



## CLERK REPORT – 11 MAY 2026 TO BE READ IN CONJUNCTION WITH THE AGENDA

### 1 Election of Chair for 2026/27 and delivery by Chair of his/ her declarations of acceptance of office

Wayne has confirmed he is happy to stand as Chair for the year 2026/27. Any other Councillor can nominate themselves and then the Council will vote. If there are no other candidates then Wayne will be nominated in and confirm his acceptance of declaration of office.

#### Action required by Council

- Councillors to elect chair of council for 2026/27
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### 2 Election of Vice Chair for 2026/27

Karen has confirmed she is happy to stand again as Vice Chair for the year 2026/27. Any other Councillor can nominate themselves and then the Council will vote. If there are no other candidates then Karen will be nominated in.

#### Action required by Council

- Councillors to elect vice chair of council for 2026/27
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### 3. Election of Chair and Vice Chair for Councillor Surgery/ Planning for 2026/27

Jim has advised he no longer wants to be Chair. The key role is to review and make recommendations for planning, to chair the meeting and summarise at full council meeting. Candidates can nominate themselves. I spoke with some of you and sent a note out to all. Karen has confirmed she would be happy to become Chair for this working party. Jim is happy to be Vice Chair. If there are no other candidates. then Karen will be nominated in as Chair and Jim as Vice Chair.

#### Action required by Council

- Councillors to elect Chair and Vice Chair for Councillor surgery/ planning for 2026/27
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### 6. Public Notices - For Information Only

- Family Playgroup – Wednesday 13 May - 10.30m to 12.00pm - Salfords Village Hall (SVH)
  - Councillors Surgery – Monday 1 June – 6.30pm to 7pm – SVH
  - East Surrey YMCA Wellbeing Walk - Salfords Stroll – Friday 5 June – 9.45am – SVH
  - Coffee Morning - Friday 5 June – 11am to 12.30pm – SVH
  - Parish Council Meeting – Monday 8 June - 7.30pm – Emmanuel Church, Sidlow
  - Salfords community day - Saturday 13 June - 1pm to 5pm - Salfords social club
  - Sidlow community day – Saturday 27 June – Bures Manor – 2pm to 7pm
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### 9 To receive and approve the annual report 2025/26

The [Link](#) was emailed to you all on 14/04/26. It is now to formally approve the report for the minutes. This has been uploaded to the website, will be circulated to residents on mailing list and exerts used in the next newsletter.

#### Action required by Council

- To formally approve the Annual report.
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## 10. Appointment of Representatives on Local Organisations and bodies

Current appointment of Representatives on Local Organisations and bodies (listed in alphabetical order). Thanks to those who have responded to email sent 28/4/25.

- a. Association of Parish Council Aviation Group - (Cllr K Dukes/ Cllr S Rolph)
- b. ~~CAGNE Parish Council Forum (Cllr K Dukes)~~
- c. Community Rail Network (Cllr P Edwards/ Cllr C Clarke/ Cllr S Rolph)
- d. Gatwick Area Conservation Campaign (Cllr W Clark/ Cllr K Dukes)
- e. GATCOM (Cllr. B Barnes/ Cllr S Rolph)
- f. Norwood Hill Resident's Association (Cllr B Barnes)
- g. Plane Injustice (TBC)
- h. Redhill Aerodrome Consultative Committee (Cllr J R Blackmore)
- i. Redhill Business Guild – (Cllr B Barnes/ Cllr C Clarke)
- j. Reigate & Banstead Standards Committee (Cllr. M Lodge)
- k. Salfords Social Club (Cllr C Clarke/ Cllr P Edwards)
- l. Salfords Train Station (Adoption)/ Community Rail Network (Cllr P Edwards/ Cllr C Clarke/ Cllr S Rolph)
- m. Salfords Village Hall Management Committee (All Parish Councillors)
- n. Sidlow Churchyard Committee (Cllr. B Barnes)
- o. Surrey Association of Local Councils (Cllr. J R Blackmore – Cllr S N Rolph/ Cllr M Lodge Deputy. Cllrs Blackmore and Rolph have Council voting rights)
- p. Surrey Enhanced Bus Partnership; Stakeholder Reference Group (Cllr S N Rolph)

It should also be agreed that if a Councillor attends a meeting, they prepare a brief report with key notes of importance for the next Council meeting. The report is sent to the Clerk for either inclusion within the Clerk report or sent out separately.

### **Action required by Council**

- To review and agree representatives on various other bodies to report at future meetings

## 11. Salfords and Sidlow Parish Council and Employees Memberships of other Bodies

Renewal	Body	Who
March	SALC (Surrey Association of Local Councils) & NALC (National Association Of Local Councils)	Council
November	Society Of Local Council Clerks	Clerk

### **Action required by Council**

- To review and agree memberships on various bodies – this is just a formality

## 12. Policies and Procedures

We must approve the following policies annually which were sent to you on 22/4/26. See Appendix A for full policy list.

- Financial Risk Assessment
- Salfords Village Hall Health & Safety
- Salfords Village Hall Risk Assessment
- Scheme of Delegation
- Code of Conduct
- IT Policy

They are all statutory policies we should have. Templates have been provided by various bodies for our sector. These are shown on the policy list.

Council also needs to approve new policies sent 23/4/26 HR - Carers/ paternity and maternity and also a new Vexatious policy

CC has reviewed them all.

### **Action required by Council**

- To approve policies – this is just a formality

### **13. Planning/ Licence Applications, Enforcement and Aviation Matters**

See separate planning list and decision sheets.

#### Horse Hill Developments Ltd (HHDL)

SCC LPA's confirmed in March 2026, HHDL withdrew five applications for the approval of details, pursuant to planning permission ref: RE18/02667/CON date 9/2019, and one non-material amendment (NMA) application relating to the same planning permission. This was because these applications could no longer be progressed following the decision of the Supreme Court in June 2024 to quash the temporary parent planning permission for hydrocarbon production at Horse Hill. The parent application remains with the CPA for determination. The CPA are in regular contact with the applicant who is in the process of finalising the preparation of the additional planning and environmental information requested by the CPA. Once received, this information will be subject to a full round of consultation and publicity prior to the application being determined. In the meantime, enforcement officers are continuing to monitor the site and engage with the applicant regarding the removal of equipment from the site and continued cessation of active operations.

#### **Enforcement Updates**

##### Picketts Lane

Residents have requested financial assistance to support their Rule 6 representation at the JR for Plot 2. I will send a separate email.

#### **Aviation**

##### Plane Injustice

Councillors to note the approval under scheme of delegation of £3,000 made to Plane Injustice for them to appoint Richard Buxton Barrister to support in letter to be submitted to CAA and LGW.

Plane Injustice have sent a request for further funding of £830.40. I will send a separate email.

##### GACC

It is hoped the decisions for the JR will be made w/c 4/5/26. GACC know they need further funding and have requested if the Parish Council will make a further donation. I will send a separate email outlining their request.

#### **Action required by Council**

- To review planning and planning decisions and agree any action required
  - To review any updates on Enforcement cases
  - To consider request for funding Picketts Lane Plot 2 JR from residents
  - To note and approve donation to Plane Injustice and consider request for further funding
  - To consider GACC request for further funding
- 

### **14. Meeting Reports**

22/04/26 – RACC – JB – notes sent 27/4/26

11/05/26 – Tree planting at Salfords Social Club (SSC) with Surrey County Council (SCC) - CB

#### **Action required by Council**

- To note meeting updates and agree if any action is required
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### **15. Neighbourhood Plan**

We are at Stage 4 Preparation Stage- creating Draft Neighbourhood Plan prepared by local community. Councillors have agreed to create a design code, to be prepared and written by an external agent.

Feria Urbanism have been appointed at a cost of £10,400 recognising that costs may increase if more time is required for specific areas of work to prepare the design code as part of the neighbourhood plan.

The reasons for the recommendation are they are the most cost effective and our Planning Consultant Steve Tilbury has worked directly with them and had a positive experience

### **Action required by Council**

- Councillors to note and approve the appointment of Fera Urbanism

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## **16. Community Updates**

### Wellbeing Walk – Salfords Stroll

15 people attended the walk on a warm sunny Friday morning.

### Coffee morning

45 residents attended the coffee morning.

### Family playgroup

Next session is Wednesday 13 May.

### Community Garden

This will re-open for the summer from Thursday 28 May starting at 2pm

### 13/06/26 – Community Day – Salfords Social Club

Three bands - Something Like That, Rewind Windband and Jazz Peeps will be performing.  
Council to approve costs of donation for £100 for band and donation of up to £50 to cover fuel/  
travel costs for Rewind Windband and Jazz Peeps

### 27/06/26 – Sidlow Community Day

Redstone Community Band and Kat Jax will be performing.  
BB has purchased the TENS license for £21

Borough/ County Councillors and the R&BBC Mayor have been invited to both events.

### **Action required by Council**

- To note update on community updates and approve £150 funding for live music for Salfords and Sidlow TENS license cost for £21

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## **17. Financial Matters**

### Cheque list, payments and balances

List of cheques issued, income and expenditure for Council and village hall for April 2026 as set out below.

### Bank reconciliation

April 2026 bank reconciliation has been signed off by CC.

### Members Allowance Scheme for 2025/26

Policy for the Members Allowance Scheme for 2026/27 was emailed to All on 20/04/26.

### Annual review of the hall and Parish Council bank signatories for the accounts and how payments can be processed:

Any two Councillors can approve payments made via the Faster Payment Scheme (online banking).

Current bank signatories for cheques, DD set up and amendments are:-

- Wayne, Jim and Mark for both the Parish Council and hall accounts

### DD's/ Standing Orders set up for the Parish Council and hall are:-

- BT – telephone and Broadband - monthly payment
- Corona Energy – Gas and Electric for hall - monthly instalments
- Sutton and East Surrey Water – Water for hall – monthly instalments
- Christ the King – quarterly hall ground rent

- DLG Computer – IT / laptop support
- NEST – Clerks pension scheme
- Information Commission Office – Data Protection

### 2025/26 - Financial Audit

Accounts have been approved by the Internal Auditor on 23/4/26 with no issues raised. Councillors need to note the report and take action on any recommendations.

Councillors need to formally agree to appoint Peter Barclay to remain as Internal Auditor for 2026/27.

The Council need to formally approve the accounts for external audit – see financial audit summary sent separately.

### *Signing and approval of the Annual Governance and Accountability Return (AGAR) Parts 2 and 3*

The Parish Council must carry out a review of the effectiveness of the system of internal control and prepare the Annual Governance Statement. At the Council meeting Councillors must:

- a. consider the findings of the review by the members meeting as a whole; and
- b. approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements.

The Annual Governance Statement must be approved prior to the Accounting Statements. This can be done at the same meeting but with the correct order of business on the agenda and this must be evidenced by the meeting minute references and/or dates.

The responsible financial officer (RFO) (Me!) must sign and date ‘Section 2 - Accounting statements 2025/26’ of the AGAR before it is presented to the Parish Council. At the Council meeting, the Council must, in the following order:

- a. consider the Accounting Statements by the members meeting as a whole;
- b. approve the Accounting Statements by resolution; and
- c. ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

Once these formalities have taken place, I can submit the accounts and AGAR to External Auditors.

### Plane Justice

Councillors to note receipt of £3,496.59 from Plane Justice.

### Salfords Social Club

Salfords Social Club will be submitting grant application for new club sign which I will email separately.

### **Action required by Council**

- To review and approve the Statements of Income and Expenditure and Lists of cheques /DD/BACS for April 2026
- To note bank reconciliation has been signed off for April 2026
- To note and approve Members Allowance Scheme for 2026/27
- To review and confirm how Council and hall payments will be approved and who should be bank signatories for Parish Council and village hall accounts
- To review and agree DD payments for Parish Council and village hall
- To note Internal Audit has been reviewed and signed off with no issues.
- To review external audit for 2025/26 by reviewing and approving the accounts for the Annual Governance and Accountability Return 2025/26 (AGAR)
  - by approving the Annual Governance statement for 2025/26
  - by approving the accounting statements for 2025/26
- Councillors to note receipt of £3,496.59 from Plane Justice.
- To consider grant request from Salfords Social Club for new club sign

Payments made April 2026: -

<b>List of Cheques/ DD's/ BACS Paid Out to 30 April 2026</b>			
<b>Salfords and Sidlow Parish Council</b>			
		<u>VAT</u>	<u>Total</u>
DD	BT -Telephone and Broadband Invoice No M039 P4 28/03/26 £48.28 +£9.66 VAT = £57.94	£9.66	£57.94
BACS 1399	HMRC Tax and NI Conts Jan to March26	£0.00	£2,637.25
BACS 1400	Claire Baller - Expenses for coffee morning - £2.85	£0.00	£2.85
BACS 1401	SALC - Annual subscription for SALC/ NALC 01/04/26 - 0055 - NALC £239.60 + SALC - £1,071.50 = £1,311.10	£0.00	£1,311.10
TV	SVH - VAT refund £566.39	£0.00	£566.39
BACS 1402	CCLA Client Services - Deposit	£0.00	£20,000.00
BACS 1403	Oakworld - 4 picnic benches for Salfords Social Club 418227 - £963.33 + £192.67 = £1156	£192.67	£1,156.00
BACS 1404	RequestaPlan - Plans for planning application for forecourt 15/04/26 - £19 + £3.80 VAT = £22.80	£3.80	£22.80
BACS 1405	Richard Buxton Solicitors 17/04/26 - Support for Plane Injustice for Route 4 consultation	£0.00	£3,000.00
BACS 1406	Printmates - flyers for community day x 2000 and patches for banner 20/4/26 - £105 + £21 VAT = £126	£21.00	£126.00
BACS 1407	Peter Barclay - Internal Audit review 2025/26 26/4/26 - S&S003 - £250	£0.00	£250.00
DD	NEST - Clerks Pension scheme contribution April 2026 Employer £72.51 + Employee £6.68= £169.19	£0.00	£169.19
BACS 1408	Mrs. C. Baller - Salary April 2026 - £1,738.26 & Mar O/T £1,198.80= £2,937.06 less tax £539.20 NI £151.12 and Pens £96.68= £2,150.06	£0.00	£2,150.06
		<b>£227.13</b>	<b>£31,449.58</b>
<b>Salfords Village Hall</b>			
		<u>VAT</u>	<u>Total</u>
BACS 721	ASF Cleaning - 31/03/26 - 65679 £288.87+ £57.77 VAT = £346.64	£57.77	£346.64
DD	Corona Energy - Electric - 03/04/26 - £169.94+ £8.49 VAT = £178.43	£8.49	£178.43
DD	Corona Energy - Gas - 05/0326 - £488.71+ £97.74 VAT = £586.45	£97.74	£586.45
DD	SES Water	£0.00	£31.00
TV	Clerks % salary - 1/3	£0.00	£1,105.01
		<b>£164.00</b>	<b>£2,247.53</b>

## S&SPC Income and Expenditure for April 2026:-

<b>SALFORDS &amp; SIDLOW PARISH COUNCIL</b>				
<b>Accounts to 30 April 2026</b>				
<b>RECEIPTS</b>	<b>April 26 to March 2027</b>			<b>FULL YEAR</b>
	<b>Actual</b>	<b>Budget</b>	<b>YTD %</b>	<b>2025/26</b>
Precept	25,723.53	51,447.06	50%	48,997.20
Grants	3,496.59	3,500.00	100%	48,704.00
CIL Grant	0.00	4,000.00	0%	9,680.08
Advertising in newsletter	0.00	550.00	0%	536.00
TV from SVH for Clerks % of salary, tax & NI	1,105.01	12,000.00	9%	11,088.01
General	0.00	50.00	0%	43.00
CCLA Transfer	0.00	1.00	0%	40,000.00
VAT Refund	584.55	8,000.00	7%	7,730.42
<b>Total Income</b>	<b>30,909.68</b>	<b>79,548.06</b>	<b>39%</b>	<b>166,778.71</b>
<b>PAYMENTS</b>				
<b>General Administration</b>				
Administration	19.00	4,000.00	0%	3,927.25
Postage	0.00	50.00	0%	-
Broadband and telephone	48.28	600.00	8%	671.51
Travel	0.00	100.00	0%	79.80
Members Allowances	0.00	200.00	0%	200.00
S142 - Newsletter	0.00	6,000.00	0%	5,562.59
Training	0.00	400.00	0%	220.00
<b>Total General Administration</b>	<b>67.28</b>	<b>11,350.00</b>	<b>1%</b>	<b>10,661.15</b>
<b>Salary Payments</b>				
Salary	2,150.06	23,000.00	9%	20,256.46
Pension contributions	169.19	2,000.00	8%	1,514.01
Inland Revenue	2,637.25	12,000.00	22%	11,934.74
<b>Total Salaries</b>	<b>4,956.50</b>	<b>37,000.00</b>	<b>13%</b>	<b>33,705.21</b>
<b>Other</b>				
Professional Services	250.00	850.00	29%	670.00
Rents/ Meetings	0.00	3,740.00	0%	3,740.00
Refund VAT to Salfords village hall	566.39	6,000.00	9%	5,928.09
S214 Emmanuel church	0.00	1,750.00	0%	1,750.00
Grants / Wellbeing	105.00	2,000.00	5%	1,785.97
S143 Payments Grants	1,311.10	1,311.00	100%	1,556.46
Community Grant & Crisis Scheme (Ringfenced £1,000)	2.85	2,000.00	0%	1,471.01
Election Costs - Ringfenced £8,000	0.00	0.00	0%	-
Planning/ Aviation Dev. - (Ringfenced £3,0496.59)	3,000.00	30,000.00	10%	6,821.00
Salfords Village Hall Strategic CIL(R/F £31,615)	0.00	31,615.00	0%	15,000.00
Parish Council office - (Ringfenced £2500)	0.00	2,500.00	0%	1,521.41
Parish Council Centre - (Ringfenced 5,000)	0.00	0.00	0%	-
Community Recreation - (Ringfenced £3,000)	963.33	2,000.00	48%	870.00
Keeping Parish Tidy - (Ringfenced £1,000)	0.00	1,000.00	0%	-
Environmental Enhancements- (Ringfenced £1,000)	0.00	1,000.00	0%	459.07
Train Station Adoption (Ringfenced £928.65)	0.00	500.00	0%	209.79
CIL Payments- (Ringfenced £20,306.21)	0.00	5,000.00	0%	5,650.89
CCLA bank transfer	20,000.00	20,000.00	100%	80,000.00
VAT Paid out	227.13	2,000.00	11%	1,439.98
	<u>26,425.80</u>	<u>113,266.00</u>		128,873.67
<b>Total Payments</b>	<b>31,449.58</b>	<b>161,616.00</b>	<b>19%</b>	<b>173,240.03</b>
<b>Receipts less payments</b>	<b>-539.90</b>	<b>-82,067.94</b>		<b>-6,461.32</b>
<b>Balances B/F</b>				
General Account	13,398.79			<b>13,938.69</b>
Ringfenced Funds (£57,066.79)				
CCLA Reserves	126,838.82			106,500.23
<b>BALANCE</b>	<b>140,237.61</b>			<b>120,438.92</b>

## Village Hall Income and Expenditure for April 2026:-

SALFORDS VILLAGE HALL									
Receipts and Payments For the month ending 30 April 2026									
Receipts	2026/27	Budget	YTD %	2025/26	Payments	2026/27	Budget	YTD%	2025/26
Badminton	472.00	5,500.00	9%	5,538.00	30% Clerk salary	1,105.01	12,000.00	9%	11,088.01
Church	-	50.00	0%	37.00	<b>Total Gen. Exp. &amp; Maint.</b>				
Keep fit	274.50	2,100.00	13%	2,177.40	Cleaning	288.87	4,500.00	6%	3894.39
Baby Group	375.00	2,700.00	14%	2,641.50	External Maint	-	33,000.00	0%	8,059.71
Martial Arts	-	1,300.00	0%	1,335.00	Internal Maint	-	5,000.00	0%	9,919.02
Dance practice	169.00	3,200.00	5%	3,114.00	Electrical maintenance	-	1,500.00	0%	1,014.88
Rear Hall	320.80	2,500.00	13%	2,918.90	General expenditure	-	500.00	0%	450.43
Rear Hall Parties	150.00	500.00	30%	658.00	<b>Total Gen. Exp. &amp; Maint.</b>	288.87	44,500.00	0%	23,338.43
Main Hall Parties	898.00	5,000.00	18%	6,758.50	Admin. expenses	-	100.00	0%	-
General/ Grant/ TV	-	31,615.00	0%	17,408.89	Gas	488.71	6,000.00	8%	5,761.90
CIL transfer					Electric	169.94	3,000.00	6%	2,799.01
					Water Rates	31.00	350.00	9%	312.00
					Total Utilities	689.65	9,350.00	7%	8,872.91
<b>Total Receipts</b>	<b>2,659.30</b>	<b>54,465.00</b>	<b>5%</b>	<b>42,462.19</b>	Total hall running costs	2,083.53	65,850.00	3%	43,299.35
					Refunds (£550)	-	-		1,215.00
VAT refund	566.39	9,000.00	6%	5,928.09	VAT paid	164.00	9,000.00	2%	4,006.15
Bank Interest	-			-					
Gas refund	-			0					
<b>Total Income</b>	<b>3,225.69</b>	<b>63,465.00</b>	<b>5%</b>	<b>48,390.28</b>	<b>Total expenditure</b>	<b>2,247.53</b>	<b>74,850.00</b>	<b>3%</b>	<b>48,520.50</b>
					<b>Balances</b>				
					Net to bank account	978.16			
					Cash	-			-
					Premier A/C	6.35			6.35
					Current A/C	5,146.52			4,168.36
Balance b/f	22,092.86			16,435.63	Balance C/F	5,152.87			4,174.71

## 18. Correspondence received

- 10/04/26 - Candidates announced ahead of East Surrey and West Surrey Council elections
- 12/04/26 - Norwood Hill Get Togethers at The Fox Revived Pub 16/4/26
- 13/04/26 - Woodhatch & Whitebushes Impact Report for 2025
- 13/04/26 - Copy from resident to complaint to RBBC 25/01546/SCOPE - Land West of Salfords
- 14/04/26 - Surrey Community Action update
- 15/04/26 - Copy of Horley TC response to R4 consultation
- 15/04/26 - Community Rail News
- 15/04/26 - Diversion Order FP 392 Horley– sealed order new footpath 577 – Crossoak Lane
- 16/04/26 - SCC - Everything you need to know about Surrey's elections
- 16/04/26 - Request from Plane Injustice for funds for LGW Route 4 consultation legal advice
- 17/04/26 - Voluntary Action South East (VASE) update
- 17/04/26 - Everything you need to know about Surrey's elections
- 22/04/26 – Residents concern about container yard on New House Lane
- 22/04/26 – Residents concern about damage to verges on New House Lane
- 23/04/26 - Slow Charger Lamp Columns Installation - Reigate & Banstead (Work Package 3)
- 23/04/26 - HTC: Annual Town Public Forum, Friday, 15 May 2026, from 6.30pm
- 25/04/26 – Resident enquiry about locked gate on FP392
- 25/04/26 – Charlwood May Parish Pump
- 28/04/26 – Notification of Westvale Park S106 Compliance. Formal Complaint to R&BBC
- 28/04/26 – R&BBC Nominations for the RBBC Volunteer Awards are now open.
- 29/04/26 – VASE update
- 29/04/26 – Copy of Plane Injustice response to R4 consultation
- 29/04/26 - Earth Day, volunteering and exciting news about Volunteer's Week
- 29/04/26 – Community Rail News
- 01/05/26 – AEF newsletter

02/05/26 – CAGNE Parish Council forum newsletter  
02/05/26 – CAGNE newsletter  
Various – GATCOM updates  
Various – SALC/ NALC updates

**Action required by Council**

- To review correspondence and agree if any action to be taken
- 

**19. Clerk report and Action List**

See action list below for previous action/ outcome.

Website and Email

I have been working with Namesco – our provider for provision and hosting email and website support. As we have built up the platforms over years we have two systems running and therefore are paying more than what we need to if we move across to one system for everything.

I hope to have this finalised by Monday so I can present options and costs hence on the agenda.

**Action required by Council**

- To note updates and agree any action required

See Appendix B for further info

Thanks, Claire 5/5/26

## APPENDIX A SALFORDS AND SIDLOW POLICIES AND PROCEDURES

	Policy	Comments
	<b>Annual review 12/05/25</b>	
1	Standing Orders	SALC- 2025 edition
2	Dispensation Procedure Policy	Recommended by SALC
3	Financial Regulations	SALC – 2025 edition
4	Financial Risk Assessment	Recommended by SALC
5	Members Allowance Scheme 2025/26	R&BBC
6	Salfords Village Hall Health & Safety	S&SPC/ HSE
7	Salfords Village Hall Risk Assessment	S&SPC/ HSE
8	Scheme of Delegation	SALC/ Horley TC
9	Website Accessibility statement	SALC/GDPR
	<b>HR Policy</b>	
1	Adverse Weather Policy	SALC
2	Annual Leave policy	NALC
3	Bullying and Harassment Policy	SALC
4	Carers Policy	NALC
5	Compassionate leave policy	NALC
6	Disciplinary Policy	NALC
7	Emergency/ Dependants Leave	NALC
8	Employee Conduct Policy	SALC
9	Flexible working policy	NALC
10	Grievance Policy	NALC
11	Home working policy	NALC
12	Laptop Policy	S&SPC
13	Lone Working Policy	NALC
14	Maternity leave policy	NALC
15	Paternity leave policy	NALC
16	Pay Policy	SALC
17	Performance Management Scheme	SALC
18	Recruitment Policy	SALC
19	Sickness and Absence policy	NALC
20	Staff Expenses Policy	SALC
21	Training and Development Policy	NALC
	<b>Finance Policies</b>	
1	Expenses Policy	NALC
2	Financial Risk Assessment	SALC Annual
3	Grant Awarding Policy	SSPC
4	Investment Policy	SALC
5	Members Allowance Policy	SALC
6	Reserves Policy	SLCC
	<b>Council Policies</b>	
1	Advertising at Salfords Village Hall Policy	S&SPC
2	Biodiversity Policy	S&SPC
3	Child Protection / Vulnerable person Policy	SALC
4	Community Awards Policy	SALC
5	Complaints Procedure	SALC
6	Co-option Policy	SALC
7	Correspondence Policy	SLCC
8	Council representation on outside body	SALC
9	Dispensation Procedure Policy	Annual
10	Email and Internet Use Policy	SALC
11	Environmental Policy	SALC

12	Equal Opportunities Statement	SALC
13	Equality and Diversity policy	NALC
14	Health and Safety Policy	SALC
15	Managing Council as a corporate body	SALC
16	Media and Communications Policy	SALC
17	Member Complaints Code of Conduct	R&BBC
18	Member Officer Relations Protocol	SALC
19	Recording of Public Meetings	SALC
20	Risk Management Policy	SALC
21	Safeguarding policy	SALC
22	Scheme of Delegation	SALC/HTC - Annual
23	Statement of Intent to community engagement	SALC
24	Vexatious Policy	SSPC
25	Whistle blowing policy	NALC
	<b>GDPR Policies</b>	
1	Confidential reporting	SALC
2	Consent Form for Data Protection/ GDPR	GDPR
3	Data Protection Breach Reporting	SLCC - GDPR
4	Data Protection Policy	SALC and S&SPC
5	Document Retention & Disposal Policy	SALC/ SLCC - GDPR
5	Freedom of Information	SALC
6	FOI Model Publication Scheme	SALC
6	Information and Data Protection Policy	SLCC - GDPR
7	Information and technology policy	SALC
8	Privacy Notice – resident	NALC - GDPR
9	Privacy Notice – Staff/ Councillors	NALC - GDPR
10	Processing Activity Policy/ Template	SLCC – Standing Orders/ GDPR
11	Removeable Media Policy	SLCC - GDPR
12	Reporting Personal Data Breach Policy	ICO - GDPR
13	Social Media Policy	SLCC - GDPR
14	Subject Access Request (SAR) Policy	ICO - GDPR
15	Subject Access Request (SAR) Form	SLCC- GDPR
16	Transferrable Data Policy	SLCC - GDPR

GDPR – General Data Protection Regulations  
HSE – Health and Safety Executive templates  
ICO – Information Commission Office  
NALC – National Association of Local Council  
R&BBC – Reigate and Banstead Borough Council template  
SALC – Surrey and Sussex Association of Local Council’s template  
SLCC – Society of Local Council Clerks template  
S&SPC – Salfords and Sidlow Parish Council template

- All risk assessments are up to date –staff/ hall and financial

All policies will be available on the website.

## Appendix B – To Do list

Ref	Date	Action	Who	Update	Complete
26/04/004	13/04/26	CB to raise concern of pavement parking on Westmead Drive	CB	Reported to highways but limited action	Closed
26/04/004	13/04/26	CB to write to A Benson requesting meeting about 25/01546/SCOPE	CB	AB confirmed will review and respond	Closed
26/04/004	13/04/26	VC to engage with planning team on 25/01546/SCOPE	VC	VC escalated and linked to above	Closed
26/04/004	13/04/26	Councillors to raise concern of Fairacres expansion at meeting on 12/5/26	CB	Will be on agenda for 12/5/26	Closed
26/04/006	13/04/26	Clerk to respond to 5 planning applications	CB	Responded	14/04/26
26/04/006	13/04/26	CB to raise concern with R&BBC enforcement about planning application 25/01993/HHOLD	CB	Concern raised.	Closed
26/04/006	13/04/26	CB to clarify LPA's intention for Horse Hill oil site to so UKOG reinstates the land.	CB	Planning application still valid	Closed
26/04/007	13/04/26	CB to request Social Club to submit grant request for new sign and advise may need planning	CB	Advised	Closed
26/04/007	13/04/26	CB to attend meeting with Social Club and SCC to review option for tree planting	CB	Meeting scheduled for 11/5/26 – agenda	Closed
26/04/007	13/04/26	CB to include provision of daffodil bulbs for Social Club in annual order	CB	Will include	Closed
26/04/007	13/04/26	CB to purchase four picnic benches for Salfords Social Club	CB	Purchased and delivered	Closed
26/04/008	13/04/26	NHP working group to review tenders for design guide code preparation and appoint consultant	NHP	Tenders reviewed and consultant appointed	Closed
26/04/008	13/04/26	NHP working group to schedule meetings and continue with development of NHP	NHP	Ongoing	Ongoing
26/04/008	13/04/26	All to attend meeting with R&BBC on 12/5/26	All	To attend	Ongoing
26/04/010	13/04/26	CB to send off final submission for response to R4 consultation	CB	Submission sent 14/04/26	Closed
26/04/010	13/04/26	CB to collate information for resident information for R4 consultation	CB	Shared on social media	Closed
26/04/011	13/04/26	CB to purchase flyers and patch for banners for community day	CB	Purchased and delivered	Closed
26/04/011	13/04/26	JB/WC to be prepared to lend gazebos for community day	JB/WC	Gazebos will be needed	Ongoing
26/04/011	13/04/26	CC/ CB to prepare for upcoming Salfords events	CC/CB	Timings finalised	Ongoing
26/04/011	13/04/26	BB/ CB to prepare for upcoming Sidlow events	BB/CB	Bands secured and TENS license sorted	Ongoing
26/04/012	13/04/26	CB to submit CIL report for 2025/26 to R&BBC	CB	Submitted 14/4/26	Closed
26/04/012	13/04/26	CB to confirm bank details to Plane Justice to receive external funding	CB	Donation received	Closed
26/04/012	13/04/26	CB advise Aviation Town and Parish Council Forum about decision for donation.	CB	Advised no donation will be made	Closed
26/04/015	13/04/26	CB to purchase block plan and location plan for planning application for forecourt	CB	Purchased and submitted 23/4/26	Closed
26/04/015	13/04/26	CB to submit statement confirming the de minimis exemption for the BNG survey for forecourt.	CB	Submitted 23/4/26	Closed
26/04/015	13/04/26	KD/BB/CB to submit planning application for forecourt changes	KD/BB/CB	Submitted 23/4/26	Closed
26/04/015	13/04/26	CB to confirm to contractor that bollards may not be installed by building	CB	Advised	Ongoing
26/04/015	13/04/26	WC/CB to plan for building planters to be located by front of building on new carpark forecourt	WC/CB	At appropriate time	Ongoing
26/04/015	13/04/26	Councillors to provide information for surgery and ext. org. representation for annual council meeting	ALL	Agenda item	Closed
26/04/015	13/04/26	CB to advise residents about decision for speed reduction on Ironsbottom and A217	CB	Res asks for follow up with unitary authority	Ongoing
26/04/015	13/04/26	CB to receive crash data for A217 from the resident	CB		
26/03/014	09/03/26	BB and CM to explore options for Rights of Way project to review condition of stiles.	BB/CM	Ongoing. CC plans to review Salfords	Ongoing
26/03 C	09/03/26	CB/BB/KD to progress planning application for forecourt and submit to R&BBC	BB/KD/CB	Planning application submitted	Closed
26/02-012	09/02/26	CB to purchase lamp post poppies	CB	Request submitted	Ongoing