

ASH PARISH COUNCIL

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17 October 2017

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

Chairman: Cllr Paul Spooner
Vice Chairman: Cllr Laurence Armes
Cllr Martin Burgess
Cllr Bill Cole
Cllr Andrew Gomm
Cllr Nigel Manning
Cllr Mrs Pat Scott

Substitutes: Cllr Mrs Jayne Hewlett
Cllr Nigel Kearse
Cllr Marsha Moseley
Cllr Jo Randall
Cllr John Tonks

Councillors are hereby summoned and members of the public are invited and have the right to attend the Amenities, Finance and Administration Committee meeting to be held at the Ash Centre, Ash Hill Road, Ash on Monday 23 October 2017 commencing at **7:00pm or following the close of the Planning Committee meeting, if this is later.**



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Photographing, recording and broadcasting or transmitting by social media of any kind, is now allowed during the proceedings of the public session of the Council meeting or its Committee's meetings, providing there is no disruption to Council meeting procedures in relation to this initiative. Any recording must cease if the Council resolves to move into confidential session as per the Public Bodies (Admission to Meetings) Act 1960. Recording equipment may not be left in the meeting room where the confidential session is being held.

AGENDA

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

To confirm the minutes of the Amenities, Finance and Administration Committee Meeting held on Monday 25 September 2017. 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, in respect of the business on the agenda. (Standing Order 3e)

5. Monthly Accounts 2017/18

Members to consider and agree the Council's accounts and budgetary review as at 30 September 2017 (month 6).

6. Bank Reconciliation.

Members to consider and agree bank reconciliations as at 30 September 2017 (month 6).

7. CCLA - The Local Authorities Property Fund

Members to consider the quarterly report to 30 September 2017.

8. Budget 2018/2019

Members to consider the first draft of the budget 2018/2019

9. Surrey County Council – Revised Pension Administration Strategy Consultation

Members to consider the Surrey County Council Revised Pension Administration Strategy Consultation. Any observations or comments to be submitted to Surrey County Council on Tuesday 24 October 2017.

10. Grants of Cemetery Rights.

To authorise the issue of Grants of Exclusive Rights in respect of Burials as at Appendix A.

11. Shawfield Road Allotments

Members to consider a request for the erection of a greenhouse on plot 61 Shawfield Allotments.

12. Ash Matters

Members to consider reducing the number of issues of the Parish Newsletter 'Ash Matters' from four issues per year to two issues per year.

13. Parish Website

Members to consider upgrading and re-designing the Ash Parish Council website.

14. General Data Protection Regulations

Members to note further information received in respect of the General Data Protection Regulations that come into effect on 25 May 2018.

15. Software and Server Upgrade

Members to consider a report from Graham Bidwell regarding a Microsoft Windows upgrade.

16. Playground Inspection Policy

Members to consider the Playground Inspection Policy.

17. Events Working Group

Members to note the minutes of the Events Working Group meeting held on 19 September 2017 as at Appendix B

18. Newsletter Working Group Meeting

Members to note the minutes of the Newsletter Working Group meeting held on 29 September 2017 as at Appendix C

19. Emergency Plan Working Group

Members to note the minutes of the Emergency Plan Working Group held on 28 September 2017 as at Appendix D

20. Correspondence.

21. Date of Next Meeting.

The date of the next meeting is Monday 27 November 2017 commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.

Agenda Appendix A

ASH PARISH COUNCIL
GRANTS OF CEMETERY RIGHTS

Exclusive Rights in respect of Burials

Deed No.	Deed Applicant	Deed Applicant Address	Grave Space
1587	Salina Brazil	13 Parkers Court Bagshot Surrey GU19 5NR	K674

Appendix B

ASH PARISH COUNCIL

**Minutes of the Events Working Group
held on Tuesday 19th September 2017 at the Ash Centre
commencing at 3.00pm**

Present:	Cllr John Tonks	✓
	Cllr Nigel Manning	✓
	Cllr Mrs Marsha Moseley	A
	Cllr Mrs Pat Scott	A
	Carole Olive	A
	Graham Bidwell	✓
	Richard Tolley	✓
	Jo Packman	✓

1. Apologies for Absence (*agenda item 1*)

Apologies for absence had been received from Cllr Mrs Marsha Moseley, Cllr Mrs Pat Scott and Carole Olive.

2. Receive Declarations of Interest (*agenda item 2*)

There were no declarations of interest to report.

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

The minutes of the Events Working Group Meeting held on Thursday 20 July 2017 were confirmed and signed by Cllr John Tonks.

4. Ash in Bloom Presentation Evening (*agenda item 4*)

Graham Bidwell advised that he had gone through the evening running order with Cllr John Tonks, who would be comparing the evening due to Cllr Nigel Manning being on Mayor duties at Guildford.

5. Remembrance Sunday Parade and Service 2017 (*agenda item 5*)

Graham Bidwell advised that we had been advised that the piper would not be able to attend this year due to a forthcoming knee operation. Graham advised that he had written to the piper and also to Wendy Brett of the North East Hampshire Area School Band for their thoughts on a replacement but nothing has been heard to date.

Jo Packman suggested that she contacted the Surrey Heath Veterans to see if they knew of a suitable replacement.

Graham Bidwell advised that subject to any last minute government changes that MP Michael Gove would be in attendance.

It was agreed that as the new sound system was main power operated that Carole Olive would write to Surrey County Council and ask for permission for a motif socket to be attached to the lamp column next to the War Memorial.

As a further option it was agreed that we write to the householder situated next to the War Memorial to obtain their permission to plug the system into their supply.

Graham Bidwell advised that the new Ash Manor Combined Cadet Force has been approached with a view to providing a Union Flag colour party. A response has not been received to date.

If the Combined Cadet Force do agree they will be asked if they can supply their own Union Flag, and if they did not possess one that the Council would consider purchasing a Union Flag.

6. Fantasia 2017 (agenda Item 6)

To assist with both the road closures and crowd control it was suggested that a further 6 road signs to be ordered. 3 signs to say "Road Closed Ahead" and 3 signs to say "Beware Pedestrians in Road" and that one of each sign to be placed on Ash Hill Road, Shawfield Road and Vale Road.

Graham Bidwell advised that Session music had suggested a more powerful snow machine at a cost of £395 (inc VAT) and that this was being investigated. Session music are also to be asked for details of a tripod to take the snow machine.

7. Date of Next Meeting (agenda item 7)

The date of the next meeting is on Tuesday 31 October 2017 at 3:00pm.

The meeting closed at 3:35pm

Signed

Date

Appendix C



ASH PARISH COUNCIL



PARISH NEWSLETTER WORKING GROUP

Minutes of the Meeting of the Parish Newsletter Working Group held at the Ash Centre, Ash Hill Road, Ash on Tuesday 26 September 2017 commencing at 3.30pm

- Chairman Cllr Marsha Moseley ✓
- Cllr Laurence Armes ✓
- Carole Olive ✓
- Graham Bidwell ✓

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

There were No Apologies for Absence.

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 Tuesday 22 August 2017 were confirmed and signed by Cllr Mrs Marsha Moseley.

4. **To confirm the distribution date for the fourth issue of Ash Matters 2017** (agenda item 4)

It was agreed that the distribution date for the fourth issue of Ash Matters for 2017 will start week commencing Monday 16 October 2017. This will allow distribution to be completed before Remembrance Sunday.

5. **To agree the articles the fourth issue of Ash Matters 2017** (agenda item 5)

A draft copy of the proposed newsletter was handed to working Group Members, with a request that any changes or amendments be forwarded to Graham Bidwell by early next week.

6. **Date of Next Meeting** (agenda item 6)

The date of the next meeting of the Newsletter Working Group was deferred to allow the future of the Parish Newsletter to be discussed at the next Amenities, Finance and Administration Meeting.

The meeting closed at 3:45pm

Signed

Appendix D

ASH PARISH COUNCIL

EMERGENCY PLAN WORKING GROUP

Minutes of the meeting held Wednesday 28 September 2017
at the Ash Centre Ash Hill Road Ash Surrey
commencing at 10:00am

Present:

Chairman:	Cllr Andrew Gomm	A
	Cllr Nigel Manning	✓
	Cllr Mrs Pat Scott	✓
	Carole Olive	✓

In the absence of Cllr Andrew Gomm, the meeting was chaired by Cllr Nigel Manning.

1. Apologies for Absence (agenda item 1)

Apologies for Absence were received from Cllr Andrew Gomm

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

There were no Declarations of Interest to report.

3. To approve the minutes of the Events Working Group Meeting held 12 July 2017 (agenda item 3)

The minutes of the meeting held on 12 July 2017 were agreed.

4. To consider the draft of the Emergency Plan and amend as necessary (agenda item 4)

It was suggested that Parish Councillors be listed as the contact name for each ward within the Emergency Plan.

Cllr Nigel Manning agreed to be the named contact for the Ash Vale ward.

Cllr Mrs Pat Scott agreed to be the named contact for Ash Wharf ward

Cllr Paul Spooner will be asked for his agreement to be named as the Rowan ward contact

Cllr Mrs Jo Randall will be asked for her agreement to be named as the contact for Ash South ward.

5. To consider the responses received following the Ash Matters article (agenda item 5)

Five responses have been received, including the Surrey 4 x 4 Response Service following the Ash Matters article asking for volunteers to assist in the event of the Emergency Plan needing to be put into operation.

Carole Olive will contact each volunteer for further details to be incorporated into a volunteer register.

6. To consider the final draft of letter and questionnaire forms regarding the use of facilities, and confirm the identified venues for the issue of the letter and form. (agenda item 6)

Minor amendments to the both the letter and the form were agreed.

Letters and forms will be issued to those venues identified in the draft plan.

It was agreed that the Parish office will arrange first aid training for those members of Parish staff not already trained, and offer the opportunity of attending the course to Parish Councillors.

7. Date of Next Meeting (agenda item 7)

It was agreed that the date of the next meeting would be Wednesday 1 November 2017, commencing at 10am.

The meeting closed at 10:35am

Signed

Date