

ASH PARISH COUNCIL

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7 May 2018

To Members of Ash Parish Council

Councillors are hereby summoned, and members of the public are invited and have a right to attend the **Annual Meeting of the Parish Council** to be held in the Ash Centre, Ash Hill Road, Ash, on **Monday 14 May 2018**, commencing at **7:00pm** or following the close of the Planning Committee meeting, if this is later.

Provision will be made for Public Question Time.



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The Openness of Local Government Bodies Regulations 2014.

Photographing, recording and broadcasting or transmitting by social media of any kind, is permitted 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

Part I – Public Session

1. To elect the Chairman of the Council for the ensuing year.
2. To receive the Chairman's Declaration of Office.
3. To receive Apologies for Absence.
4. To receive Declarations of Interest.

Declarations of Interest relating to Committee Meetings as at Appendix A.

5. To elect the Vice-Chairman of the Council for the ensuing year.

6. Ash Parish Council Committees

Members to consider the 12 month trial of the merged Amenities and Finance and Administration Committees, as agreed at the Annual Meeting of the Council held on 8 May 2017 and to consider whether to continue on the merged committee basis.

7. To elect Councillors to serve upon the following Committees:

Amenities
Planning
Finance and Administration

or

Planning
Amenities, Finance and Administration

8. To elect Chairman and Vice-Chairman of the following committees:

Amenities
Planning
Finance and Administration

or

Planning
Amenities, Finance and Administration

9. To nominate Members of the Council or a representative to serve as the Council's representative on the following bodies:

The Charity of Henry Smith and Others
Citizens Advice Management Committee
Farnborough Aerodrome Consultative Committee
Surrey Association of Local Councils (SALC)
Victoria Hall Management Committee
Ash and District Local History Museum Society
Blackwater Valley Countryside Partnership
Ash Network (previously known as Joining In)

10. To consider the payment of Annual Subscriptions:

ICCM (Institute of Cemetery and Crematorium Management)	£ 90.00
Local Council Review	£ 17.00
National Association of Local Councils	£ 939.96
Society of Local Council Clerks	£ 233.00
South East Employers	£ 203.00
Surrey Association of Local Councils	£1650.00
IDEA (Local Government Association)	£ 540.00

TOTAL **£3672.96**

11. To consider and approve the payment of the following accounts by variable direct debit:

Public Works Loan Board
 British Gas (Ash Centre + Harpers Scout Hut)
 Francotype Postalia (Franking Machine Credit)
 Land Registry (Land Searches as required)
 British Telecom (Telephone/Fax/Broadband)
 Shire Leasing (Telephone System)
 BNP Paribas (Copier/Printer Maintenance)
 Information Commissioners Office (Annual Registration)
 Sage Payroll and HR Software and Support
 Surrey County Council (DBS Checks)
 TV Licensing
 NEST Pension Scheme

12. To confirm the Minutes of the previous meeting.

To confirm the minutes of the Parish Council Meeting held on Monday 9 April 2018.

13. Chairman's Announcements**14. Adjournment.**

To give consideration to adjourning the meeting for a maximum period of 25 minutes, to enable members of the public to raise questions.

15. Reports of Committees.

To receive the following committee reports, copies of which have been circulated:

Planning	9 April 2018	Minute Number 185 to 193
Planning	23 April 2018	Minute Number 194 to 206
Amenities, Finance and Administration	23 April 2018	Minute Number 178 to 193

16. Monthly Financial Statement.

To receive and approve the monthly financial statement giving details of April 2018 payments as attached at Appendix B.

17. Ash Parish Council – Financial Regulations

(a) Members to note that due to the 3 month hand over period for the Clerk to the Council/RFO role, the monthly BACS figure for salaries has exceeded the upper limit of £14,000.00 as stated in Regulation 5.3 of the Financial Regulations.

(b) Members to consider whether to raise the upper limit for the payment of the payroll by BACS by £1,000 to £15,000.

18. Ash Parish Council Standing Orders

Members to consider and adopt the new Model Standing Orders as issued by NALC which reference legislation introduced since the last model standing orders were published, including the General Data Protection Regulations.

Statutory Orders are shown typed in bold and cannot be amended.

19. General Data Protection Regulations

Members to consider the following policies in order to comply with the new Regulations that come into effect from 25 May 2018 as set out in Appendix D and E:

- i. Appendix D - Data Protection Policy May 2018
- ii. Appendix E - Retention and Disposal Policy May 2018

20. Ash Parish Council – Desktop PC's

Members to consider a report from Joel Baker Computers regarding a necessary upgrade of the Parish Office Desktop PC's to ensure compliance with the General Data Protection Regulations which come into force on 25 May 2018. The new units will contain a Trusted Platform Module to enable encryption of all data and will give 8GB memory.

The cost of replacing the 5 x Desktop PC's will be approx. £4,500 + VAT
£900 installation + VAT.

21. Investment Strategy

Members to consider a revised investment strategy following the issue of Statutory Guidance on Local Government Investments (3rd Edition) effective for financial years commencing on or after 1 April 2018.

22. CCTV

- a) Members to consider a report on the CCTV system covering the Ash Centre and the recommendations of Prime One Maintenance Ltd for the replacement of 8 cameras and ancillary equipment at a total cost of £7,716.98 + VAT.
- b) Members to consider a CCTV Routine Maintenance Contract offered by Prime One Maintenance Ltd in respect of all CCTV cameras and ancillary equipment owned and operated by Ash Parish Council as at 02.05.2018, at a cost of £1,876.96 + VAT per month. The contract is offered for 5 years with an option to extend for a further 2 years.

23. Correspondence.

To receive any correspondence.

24. Next Meeting.

The next meeting is the Meeting of the Council on Monday 11 June 2018 commencing at 7.00pm or following the close of the Planning Committee Meeting if this is later.

AGENDA APPENDIX A**ASH PARISH COUNCIL****LOCAL CODE OF CONDUCT – DISCLOSURE OF INTERESTS****April 2018**

DATE OF MEETING	MEMBER	MINUTE REF & PAGE NO.	TYPE AND NATURE OF INTEREST
PLANNING 9 April 2018			No declarations of interest recorded.
PLANNING 23 April 2018			No declarations of interest recorded.
AMENITIES, FINANCE & ADMINISTRATION 23 April 2018			No declarations of interest recorded.

AGENDA APPENDIX B