

ASH PARISH COUNCIL

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16 March 2010

PLEASE NOTE THE FINANCE & ADMINISTRATION MEETING WILL NOW COMMENCE AT 7.00 P.M.

To: The Chairman and Members of the Finance and Administration Committee.

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

Councillors are hereby summoned and members of the public are invited to attend the Finance and Administration Committee meeting to be held at the Ash Centre, Ash Hill Road, Ash on Monday 22 March 2010 commencing at **7.00 P.M.**



Carole Olive
Clerk of the Council

AGENDA

Part I – Public Session

- 1. To accept Apologies for Absence.**
- 2. To receive Declarations of Interest.**
- 3. Confirmation of the Minutes.**

To confirm the minutes of the previous Finance and Administration Committee Meeting held on Monday 22 February 2010. These minutes have been before the full Council by which they were duly approved and adopted.

- 4. Adjournment.**

To give consideration to adjourning the meeting for a maximum period of ten minutes to enable members of the public to raise questions.

5. Monthly Accounts 2009/2010.

Members to consider and agree the Councils accounts and budgetary review as at 28 February 2010 (Month 11).

6. Bank Reconciliation.

Members to consider and agree bank reconciliations as at month ending 28 February 2010 (Month 11).

7. Fake Festivals.

Further to the decision by the Finance & Administration committee on Monday 22 February 2010 with regards to the hire charge of £1,000 plus the damage deposit of £500. Members to consider a letter received from Fake Festivals requesting a review of the charges.

8. Christmas Fantasia 2009

Item deferred from Finance & Administration meeting held on 22 February 2010 minute no. 135.

Members to consider any further suggestions for the monies raised at Christmas Fantasia 2009. (£800 to be divided between two local charities).

9. St John Ambulance.

Members to consider a request from the St John Ambulance for a donation of No Entry signs for the gates at the St John Ambulance Headquarters in Heath Vale Bridge Road.

10. Ash Parish Council Policy Documents.

Members to note the following policy documents have been reviewed:

- a) Standing Orders: Document amended as necessary during last twelve months. No further amendments required at this time.
- b) Financial Regulations: No amendments required at this time.
- c) Chairmanship. No amendments required at this time.
- d) Administrative Risk Management Policy: No amendments required at this time.
- e) Governance and Management Risk Register: No amendments required at this time.
- f) Complaints Procedure: No amendments required at this time.
- g) Health and Safety Policy: Document under regular review and amended as necessary.
- h) Risk Assessments: Document under regular review and amended as necessary.
- i) COSHH Assessments: Documents under regular review and amended as necessary.

All documents available for viewing at Parish Office.

11. Health & Safety Policy.

Following the required visual display unit self assessment the following visual display unit requirements have been highlighted:

- 3 x ergonomic chairs with lumbar supports.
- 4 x monitor stands.
- 1 x anti glare screen.
- 1 x ergonomic keyboard.

12. Internal Audit Program.

Members to consider the effectiveness of the Internal Audit Program as issued by Auditing Solutions Ltd and the Ash Parish Council Statement on Internal Control.

13. Fidelity Guarantee.

With the receipt of the first part of the precept in April 2010 the Ash Parish Council funds will stand at approximately £707,000. Members to consider a review of the Fidelity guarantee currently at £700,000.

14. Ash Parish Council Insurance Renewal.

Item deferred from full Council meeting held on 8 March 2010 minute no. 123.

Members to consider the quotes and policy information received from Zurich, AON and Came & Company (AVIVA). All details to be available at the meeting.

15. Christmas Motifs.

Members to consider adding to our existing number of motifs and to consider which areas to install additional motifs. Cost to be available at the meeting.

16. Ash in Bloom.

Members to consider and note the minutes of the Ash in Bloom meeting held on Thursday 25 February 2010 as at appendix B.

17. Newsletter.

Members to consider and note the minutes of the Newsletter meeting held on Thursday 11 March 2010 as at Appendix C.

18. Correspondence.**19. Next Meeting.**

The date of the next meeting is Monday 26 April 2010 commencing at 7.00 P.M.

Appendix B

ASH PARISH COUNCIL

ASH IN BLOOM SUB COMMITTEE

Minutes of the Meeting of the Ash in Bloom Sub Committee
Held at the Ash Centre, Ash Hill Road, Ash
on
Thursday 25 February 2010 commencing at 3.45pm

Attendees:	Cllr Nigel Manning	✓
	Cllr Douglas Richards	✓
	Carole Olive	✓
	Mark Collings	✓
	Graham Bidwell	✓
	Hazel Chant – Ash Gardening Club	✓

✓	Present	A	Apologies for Absence	x	Not Present
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1. To accept Apologies for Absence (*agenda item 1*)

There were no apologies for absence. All committee members were present.

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

There were no declarations of interest to report.

3. South and South East in Bloom (*agenda item 3*)

Graham gave a brief report on the recent South and South East in Bloom seminar he and Mark had attended and the impact the information learnt would have on Ash in Bloom. Community participation is the most important criteria. It was agreed to:

- Contact local schools to ascertain the person responsible for horticultural projects
- Make a list of projects that the scouts could get involved in
- Arrange 'clear-up days'
- Contact GBC ref water butts for Victoria Hall and allotments
- Consider getting schools involved with planting tubs and hanging baskets for Shawfield Day Centre
- Consider reducing hanging basket sponsorship costs to encourage wider sponsorship

4. Sponsorship for Ash in Bloom (*agenda item 4*)

The committee will contact local businesses for sponsorship. Mark had approached Longacres with regard to the donation of prizes, but had received a very poor response. Hazel will contact Squires Garden Centre.

5. Publicity/Entry Form (*agenda item 5*)

Ash in Bloom to be advertised in Parish Newsletter with entry form.
Fun Day Show Schedules to carry the Ash in Bloom logo on every page, and a 'don't forget to enter' reminder on the back page.
Copies of show schedules and Parish Newsletter to be sent to potential sponsors.

6. Judging (agenda item 6)

The committee agreed that the completion rules would be printed on the Ash Parish Council Website with a hard copy being available from the Parish Office.
Extracts of the South East in Bloom judging criteria to be used for judging Ash in Bloom.
Hazel will put something together for the next meeting.
Ash in Bloom judges will be able to recommend entries for South East in Bloom.

7. Awards/Presentation (agenda item 7)

The committee agreed that there would be an Award Presentation evening in September 2010. Any sponsors would be invited to attend, and as soon as a date is agreed the Mayor of Guildford will also be invited.
Winners of the Fun Day show categories will also be invited to attend, to collect their certificates.
All certificates to be produced in house.

8. Date of Next Meeting (agenda item 8)

The date of the next meeting is to be arranged for early April 2010.

The meeting concluded at 16.55pm

Chairman _____

Date _____

Appendix C



ASH PARISH COUNCIL

PARISH NEWSLETTER SUB COMMITTEE



Minutes of the Meeting of the Parish Newsletter Sub Committee
 Held at the Ash Centre, Ash Hill Road, Ash
 on
 Thursday 11 March 2010 commencing at 3.30 P.M.

Chairman	Cllr Marsha Moseley	✓
	Cllr Pat Scott	✓
	Cllr Laurence Armes	✓
	Carole Olive	A
	Graham Bidwell	✓
	Stephanie Keenan	✓

✓	Present	A	Apologies for Absence	x	Not Present
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1. To accept Apologies for Absence (agenda item 1).

Apologies for absence were received from Carole Olive.

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

There were no declarations of interest to report.

3. To confirm the minutes of the previous meeting (agenda item 3).

The minutes of the meeting held on Thursday 28 January 2010 were confirmed and signed by the Chairman of the meeting.

4. Newsletter Sponsorship (agenda item 4).

£900 has been promised from Dover Garage for sponsorship.

5. To agree distribution date for the second issue for 2010 (agenda item 5).

The final date for distribution is week commencing 26 April 2010,

6. To agree final articles and layout of the second issue for 2010 (agenda item 6).

Second issue amendments to include where to send Ash in Bloom entries (page 4) and also to highlight the word FREE in paragraph three on page 4.

Chairman's Report	Marsha
Gypsy, Roma traveller history month	Graham
Back page as normal	Graham
Museum extension opening in May	Graham
Churches Together	Graham
Fun Day 2010	Graham
Ash in Bloom	Graham
Battery Recycling	Graham
Guildford in Bloom	Graham

7. Date of Next Meeting (*agenda item 7*).

The date of the next meeting is Thursday 29 April 2010 commencing at 3.30 P.M.

The meeting concluded at 3.40 P.M.

Chairman _____

Date _____