

152. Fake Festivals – Music Festival (agenda item 7).

Following the recommendation of the Finance and Administration committee meeting held on 22 February 2010 with regards to the hire charge of £1,000.00 plus a damage deposit of £500.00, members considered a letter received from Fake Festivals requesting a review of the charge and it was:

Recommended upon consideration that subject to consultation with the local police the proposal to hire Carrington Recreation Ground by Fake Festivals be agreed in the sum of £500 plus a deposit of £500 to be paid in full prior to hire.

153. Christmas Fantasia 2009 (agenda item 8).

Following the recommendation of the Finance & Administration committee meeting held on 22 February 2010. Members considered suggestions put forward for the donation of monies raised at the Christmas Fantasia 2009. (£800 to be divided equally between two local charities) and it was:

Recommended upon consideration that this item be deferred to the next Finance & Administration Committee meeting to be held on 26 April 2010 in order for further information to be obtained regarding the proposed project at the Wharf Road Chapel, St Peter's Church current project and signage required at the St John Ambulance headquarters.

154. St John Ambulance (agenda item 9).

Members considered a request received from St John Ambulance for a donation of signs for the gates/car park at the St John Ambulance Headquarters in Heath Vale Bridge Road and it was:

Recommended upon consideration that St John Ambulance be asked to clarify the price of the signs and whether any other organisation or business has been approached for assistance with this matter.

155. Ash Parish Council Policy Documents (agenda item 10)

Members considered and noted that the following policy documents have been reviewed. All policy documents are available in the Parish Office for viewing:

- 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.

156. Health and Safety Policy (*agenda item 11*).

Following the required visual display unit self assessment members considered the following visual display unit requirements highlighted:

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

and it was:

Recommended upon consideration that the costs for the above requirements be sought and advised to the Chairman of Council and the Chairman of the Finance and Administration committee to enable the purchase of the required items to be agreed soon as possible.

157. Internal Audit Programme (*agenda item 12*).

Members considered the effectiveness of the Internal Audit Programme as issued by Auditing Solutions Ltd, together with the Ash Parish Council Statement on Internal Control and it was:

Recommended upon consideration that the effectiveness of all aspects covered by the Internal Audit Program as issued by Auditing Solutions Ltd be agreed. The Ash Parish Council Statement of Control for the year 2010/2011 was agreed and signed by the Chairman of Council, the Chairman of the Finance and Administration committee and the Clerk to the Council.

158. Fidelity Guarantee (*agenda item 13*).

With the receipt of the first part of the precept in April 2010, the Ash Parish Council funds will stand at approximately £707,000.00. Members considered a review of the Fidelity Guarantee currently at £700,000.00 and it was:

Recommended upon consideration that for the small amount of asset that will only be an excess for a minimum period of time, the Fidelity Guarantee remain at £700,000.00.

159. Ash Parish Council Insurance Renewal (*agenda item 14*).

Members considered the renewal of the insurance contract from 31 March 2010 subject to quotes being received from three insurance companies. Item deferred from Council meeting held 8 March 2010 and it was:

Recommended upon consideration that as there was still necessary information to be received from the three insurance companies, the committee delegated the decision to the Chairman of Council, the Chairman of the Finance and Administration Committee and the Clerk to the Council.

160. Christmas Motifs (*agenda item 15*).

Members considered adding to the existing number of motifs and considered in which areas to install the additional motifs and it was:

Recommended upon consideration that the item be deferred to the Finance and Administration committee meeting to be held on 26 April 2010 to enable costs for the preferred motifs to be obtained.

Subject to sponsorship being obtained and permission from Surrey County Council being given, the suggested areas for installation of the additional motifs were:

2 x Shawfield Road (o/s Happy Gardens and opposite Post Office

4 x Vale Road (area by Ash Vale shops and junction with Station Approach)

3 x Frimley Road/Stratford Road junction

161. Ash in Bloom (*agenda item 16*).

Members considered and noted the minutes of the Ash in Bloom meeting held on Thursday 25 February 2010 as at minute appendix A.

162. Newsletter (*agenda item 17*).

Members considered and noted the minutes of the Newsletter meeting held on Thursday 11 March 2010 as at minute Appendix B.

163. Correspondence (*agenda item 18*).

Correspondence had been received from:

a) Guildford Borough Council advising a price increase for 2010/2011 in respect of the waste collections at the Ash Centre and Ash Cemetery.

b) Victim Support requesting a donation. To be included on agenda for Finance and Administration committee meeting to be held on 26 April 2010.

164. Next Meeting (*agenda item 19*).

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

The meeting concluded at 7.50 P.M.

Chairman _____

Date _____

Appendix A

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 B



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 _____