

**ASH PARISH COUNCIL****Minutes of the Meeting of the Amenities, Finance and Administration Committee  
held in the Ash Centre, Ash Hill Road, Ash  
on Monday 22 May 2017 which commenced at 7:00 pm**

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	A

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

✓ Present	x Not Present	A Apology for Absence
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**Part I – Public Session****1. To accept Apologies for Absence (agenda item 1)**

.Apologies for absence were received from Cllr Mrs Pat Scott

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

There were no Declarations of Interest declared.

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

To confirm the minutes of the Amenities Committee Meeting held on Monday 18 April 2017 and the Finance and Administration Committee Meeting held on Monday 24 April 2017 These minutes have been before the full Council by which they were duly approved and adopted. The minutes were signed by the Chairman of Committee, Councillor Paul Spooner.

**4. 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 public present

**5. Monthly Accounts 2016/17 (agenda item 5)**

Members considered and agreed the Council's accounts and budgetary review as 30 April 2017 (month 1)

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

Members considered and agreed bank reconciliations as at 30 April 2017 (month 1)

**7. Committee Spending Limits**

Members reviewed the Committee and Clerk's spending limits (*agenda item 7*)

Previous limits:

Clerk: £750.00 per item to a maximum of £3,000.00 per month

Amenities Committee: £3,000.00 per month

Finance and Administration: £3,000.00 per month

and it was:

***Recommended upon consideration that the following spending limits be agreed:***

**Clerk: £750.00 per item to a maximum of £3,000.00 per month**

**Amenities, Finance and Administration Committee: £5,000.00 per month**

**8. Ash Cemetery** (*agenda item 8*)

Members considered buying back the Exclusive Right of Burial for grave space K4 (deed no. 600) at Ash Cemetery and it was:

***Recommended upon consideration that Ash Parish Council buy back grave space K4 (Deed no 600) at the original price paid of £22.50 be agreed. It was further recommended that the £100.00 administration fee be waived.***

**9. Ash Cemetery** (*agenda item 9*)

Members considered requests to place memorial benches at Ash Cemetery and it was:

***Recommended upon consideration that:***

***a) The request to place a bench on the pathway in section J (Ash) be agreed, subject to the position of the bench being confirmed by the ground staff as suitable.***

***b) Recommended upon consideration that the request to place a bench on an adjacent grave space on Section M (Orchid) be refused. The Cemetery Rules and Regulations clearly state that from July 2012 benches may not be placed on adjacent grave spaces or on the space between two graves. The applicant has signed the Rules and Regulations, agreeing to the terms stated. Providing there is adequate room, the bench could be placed on the pathway close to the grave space.***

**10. Outdoor Sound System** (*agenda item 10*)

Members considered a report from Graham Bidwell regarding the possible upgrade of the outdoor sound system:

Proposal 1: £5,995.98 + VAT

Proposal 2: £ 299.95 + VAT

Proposal 3: £ 579.00+ VAT

and it was:

**Recommended upon consideration that, despite being given the same specifications proposals 2 and 3 had not followed the requirements and were not suitable for purpose, and therefore the proposal in the sum of £5995.98 + VAT be agreed**

**11. Additional CCTV Camera for the Ash Centre and Workshop (agenda item 11)**

Members considered a report from Graham Bidwell on the installation of additional CCTV cameras for the Ash Centre and Workshop and it was:

**Recommended upon consideration that quotes from the Parish contractor be agreed in the sums of:**

**Workshop: £1,423.54 + VAT**

**Ash Centre: £1,137.12 + VAT**

**12. Ash Centre Foul Water Drainage (agenda item 12)**

Further to several drainage issues/blockages in the last 12 months, a CCTV survey of the foul water drainage system took place on 14 April 2017. Members considered, in retrospect, an estimate in the sum of £1775.00 + VAT to remedy various faults within the drainage system. For Health and Safety purposes a purchase order has been issued and it was:

**Recommended upon consideration that due to the Health and Safety implications the estimate in the sum of £1775.00 + VAT be agreed in retrospect.**

**13. New CCTV Camera (agenda item 13)**

Following an urgent request from Surrey Police for the installation of a CCTV camera to combat a spate of anti-social behaviour members considered, in retrospect, the quote for the purchase of a new CCTV camera and the necessary ancillary items in the sum of £2452.40 + VAT (Concurrent Function Grant available) and it was:

**Recommended upon consideration that due to the urgency of the request the purchase of a new CCTV camera in the sum of £2452.40 be agreed in retrospect. Members noted that this was portable CCTV camera which could be used in other areas of the Parish as the need arose.**

**14. Carrington Recreation Ground Gas Monitoring (agenda item 14)**

a) Members considered the latest report from Apple Environmental regarding the gas monitoring at Carrington Recreation Ground and it was:

**Recommended upon consideration that any comments from the Guildford Borough Council's Environmental Health Officer, if any, be acted upon when received.**

b) Members considered further quarterly monitoring for 12 months at a cost of £250.00 + VAT per quarter and it was:

**Recommended upon consideration further quarterly monitoring for 12 months at a cost of £250.00 + VAT per quarter be agreed.**

**15. Events Working Group** (*agenda item 15*)

Members noted the minutes of the Events Working Group meeting held on the 25 April 2017 as at Appendix A

**16. Newsletter Working Group Meeting** (*agenda item 16*)

Members noted the minutes of the Newsletter Working Group meeting held on the 10 May 2017 as at Appendix B

**17. Correspondence** (*agenda item 17*)

Correspondence had been received from Close Brothers Treasury advising the two fixed term deposits of £100,000.00 each had reached maturity and further instructions regarding the investments were required. Members agreed that the Chairman of the Council, Cllr Nigel Manning, and the Chairman of the Amenities Finance and Administration Committee, Cllr Paul Spooner be given delegated authority to agree any further investment and report to the Committee at the meeting to be held on 26 June 2017.

**18. Date of next meeting** (*agenda item 18*)

The date of the next meeting is Monday 26 June 2017 commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.

*The meeting closed at 7:20pm*

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A

**ASH PARISH COUNCIL**  
**Minutes of the Events Working Group**  
**held on Tuesday 25 April 2017 at the Ash Centre**  
**commencing at 3.00pm**

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

Jo Packman, Community Warden (CW), also attended the meeting.

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

Apologies for absence had been received from Cllr Nigel Manning, 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 Tuesday 14 March 2017 were confirmed and signed by Cllr Nigel Manning.

**4. Village Fete 2017** (*agenda item 4*)

It was agreed;

That the proposed layout of the Recreation Ground as suggested by a draft plan distributed to all Working Group members be adopted;

That Graham Bidwell would contact the gentleman who ran the plate smashing stall at last years fete to see if he was willing and able to run the stall again this year.

Graham Bidwell would send an e-mail/s to all councillors asking if they would be available to assist the with either/or both the set up or actual event.

That there would be some tables and chairs alongside the beer and wine tent.

That Graham Bidwell would contact Eagle Radio with a view to ascertaining exactly what they would be doing during their time at the Fete.

That Graham Bidwell would contact the Outside Broadcast Unit of Frimley Park Radio to ascertain if they had lapel microphones that could be used during the arena demonstrations and also to see if they would be prepared to "fill in" if extra arena displays were required.

**4. Village Fete 2017 (agenda item 4) – cont.**

Carole Olive (advised before the meeting) that confirmation was still awaiting from St John Ambulance re their attendance at the fete.

Jo Packman advised that they had 4 demonstrations agreed and that the overall time involved for these would be approximately 1.5 hours.

Graham Bidwell will contact the Ferret Racing organisers to ascertain their timings of the races so that the CW can be advised so that the arena events can be slotted in between the Ferret racing.

**5. Fantasia 2017 (agenda item 5)**

Graham Bidwell advised that quotes had been received for the outdoor sound system and that a report was being prepared for the next appropriate committee meeting.

**6. Ash in Bloom 2017 (agenda item 6)**

Graham Bidwell advised that all of the allotment holders had had letters re Ash in Bloom sent to them.

Jo Packman asked for a copy of the Ash in Bloom leaflet be sent to the Community Wardens so that they can also advertise the event.

Graham Bidwell asked the Working Group Members to remember to nominate entries for the competition that they see during journeys around the Parish, and will also e-mail all councillors with a reminder re nominations.

**7. Brass Band Concert (agenda item 7)**

It was agreed that Graham Bidwell would contact the Friary Guildford Brass Band with a view to arranging a concert during October 2017.

Richard Tolley advised that the Ash and Blackwater Valley Rotary Club would be prepared to sponsor the event to at least £500, possibly the full £600 depending on the chosen charity.

It was agreed that the nominated charity for the event would be the Mayor of Guildford charity The British Heart Foundation.

**8. Other 2017 Events (agenda item 8)****Car Boot Sale/Table Top Sale**

It was agreed that there would not be a Car Boot/Table Tops sale during 2017.

**Film Showing**

Jo Packman suggested the possibility of a film showing (similar to those shown as the chapel in Wharf Road) and it was agreed that this would be looked into.

**9. Date of Next Meeting** (*agenda item 9*)

The date of the next meeting is on Monday 19 June 2017 at 3:00pm.

The meeting closed at 3:45pm

Signed .....

Date .....

## APPENDIX B

## 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  
Wednesday 10 May 2017 commencing at 3.00pm



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

✓	Present	A	Apologies for Absence	x	Not
Present					

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

Apologies for Absence were received from Cllr Laurence Armes

**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 February 2017 were confirmed and signed by Cllr Mrs Marsha Moseley

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

It was agreed that the distribution date for the third issue of Ash Matters for 2017 will start week commencing Monday 24<sup>th</sup> July 2017.

**5. To finalise articles and layout for the third of Ash Matters 2017** (*agenda item 5*)

The following articles were agreed for the third issue for 2017:

- Cllr Nigel Manning becoming Mayor of Guildford.
- **Miss Massey event.**
- **Reporting to the police on 101.**
- **Ash United Ladies Football Team.**
- **Victoria Hall Quiz Nights**
- **1<sup>st</sup> Ash Vale Scouts and Co-op Fund raising**
- **Surrey County Councillors – Cllr Marsha Moseley and Cllr Matt Furniss.**
- **Posture Training Karate Club**
- **Tiny Talk Baby Signing**



**6. Correspondence** (*agenda item 6*)

There was no correspondence

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

The date of the next meeting of the Newsletter Working Group will be Tuesday 27 June 2017 commencing at 3:30pm

*The meeting closed at 3:15pm*

Signed .....

Date .....