

ASH PARISH COUNCIL

Minutes of the Meeting of the Finance and Administration Committee held in the Ash Centre, Ash Hill Road, Ash on Monday 27 July 2009 which commenced at 7.30pm

Chairman of the Committee:	Cllr Mrs Jayne Hewlett	✓
Vice Chairman	Cllr Laurence Armes	✓
	Cllr Nigel Manning	✓
	Cllr Mrs Jo Randall	✓
	Cllr Doug Richards	✓
	Cllr Mrs Pat Scott	✓
✓ Present	x Not Present	A Apology for Absence

Part I – Public Session

35. To accept Apologies for Absence (*agenda item 1*).

There were no apologies for absence as all committee members were present.

36. To receive Declarations of Interest (*agenda item 2*).

There were no Declarations of Interest to report.

37. Confirmation of the Minutes (*agenda item 3*).

The minutes of the meeting held on Monday 22 June 2009 have been before the Full Council by which they were duly approved and adopted. These minutes were signed by the Chairman of the Finance and Administration Committee.

38. Adjournment (*agenda item 4*).

The Chairman moved and it was agreed to adjourn the meeting for a maximum period of 10 minutes to allow members of the public to raise questions.

There were no members of the public present.

39. Monthly Accounts 2009/2010 (*agenda item 5*).

Members considered and agreed the Councils accounts and budgetary review as at 30 June 2009 (Month 3).

40. Bank Reconciliation (*agenda item 6*).

Members considered and agreed bank reconciliations as at month ending 30 June 2009 (Month 3).

41. Annual Return 2008/2009 (agenda item 7).

Members considered amendments to the Annual Return 2008/2009 following a telephone call from the accountant and it was:

Box 4 amended from - 249824 to - 228157

Box 6 amended from - 306365 to - 328032

Recommended upon consideration that the amendments to the Annual Return 2008/2009 be agreed.

42. Grant Aid to Parish Councils (Concurrent Functions) 2010/2011 (agenda item 8).

Members considered projects for Concurrent Grants for 2010/2011. To be agreed at full Council Meeting to be held on 14 September 2009 and it was:

Recommended upon consideration that the following projects be included in the Concurrent Grant application for 2010/2011 and that quotes for a new industrial wet/dry hoover be obtained.

- ***Phase IV Lighting*** £40,000.00
- ***Urgent Repairs at Victoria Hall (Phase I)*** £20,000.00

43. Photocopier (agenda item 9).

Item deferred from Finance and Administration Meeting held on 22 June 2009 – Minute number 28.

Members considered a further report regarding the replacement of the photocopier and it was:

Recommended upon consideration that this item be deferred to the next meeting to be held on Monday 28 September 2009.

**44. Guildford Borough Council
Community Ideas Database (CID) (agenda item 10).**

Members considered the projects currently registered on the Guildford Borough Council Community Ideas Database, and to consider any further projects for inclusion and it was:

Recommended upon consideration that this item be deferred to the next Finance & Administration meeting to be held on Monday 28 September 2009.

45. Vehicle Breakdown Cover (agenda item 11).

Members considered purchasing vehicle breakdown cover for the Parish Vehicles

Quote A £83.54 per vehicle per annum.

Quote B £72.54 per vehicle per annum.

and it was:

Recommended upon consideration that Quote B in the sum of £72.54 per vehicle be agreed.

46. Allotment Tenancy Agreement (agenda item 12).

The Allotment Tenancy Agreements are due for renewal in September, members considered any amendments necessary and it was:

Recommended upon consideration that Section 4 of the Allotment Tenancy Agreement be changed from:

The Tenant shall keep the Allotment Garden clean and in a good state of cultivation. Inspections of the allotments will take place four times per year by Council officers. Where an Allotment Garden is found to be in an unsatisfactory state of maintenance, written warning of termination of tenancy shall be given to the Tenant. The Tenant shall be allowed three months to remedy the situation before termination procedures are enforced.

To:

The Tenant shall keep the Allotment Garden clean and in a good state of cultivation. Inspections of the allotments will take place twelve times per year by Council officers. Where an Allotment Garden is found to be in an unsatisfactory state of maintenance, written warning of termination of tenancy shall be given to the Tenant. The Tenant shall be allowed six weeks to remedy the situation before termination procedures are enforced.

47. Parish Equipment (agenda item 13).

Members considered the replacement of the Kubota Ride on Mower at a cost of £7750.00 + VAT and it was:

Recommended upon consideration that this item be deferred to the next Finance & Administration meeting to be held on Monday 28 September 2009.

48. Parish Vehicles (agenda item 14).

Members considered the replacement of the Parish Ford Transit pick up and it was:

Recommended upon consideration that this item be deferred to the next Finance & Administration meeting to be held on Monday 28 September 2009.

49. Fire Risk Assessments (agenda item 15).

Members considered commissioning UK Fire Training to undertake a Fire Risk Assessment of the Ash Centre at a fee of £470.00 + VAT and it was:

Recommended upon consideration that UK Fire Training undertake a Fire Risk Assessment at the Ash Centre at a fee of £470.00 + VAT.

50. Correspondence (agenda item 16).

Correspondence was received from:

- a) Crimestoppers thanking Ash Parish Council for £75 donation..
- b) Bill Nelson – Chairman of Seale and Sands, meeting to be held on 31.7.2009 at Wanborough Village Hall.

51. Next Meeting (*agenda item 17*).

The date of the next meeting is Monday 28 September 2009 commencing at 7.30pm.

52. Public Bodies (admission to Meetings) Act, 1960 (*agenda item 18*).

To consider and if deemed necessary, pass the following resolution in accordance with the provision of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960:

“That the Press and Public be excluded from this meeting during the discussion of any matters arising in connection with the remaining items in the Agenda, on the grounds that by reason of the confidential nature of the business to be transacted publicity would be prejudicial to the public interest.”

Part II – Private Session**53. Staff Matters** (*agenda item 19*).

Members considered the Committee Administrator undertaking The Working With Your Council course and it was:

Recommended upon consideration that the Committee Administrator undertake The Working With Your Council course.

54. Victoria Hall (*agenda item 20*).

Chairman of Council gave a report.