all inscriptions proposed to be placed thereon, must be delivered to the Clerk on the appropriate Memorial Application Form, for the approval of the Council. A certificate of such approval must be obtained before they can be admitted within the cemetery.
- 4.3 The Memorial Application Form must be signed by the owner of the Exclusive Rights of Burial for the grave, in order to confirm their permission. No other signature will be accepted.
- 4.4 The Council reserve the right to remove any unauthorised memorials following a period of 28 days notice to the person(s) responsible for the installation, at a cost to the person(s) responsible for the installation and also have a statutory right to sue persons placing an unauthorised memorial for the cost of the removal.
- 4.5 ~~Any monument admitted to the cemetery must be installed by a stone mason who is a member of BRAMM or NAMM and must be installed in full accordance with BS8415 and any relevant industry codes that comply fully with BS8415 and therein shall remain at the sole risk of the owner thereof.~~
As a Local Authority registered with BRAMM any monument admitted to the cemetery must be installed by a stone mason who is a registered member of BRAMM with a current fixers licence in full accordance with BS8415 and any relevant industry codes

that comply fully with BS8415. Stone masons who are registered members of NAMM are permitted to install monuments that are in full accordance with BS8415 and any relevant industry codes that comply fully with BS8415 on proof of registration. All monuments installed in the cemetery shall remain the sole risk of the owner.

- 4.6 All monuments shall be constructed of good durable material and if constructed of more than one block of material shall be securely clamped together with non rusting clamps.
- 4.7 No fixed monument shall be laid or erected without a base of stone or concrete of sufficient thickness and size to prevent settling
- 4.8 No trade inscription will be allowed upon any monument.
- 4.9 All monuments shall have the number of the grave space cut thereon in letters not exceeding one inch in height, and not more than six inches above the ground level and the cost of such work shall be at the expense of the owner of the monument.
- 4.10 No hewing or dressing will be permitted within the cemetery, and all materials for monuments and all tackle and material shall be conveyed into the cemetery in such a manner as will avoid annoyance to persons or injury to the ground or walks; and all refuse, soil and rubbish, shall be removed in like manner; any damage caused to paths, ground and road to be repaired by and at the expense of the contractor.
- 4.11 Two clear working days notice must be given to the Council before any monument may be fixed.
- 4.12 Each monument shall be kept in repair by the owner, and if not kept in repair may be repaired or laid flat by the Council at its discretion and at the expense of the owner.
- 4.13 The size of a memorial on a single grave may not exceed 915mm (3') in height from ground level, 915mm (3') in width and 102mm (4") in depth and a kerbstone may not exceed 2430mm x 915mm (8'x 3').
- 4.14 The size of a memorial on a children's grave may not exceed 610 mm (2') in height from ground level, 508 mm (20") in width and 51 mm (2") in depth.
- 4.15 A plaque on an Ashes grave may not exceed 300mm x 460mm x 51mm (12" x 18" x 2").
- 4.16 A plaque on a children's Ashes grave may not exceed 559mm x 457mm x 51mm (22" x 18" x 2")
- 4.17 Excluding a headstone and vases it is not permitted to have additional raised memorials on a full grave.
- 4.18 No kerbing or chippings will be permitted around ashes graves.
- 4.19 Monuments shall not be painted.
- 4.20 Temporary memorials in the set form of a wooden cross can be erected providing they do not exceed 914mm (3') in height above ground. These shall be allowed for twelve months after a burial until a permanent memorial can be installed.
- 4.21 Memorial plaques for the Garden of Remembrance wall may be applied for with a plaques purchase enquiry form, to be approved by the Council and then installed by the Council following a signed form of Agreement. Memorial plaques may only include text, be constructed of stainless steel with text engraving, have only three lines of text with a maximum of 75 characters and must not exceed 150mm x 150mm (5.9"x5.9").

4.22 Memorial items may not be placed, secured or hung on any trees, hedges, shrubs or structures within the Cemetery.

4.23 A copy of the certificate of compliance that has been issued to the memorial owner must be supplied to the Council, prior to the erection of the memorial.

5. Memorial Benches

5. Memorial Benches

5.1 ~~Memorial benches may be placed within the cemetery and their style and location subject to the approval of the Property and Asset Committee.~~ Memorial benches may be placed within the cemetery subject to the approval of ~~the~~ memorial bench purchase enquiry form ~~by the Council~~ and signed form of Agreement. their style and location is subject to the approval of the Property and Asset Committee. The location of the bench will be agreed as near to the requested location as possible, the Council's decision on the location will be final.

5.2 The owner of an approved memorial bench is responsible for the maintenance of their bench. Benches that are not maintained or fall into disrepair may be removed by the Council and plaques kept for return to the owners.

5.3 Approved memorial benches will be installed by Council staff using appropriate fixings for the location. All benches installed in the Cemetery are done so at the owner's risk.

5.4 The Council reserves the right to re-locate or remove any bench from the Cemetery without prior notification to allow maintenance and refurbishment works to be carried out.

5.5 All benches must remain natural wood in colour, therefore it is not permitted to paint benches in any colour other than natural wood colouring, stain or vanish.

6. Grave Maintenance

6.1 The Council reserves the right to level and turf or sow with grass seed any mounded grave after one year from the date of the interment.

6.2 No more than two items are allowed on an ashes grave. The items must have a base not exceeding 6" x 6" or 6" in diameter and must be no more than 9" in height. The Council reserves the right to remove any items that do not comply with this regulation.

6.3 Glass vases, jars, bottles and artificial turf shall not be permitted on graves as they pose a Health and Safety risk. The Council reserves the right to remove these items.

6.4 Shrubs, plants or flowers may, subject to the prior approval of the Council be planted on any purchased grave. Upon the completion of such work all refuse must be conveyed to the nearest receptacle for litter. The Council reserves the right to prune, cut down or dig up and remove any of the shrubs, plants or flowers at any time, when in its opinion, the same have become unsightly, neglected or overgrown.

6.5 The Council reserves the right to remove any neglected, damaged or decayed tributes.

6.6 All tributes must remain within the boundary of the grave space and must not cause an obstruction, disturbance to neighbouring graves or distress to visitors of the Cemetery.

6.7 Receptacles of alcohol may not be placed on grave spaces in order to not cause offence or distress to visitors of the Cemetery, and for the health and safety of employees and cemetery visitors.

7. General

7.1 The Cemetery will be open every day of the year from 9.00 am until dusk, except from November to April when the gates will be closed from 5.30pm – 9am.

- 7.2 No vehicle except those accompanying funerals or used in connection with the work of the cemetery or the attendance to graves will be permitted in the cemetery provided that this regulation shall not apply to any wheeled chair. No vehicles are permitted to drive on grassed areas in the cemetery.
- 7.3 No child under the age of sixteen years ~~are-is~~ allowed into the cemetery unless under the care of a responsible person.
- 7.4 Dogs shall not be brought in nor allowed in the cemetery other than guide or assistance dogs and such dogs must be kept on a lead at all times.
- 7.5 Pets may not be buried in the cemetery.
- 7.6 No work of any kind which is undertaken for the purpose of profit shall be executed in the cemetery on Sundays, Bank Holidays, Christmas Day, Good Friday or Saturdays, except work in connection with burials carried out in accordance with the proviso to Regulation number 1.1.
- 7.7 No person shall disfigure, injure, maim, or destroy wilfully or otherwise any building, wall, fence or other structure or any tree, plant or other item being in or part of the cemetery whether the same belongs to the Council or any other body or person. Nor shall any bill, placard, poster or structure or other item at any time be placed or erected in the cemetery or on any item therein.
~~Furthermore~~Furthermore, no games, sport or recreation shall be practised in the cemetery nor shall (save at Military Funerals) any firearm be discharged. No person shall at any time disturb or annoy by action, words or otherwise any person in the cemetery or create any nuisance thereon.
- 7.8 Without prejudice to any other remedy available to the Council or other body or person, any person contravening these rules shall be liable to a fine of up to £100 or such other fine as shall from time to time be lawfully demanded by the Council.
- 7.9 The Council reserves the right to make from time to time any alterations and additions to these regulations.
- 7.10 Anyone who fails to comply with these Regulations may be refused access to the cemetery or where this is a breach of legislation, legal action may be taken.

The foregoing Rules and Regulations were adopted by Cranleigh Parish Council on 7th October 2010 and last amended by the Council on 21 November 2019. The Rules and Regulations previously in force in respect of Cranleigh Cemetery are hereby superseded.

These regulations are in addition to the Local Cemeteries Order 1977.