



Cranleigh Parish Council

## LOCAL COUNCILS' DOCUMENTS AND RECORDS

This policy is in line with Information about local council documentation contained in Chapter 11 of 'Local Council Administration' by Charles Arnold Baker (9<sup>th</sup> Edition) and NALC Legal Topic Note 40 (January 2013).

This is a very basic outline of the documents held by the Parish Council and that it is meant to focus attention when disposing of records held by the Parish Council rather than be restrictive. Discretion should be given to practitioners over every day items.

The aim of this document is to ensure proper document control within Cranleigh Parish Council, to ensure that valuable information is not destroyed and to ensure that all information held is relevant and appropriate. Storing paper efficiently ensures that storage costs, fire risks and unnecessary wastage are not incurred.

There is a clear need to retain documents for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings. Papers and records may be destroyed if they are no longer of use or relevant. If in doubt, the document(s) should be retained until proper advice has been received.

A list of items archived at the Surrey History Centre are attached to the Policy and available on the Parish Council website [www.cranleighpc.org](http://www.cranleighpc.org)

### Keep indefinitely

Document	Reason
Minutes (keep in a fireproof cabinet as electronic copies are available only after 2004.) Minutes to 2000 have been deposited with the Surrey History Centre in Woking. Confidential minutes- these are filed according to the same legislation as minutes and stored in a locked cabinet. Minutes may be declassified and made available to the public by agreement of the full Council only.	Archive
Cemetery records – all binders, Deed of Grants, Memorial Permits.	Archive, Local Authorities Cemeteries Order 1977 (sl.204)
Receipt and Payment Accounts	Archive
Investments.	Audit, Management
Land deeds, title deeds, legal information and plans, agreements and contracts.	Audit, Management
Members acceptance of office.	Archive, Management

It is recommended that a permanent record is made of insurance company names and policy numbers for all injured risks.	
Parish Council Newsletters. The Legal Deposit Libraries Act 2003 requires a local council which after February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan chart or table) to deliver, at its own expense, a copy of them to the British Library Board for study and information.	Management
Trust Deeds.	Management

#### Keep for 50 years

Burial grey forms (these could be kept longer if space permits)	
Memorial permits (these could be kept longer if space permits)	
Certificates for Insurance against liability for employees	Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management

#### Keep for 12 years

Wages Books	Superannuation
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#### Keep for 10 years

Electronic FD records should be kept for 10 years. Expenditure lists are kept with the minutes	Audit, VAT.
Invoices - Revenue invoices need only be kept for 6 years, however to avoid extra paper handling all invoices should be kept for 10 years and unless of historical value, destroyed.	VAT
Declarations of Interest. (Copy sent to WBC)	

#### Keep for 6 years

VAT records	VAT
Receipt books	For audit/VAT reasons
Scales of fees and charges	For management reasons
Members allowance registers	Tax, Limitation Act 1980 (as amended)
Village Hall/ recreation hiring records	For audit/VAT reasons.
Quotations and tenders	Limitation Act 1980 (as amended).

Paid cheques	Limitation Act 1980 (as amended).
Petty cash, postage and telephone books	Tax, VAT, Limitation Act 1980 (as amended)

**Keep for 2 years**

General correspondence, with discretion	Management
Sexton's notices	Audit
Bank Statements	Audit
Bank paying in books and cheque book stubs	Audit
Timesheets	Audit

**Keep while valid**

Risk Assessments	Management
Insurance Policies* See Indefinitely and 50 years above.	Management
Health and Safety information	Management
Circulars from County Associations, NALC etc.	Management
Journals published by others	Management
E-mails	Management

**Planning**

Planning applications are usually available on the Planning Authority website, therefore it has been agreed by the Parish Council that hard copies should be kept for 6 months.	Management
Copies of Structure Plans, Local Plans and similar documents should be retained as long as they are in force.	Management.

**Documentation relating to staff**

Staff documentation should be kept securely and in accordance with the 8 data protection principles contained in the Data Protection Act 1998. Personal data relating to staff should not be kept longer than is necessary for the purpose it was held. However, staff records for former employees may be kept for at least a year for the purpose of giving references, payment of tax, national insurance contributions and pensions and in respect of any legal claims made against the Council.	Management
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### **Retention of documents for legal purposes and debts**

Most legal proceedings are governed by the Limitation Act 1980 (as amended). Legal claims may not be commenced after a specified period. The same applies to debts.

### **Data Protection and Freedom of Information Considerations**

The Council has a policy relating to data protection and Freedom of information considerations.

### **General**

All electronic records are backed up at least once a week and kept off site. Currently this is being provided by Operations Support.

There is a hard copy of burial records kept off site at the cemetery.

Confidential or personal information will be shredded when discarded, including cemetery invoices and anything of a sensitive nature.

November 2015

Review date November 2017

List of items held at the  
Surrey History Centre.

29.12.15

(pages 1-3)

## Search Results

SHC Reference	Title	Description	Date
<u>892/12/40</u>	Papers and copy correspondence concerning the management of Cranleigh Commons. 1 file		1905-1910
	Letters...		
<u>5036/Box3</u>	File of correspondence with Corporate Membership of the Trust, including Shalford, Womersley and...		1972-1975
<u>8293</u>	CRANLEIGH PARISH: POOR RATE BOOK, 1900; GODALMING BOROUGH COUNCIL: RATE ARREARS BOOKS, 1956-1967		1900-1967
<u>9178</u>	CRANLEIGH PARISH COUNCIL: RECORDS, 1894-1985	This deposit includes council and committee minutes, public notices, newspaper cuttings and a...	1894-1985
<u>9178/1/1</u>	Volume of signed MS minutes of Cranleigh Parish Council (indexed)	Correspondence and papers have been inserted into the volume	Dec 1894- Mar 1901
<u>9178/1/2</u>	Volume of signed MS minutes of Cranleigh Parish Council (indexed)	Papers have been inserted into the volume	Apr 1901- Feb 1912
<u>9178/1/3</u>	Volume of signed MS minutes of Cranleigh Parish Council (indexed)		Mar 1912- Oct 1920
<u>9178/1/4</u>	Volume of signed MS minutes of Cranleigh Parish Council (indexed)	Papers have been inserted into the volume	Nov 1920- Nov 1925
<u>9178/1/5</u>	Volume of signed typescript minutes of Cranleigh Parish Council (indexed)		Dec 1925- Oct 1930
<u>9178/1/6</u>	Volume of signed typescript minutes of Cranleigh Parish Council (indexed)		Nov 1930- Sep 1935
<u>9178/1/7</u>	Volume of signed typescript minutes of Cranleigh Parish Council (indexed)		Oct 1935- Mar 1943
<u>9178/1/8</u>	Volume of signed MS minutes of Cranleigh Parish Council (indexed)		Apr 1943- Mar 1949
<u>9404</u>	CRANLEIGH PARISH COUNCIL: ADDITIONAL RECORDS	The records comprise council and committee minutes, the latter including recreation and rights of...	1894-1999
<u>9404/2/1</u>	Cranleigh Parish Council minutes		22 Apr 1949-16

		Oct 1953
<u>9404/2/2</u>	Cranleigh Parish Council minutes	20 Nov 1953-26 Apr 1957
<u>9404/2/3</u>	Cranleigh Parish Council minutes	17 May 1957-21 Apr 1961
<u>9404/2/4</u>	Cranleigh Parish Council minutes	19 May 1961-20 Feb 1964
<u>9404/2/5</u>	Cranleigh Parish Council minutes	17 Mar 1964-16 Dec 1965
<u>9404/2/6</u>	Cranleigh Parish Council minutes	20 Jan 1966-21 Dec 1967
<u>9404/2/7</u>	Cranleigh Parish Council minutes	18 Jan 1968-16 Oct 1969
<u>9404/2/8</u>	Cranleigh Parish Council minutes	20 Nov 1969-15 Mar 1971
<u>9404/2/9</u>	Cranleigh Parish Council minutes	15 Apr 1971-21 Sep 1972
<u>9404/2/10</u>	Cranleigh Parish Council minutes	19 Oct 1972-20 Feb 1975
<u>9404/2/11</u>	Cranleigh Parish Council minutes	20 Mar 1975-19 May 1977
<u>9404/2/12</u>	Cranleigh Parish Council minutes	16 Jun 1977-19 Apr 1979
<u>9404/2/13</u>	Cranleigh Parish Council minutes	30 May 1979-18 Dec 1980
<u>9404/2/14</u>	Cranleigh Parish Council minutes	15 Jan 1981-20 May 1982
<u>9404/2/15</u>	Cranleigh Parish Council minutes	7 Jun 1982- 17 Feb 1983
<u>9404/2/16</u>	Cranleigh Parish Council minutes	17 Mar 1983-20 Oct 1983
<u>9404/2/17</u>	Cranleigh Parish Council minutes	17 Nov 1983-20 Dec 1984
<u>9404/2/18</u>	Cranleigh Parish Council minutes	17 Jan 1985-18 Dec 1986

<u>9404/2/19</u>	Cranleigh Parish Council minutes		22 Jan 1987-21 Sep 1989
<u>9404/2/20</u>	Cranleigh Parish Council minutes		19 Oct 1989-19 Jul 1990
<u>9404/2/21</u>	Cranleigh Parish Council minutes		20 Sep 1990-19 Sep 1991
<u>9404/2/22</u>	Cranleigh Parish Council minutes		17 Oct 1991-17 Sep 1992
<u>9404/2/23</u>	Cranleigh Parish Council minutes		15 Oct 1992-16 Sep 1993
<u>9404/2/24</u>	Cranleigh Parish Council minutes		21 Oct 1993-19 Dec 1994
<u>9404/2/25</u>	Cranleigh Parish Council minutes		19 Jan 1995-21 Mar 1996
<u>9404/2/26</u>	Cranleigh Parish Council minutes		18 Apr 1996-17 Dec 1997
<u>9404/2/27</u>	Cranleigh Parish Council minutes		15 Jan 1998-15 Apr 1999
<u>9404/2/28</u>	Cranleigh Parish Council minutes, supporting papers		1990-1994
<u>9404/2/29</u>	Cranleigh Parish Council minutes, supporting papers		1994-1996
<u>9404/2/30</u>	Cranleigh Parish Council minutes, supporting papers		1997
<u>9404/2/31</u>	Cranleigh Parish Council minutes, supporting papers		1998-1999
<u>CC28/[929]</u>	Cranleigh Parish Council: proposal to constitute an Urban District. Includes plan of burial ground.		1929
<u>CC582/1/2</u>	Old School Board Mortgages, transferred to Surrey County Council in 1902 from the following...		1872-1934
<u>G85</u>	BRAY FAMILY OF SHERE: MANORIAL AND ESTATE RECORDS AND FAMILY PAPERS, INCLUDING OF WILLIAM BRAY...	The core and bulk of this collection are the deeds, manorial records and administrative papers of...	12TH CENT-1950
<u>LA6</u>	HAMBLEDON RURAL DISTRICT COUNCIL AND PREDECESSOR AUTHORITIES: RECORDS	Parish rate books (-/10/- to -/27/-) have been sampled. One rate book for each sort of rate...	1842-1969

ACCESSION RECEIPT

Surrey History Centre  
130 Goldsworth Road  
Woking  
Surrey  
GU21 6ND

**Accession Number:** 9404  
**Date of accession:** 25/11/2014  
**Description** Cranleigh Parish Council: additional records (as listed on schedule provided by the Clerk)  
**Covering dates** 1894-1999  
**Provenance** Deposited by the Clerk of Cranleigh Parish Council  
**Quantity** 3.5 crates  
**Deposit terms** Long loan  
**Depositor** Cranleigh Parish Council  
**Address** Village Way  
Cranleigh  
Surrey  
GU6 8AF  
**Access Conditions** There are no access restrictions.

**Copyright**


**Permission to destroy unwanted material** No                      **Permission to transfer material** No

Records held on long loan are subject to the terms of deposit overleaf (subject to any variations agreed in writing): in signing this receipt, assent is given to these terms.

**Signed on behalf of depositor:** 

**Date:** 9.12.14.

**File reference:** DF3472

**Signed on behalf of Surrey Heritage:** 

**Date:**



# SURREY HISTORY CENTRE

## TERMS OF DEPOSIT OF RECORDS

### Introduction

Surrey History Centre exists to acquire, preserve and make available for public consultation records and local studies material relating to the history of Surrey. The History Centre is part of Surrey County Council.

Surrey History Centre is the place of deposit for official records of Surrey County Council, district councils and civil parishes. It is authorised to hold public records under the provisions of the Public Records Acts, 1958 and 1967, and Church of England parish records deposited under the terms of the Parochial Registers and Records Measure, 1978.

Surrey History Centre is also an authorised place of deposit for tithe records, under the provisions of the Tithe Redemption Act 1936, and of manorial records, under the Manorial Documents Rules. Under the provisions of the 1962 Local Government (Records) Act the History Centre is also authorised to accept private records by way of gift, long term loan or purchase. These terms of deposit do not override the specific provisions of these cited laws or other records legislation.

Gifts of records become the property of the County Council. They are not subject to the following terms of deposit although in appropriate instances a gift may be made subject to certain conditions. The County Council will become data controller of donated records as defined by the Data Protection Act 1998 unless the donor explicitly wishes to retain controllership.

Records deposited as a long term loan remain the property of the depositor who may withdraw them subject to our terms of withdrawal (7.1-7.4). A long term loan can be converted to a gift at any time during the period of deposit.

### Definition of terms for the purpose of this document.

**Depositor:** The person, or their lawful heirs or successors, who is the owner of the records and places the records on loan in the Surrey History Centre.

**Council:** Surrey County Council, and any successor authority.

**Records:** The property of the depositor placed in the custody of Surrey History Centre.

### 1 Deposit

**1.1** These terms of deposit will apply to all records deposited with Surrey History Centre on or after 28 March 2002 unless the depositor notifies the head of service in writing of any objections or variations to specific clauses at the time of deposit or within one calendar month of deposit, and agreement is reached with the head of service.

**1.2** In the case of deposit by long term loan it is expected that the minimum period of deposit shall be 20 years.

**1.3** The Council reserves the right to refuse the deposit of any records judged not to merit permanent preservation and to return them or, with the consent of the depositor, destroy them.

**1.4** The County Council will become joint data controller with the owner of the records while they are in the custody of Surrey History Centre and both parties shall be responsible for compliance with the Data Protection Act 1998. The Act permits the Council to keep archives indefinitely and to allow others to use them for research, provided they are not used to support measures or other decisions with respect to particular individuals and provided they are not processed in such a way that substantial distress or damage is or is likely to be caused. Therefore the Council reserves the right to refuse to take records which may still be needed by the owner to support decisions concerning individuals.

**1.5** A register of the names and addresses of depositors is permanently maintained by the Council in manual and electronic forms. Such information will not be released to third parties without express permission. It shall be the responsibility of the depositor to notify the Council of any change of ownership or of name or address.

**1.6** The Council reserves the right to photograph, microfilm or otherwise copy records subject to the copyright acts currently in force.

### 2 Custody

**2.1** The Council will undertake to store the records in secure conditions, preserving the records from damage, loss, theft and illegal access.

### 3 Conservation

**3.1** Appropriate conservation treatments including the physical repair of records may be carried out by qualified conservators or people working under professional supervision where considered necessary by the head of service.

**3.2** The Council will withhold access to records considered to be too fragile, damaged or otherwise unsuitable for public consultation.

### 4 Listing

**4.1** The records will be listed, as resources allow, by qualified archivists or people working under professional supervision. A free copy of the list will be sent to the depositor and to such other persons or organisations as is deemed appropriate. The name and town of residence of the depositor will generally be included in the list unless agreement is reached to the contrary.

**4.2** Catalogue reference numbers may be applied to the surface of individual records in a non-detrimental fashion, for identification and security purposes.

**4.3** Copyright in all Surrey History Centre lists and other finding aids, manual or computerised, is vested in the Council.

### 5 Access and Publications

**5.1** Subject to any restrictions agreed between the depositor and the Council in 1.1, and to any statutory restrictions and closure periods, the records shall be made available for public consultation. The Council will observe the depositor's right to keep his records confidential for an agreed period. The permanent closure of records will not be accepted.

**5.2** All researchers will be alerted to the need to comply with the Data Protection Act 1998 and will be personally liable for infringement of the Act.

**5.3** Copies of records will be supplied to members of the public only in accordance with current copyright legislation. The Council will take all reasonable measures to inform the public of their responsibilities under such legislation but is not liable for abuse of copyright by a member of the public. Records will not be copied if their condition or format means they may be damaged in the process.

**5.4** Unless otherwise agreed with the depositor at the time of deposit, the head of service may grant permission to publish in whole or in part deposited records on condition that the depositor is acknowledged. Persons intending to publish will be made aware of the relevant current copyright legislation where reasonably practicable.

**5.5** Unless otherwise agreed with the depositor at the time of deposit, the Council reserves the right to publish deposited records in whole or in part in its own publications without seeking the prior permission of the depositor but with due acknowledgement to the depositor.

### 6 Exhibitions and Talks

**6.1** Records may be displayed, in original or copy form, without the further permission of the depositor if the display is taking place on council premises or is supervised by History Centre staff. Requests from other institutions for the loan of records for temporary exhibitions will be referred to the depositor for approval. The Council will wish to satisfy itself as to security and insurance arrangements.

### 7 Withdrawal

**7.1** The depositor is entitled to withdraw the records temporarily, upon signing an appropriate undertaking, for up to three months after giving one week's notice. The depositor, or his agent or representative, must prove entitlement to the records or show suitable authorisation before deposited records may be withdrawn. The Council accepts no liability for loss or damage of records while they are withdrawn.

**7.2** In the exceptional case that the depositor, as owner, decides to reclaim records six months notice must be given.

**7.3** During the period of notice the Council will be entitled to copy the records and retain these copies as the property of the Council after the originals have been removed. The Council will continue to make the copies available to the public subject to any agreed restrictions in 1.1.

**7.4** In the event of permanent withdrawal the Council reserves the right to claim reimbursement for the cost of cataloguing, administering and storing the records and any conservation/preservation work undertaken.

SURREY HISTORY SERVICE  
SURREY COUNTY COUNCIL

130 GOLDSWORTH ROAD, WOKING

9404

**CRANLEIGH PARISH COUNCIL: ADDITIONAL  
RECORDS, 1894-1999**

Provenance

Deposited by the Clerk, Cranleigh Parish Council, in  
November 2014.

The records

The records comprise council and committee minutes, the latter including recreation and rights of way, burial, village hall, joint commons, lighting, planning surveillance, finance and general purposes and Cranleigh Territorials Comforts Fund. The majority of the records are stored in files or binders and many have indexes.

Related records

For previous deposits of records, 1894-1985, see P58/2/1 and 9178.

Access conditions

There are no access restrictions.

9404/1/	ANNUAL PARISH MEETING	1894-1985
9404/1/1	Annual parish meeting minute book  Includes parish meetings in addition to the annual meeting and meetings relating to the World War I and World War II memorials in Cranleigh	4 Dec 1894 -17 Mar 1964
9404/1/2	Correspondence and papers found loose in annual parish meeting minute book (9404/1/1)	1895-1900 .
9404/1/3	Annual parish meeting minutes	16 Mar 1965 -26 Apr 1985

9404/3/2	Recreation Ground and Public Rights of Way Committee minutes. Includes Public Rights of Way from 20 Jan 1970	3 Jan 1969 -10 Aug 1982
9404/3/3	Recreation Ground and Public Rights of Way Committee minutes	19 May 1983 -27 Nov 1989
9404/4/	BURIAL COMMITTEE	1947-1989
9404/4/1	Burial Committee minutes	6 Mar 1947 -25 Sep 1989
9404/5/	LIGHTING COMMITTEE	1948-1974
9404/5/1	Lighting Committee minutes	17 Jul 1947 -18 Nov 1974
9404/6/	JOINT COMMONS COMMITTEE	1950-1965
9404/6/1	Joint Commons Committee minutes	11 May 1950 -12 Jan 1965
9404/7/	VILLAGE HALL COMMITTEE	1952-1989
9404/7/1	Village Hall Committee minutes	28 Jul 1952 -12 Dec 1967
9404/7/2	Village Hall Committee minutes	15 Feb 1968 -13 Nov 1989
9404/8/	FINANCE AND GENERAL PURPOSES COMMITTEE	1961-1999
9404/8/1	Finance and General Purposes Committee minutes	17 Jan 1961 -11 Aug 1980
9404/8/2	Finance and General Purposes Committee minutes	5 Jan 1981 -11 Dec 1989
9404/8/3	Finance and General Purposes Committee minutes	20 May 1991 -7 Dec 1994
9404/8/4	Finance and General Purposes Committee minutes	11 Jan 1995-15 Dec 1999

9404/9/	PLANNING SURVEILLANCE COMMITTEE	1974-1996
9404/9/1	Planning Surveillance Committee minutes	5 Sep 1974 -24 Sep 1979
9404/9/2	Planning Surveillance Committee minutes	8 Oct 1979 -3 May 1983
9404/9/3	Planning Surveillance Committee minutes	18 May 1983 -1 Jul 1985
9404/9/4	Planning Surveillance Committee minutes	15 Jul 1985 -18 Dec 1989
9404/9/5	Planning Surveillance Committee minutes	2 Jan 1990 -28 Mar 1994
9404/9/6	Planning Surveillance Committee minutes	11 Apr 1994 -16 Dec 1996
9404/10/	CRANLEIGH TERRITORIALS (1939) COMFORTS FUND	1941-1999
	<p>The original aims of the Fund were to provide cigarettes etc for men of C Company, 1/5<sup>th</sup> Battalion, the Queen's Royal Regiment who were wounded, for such time as they were in hospital; to provide the Company with dart boards, games etc; and to give help after the war to men who were members of Cranleigh Detachment of the Territorial Army and who may be finding difficulty in getting employment.</p>	
9404/10/1	Cranleigh Territorials (1939) Comforts Fund minute book	9 Jun 1941 -28 Jul 1999



## ACCESSION RECEIPT

Surrey History Centre  
130 Goldsworth Road  
Woking  
Surrey  
GU21 6ND

**Accession Number:** 9178

**Date of accession:** 21/05/2013

**Description** Cranleigh Parish Council: records including council minutes, committee minutes, public notices and group photograph.

**Covering dates** 1894-1950

**Provenance** Deposited by Mrs Pauline Whitehead, Parish Clerk, in May 2013.

**Quantity** 1 crate, 1 box

**Deposit terms** Long loan

**Depositor** Cranleigh Parish Council

**Address** Village Way  
Cranleigh  
Surrey  
GU6 8AF

**Access Conditions** None.

**Copyright** None.

**Permission to destroy unwanted material** No

**Permission to transfer material** No

Records held on long loan are subject to the terms of deposit overleaf (subject to any variations agreed in writing): in signing this receipt, assent is given to these terms.

**Signed on behalf of depositor:** P. Whitehead

**Signed**  
**Surrey**

**Date:** 12.7.13

**Date:**

**File reference:** DF3472

# SURREY HISTORY CENTRE

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Records deposited as a long term loan remain the property of the depositor who may withdraw them subject to our terms of withdrawal (7.1-7.4). A long term loan can be converted to a gift at any time during the period of deposit.

### Definition of terms for the purpose of this document.

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**Records:** The property of the depositor placed in the custody of Surrey History Centre.

### 1 Deposit

1.1 These terms of deposit will apply to all records deposited with Surrey History Centre on or after 28 March 2002 unless the depositor notifies the head of service in writing of any objections or variations to specific clauses at the time of deposit or within one calendar month of deposit, and agreement is reached with the head of service.

1.2 In the case of deposit by long term loan it is expected that the minimum period of deposit shall be 20 years.

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1.4 The County Council will become joint data controller with the owner of the records while they are in the custody of Surrey History Centre and both parties shall be responsible for compliance with the Data Protection Act 1998. The Act permits the Council to keep archives indefinitely and to allow others to use them for research, provided they are not used to support measures or other decisions with respect to particular individuals and provided they are not processed in such a way that substantial distress or damage is or is likely to be caused. Therefore the Council reserves the right to refuse to take records which may still be needed by the owner to support decisions concerning individuals.

1.5 A register of the names and addresses of depositors is permanently maintained by the Council in manual and electronic forms. Such information will not be released to third parties without express permission. It shall be the responsibility of the depositor to notify the Council of any change of ownership or of name or address.

1.6 The Council reserves the right to photograph, microfilm or otherwise copy records subject to the copyright acts currently in force.

### 2 Custody

2.1 The Council will undertake to store the records in secure conditions, preserving the records from damage, loss, theft and illegal access.

### 3 Conservation

3.1 Appropriate conservation treatments including the physical repair of records may be carried out by qualified conservators or people working under professional supervision where considered necessary by the head of service.

3.2 The Council will withhold access to records considered to be too fragile, damaged or otherwise unsuitable for public consultation.

### 4 Listing

4.1 The records will be listed, as resources allow, by qualified archivists or people working under professional supervision. A free copy of the list will be sent to the depositor and to such other persons or organisations as is deemed appropriate. The name and town of residence of the depositor will generally be included in the list unless agreement is reached to the contrary.

4.2 Catalogue reference numbers may be applied to the surface of individual records in a non-detrimental fashion, for identification and security purposes.

4.3 Copyright in all Surrey History Centre lists and other finding aids, manual or computerised, is vested in the Council.

### 5 Access and Publications

5.1 Subject to any restrictions agreed between the depositor and the Council in 1.1, and to any statutory restrictions and closure periods, the records shall be made available for public consultation. The Council will observe the depositor's right to keep his records confidential for an agreed period. The permanent closure of records will not be accepted.

5.2 All researchers will be alerted to the need to comply with the Data Protection Act 1998 and will be personally liable for infringement of the Act.

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### 7 Withdrawal

7.1 The depositor is entitled to withdraw the records temporarily, upon signing an appropriate undertaking, for up to three months after giving one week's notice. The depositor, or his agent or representative, must prove entitlement to the records or show suitable authorisation before deposited records may be withdrawn. The Council accepts no liability for loss or damage of records while they are withdrawn.

7.2 In the exceptional case that the depositor, as owner, decides to reclaim records six months notice must be given.

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7.4 In the event of permanent withdrawal the Council reserves the right to claim reimbursement for the cost of cataloguing, administering and storing the records and any conservation/preservation work undertaken.

SURREY HISTORY CENTRE  
SURREY COUNTY COUNCIL

130 GOLDSWORTH ROAD, WOKING

**9178**                      **CRANLEIGH PARISH COUNCIL: RECORDS, 1894-  
[1985]**

Provenance

Deposited by the Parish Clerk in May 2013.

The records

This deposit includes council and committee minutes, public notices, newspaper cuttings and a group photograph of the 1930s.

Access conditions

There are no access restrictions.

9178/1/	PARISH COUNCIL MINUTES	1894-1949
9178/1/1	Volume of signed MS minutes of Cranleigh Parish Council (indexed)	Dec 1894-Mar 1901
	Correspondence and papers have been inserted into the volume	
9178/1/2	Volume of signed MS minutes of Cranleigh Parish Council (indexed)	Apr 1901-Feb 1912
	Papers have been inserted into the volume	
9178/1/3	Volume of signed MS minutes of Cranleigh Parish Council (indexed)	Mar 1912-Oct 1920
9178/1/4	Volume of signed MS minutes of Cranleigh Parish Council (indexed)	Nov 1920-Nov 1925
	Papers have been inserted into the volume	
9178/1/5	Volume of signed typescript minutes of Cranleigh Parish Council (indexed)	Dec 1925-Oct 1930



9178/4/2	Permits to erect monuments in Cranleigh burial ground	Dec 1949-Mar 1951
9178/5/	PHOTOGRAPHS AND CUTTINGS	[1933]-[1985]
9178/5/1	Group photograph showing six Parish Councillors, the Rector and others involved with the building of the village hall (all named), seated in front of the village hall	[1933]
9178/5/2	Mounted newspaper cutting from the 'Daily Advertiser' relating to Cranleigh's involvement in raising funds for the proposed village hospital	16-17 Mar 1976
9178/5/3	A newspaper cutting showing the village hall (tentatively dated on the back as 1985)	[1985]