

**ASH PARISH COUNCIL**

**Minutes of the Meeting of the Finance and Administration Committee  
held in the Ash Centre, Ash Hill Road, Ash  
on Monday 28 November 2016 which commenced at 7:00pm**

Chairman of the Committee:	Cllr Paul Spooner	A
Vice Chairman:	Cllr Laurence Armes	✓
	Cllr Nigel Manning	✓
	Cllr Bill Cole	✓
	Cllr Mrs Jo Randall	✓
	Cllr Mrs Pat Scott	✓
Substitutes:	Cllr Martin Burgess	x
	Cllr John Tonks	x

✓ Present

x Not Present

A Apology for Absence

**Part I – Public Session**

In the absence of the Chairman of the Finance and Administration Committee, Cllr Paul Spooner, the meeting was chaired by the Vice Chairman, Cllr Laurence Armes.

**63. To accept Apologies for Absence (agenda item 1)**

Apologies for Absence were received from Cllr Paul Spooner.

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

There were no Declarations of Interest declared.

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

The minutes of the previous Finance and Administration Committee Meeting held on Monday 24 October 2016 have been before the full Council by which they were duly approved and adopted. These minutes were signed by the Vice - Chairman of Committee, Cllr Laurence Armes.

**66. 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.

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

Members considered and agreed the Council's accounts and budgetary review as at 31 October 2016 (month 7)

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

Members considered and agreed the bank reconciliations as at 31 October 2016 (month 7)

**69. Independent Health and Safety Risk Assessment** (*agenda item 7*)

Member considered the Independent Health and Safety Risk Assessment and the recommended action plan and it was:

***Recommended upon consideration that an update on the action plan be presented to the Committee at the meeting to be held on Monday 23 January 2017.***

**70. Ash Football Club** (*agenda item 8*)

Members considered a letter received in respect of Ash Football Club and it was:

Recommended upon consideration that the draft response in respect of each point raised be agreed with some minor adjustments regarding ground upkeep.

**71. Ash Meadows** (*agenda item 9*)

Members to consider a letter received from a resident in Willow Park regarding drainage into Ash Meadows and it was:

***Recommended upon consideration of the advice received from Guildford Borough Council's drainage ditch officer and of the legal advice from the Council's solicitor that the request to drain from a property in Willow Park to Ash Meadows be refused.***

**72. Remembrance Sunday – NE Hants Youth Band** (*agenda item 10*)

Members considered a donation to the NE Hants Youth Band for their assistance at the Remembrance Sunday Parade and Service and it was:

***Recommended upon consideration that a donation of £125.00 be made to the NE Hants Youth Band***

**73. Budget 2017/18** (*agenda item 11*)

Members considered the updated draft budget for 2017/18

**Item noted**

**74. Events Working Group** (*agenda item 12*)

Members noted the minutes of Working Group Meeting held on 26 October 2016 as at Appendix A

**75 Correspondence (agenda item 13)**

Correspondence had been received from:

**SALC** (received 24.11.2016) advising the subscription for 2017/18 to SALC and NALC as £2579.82, an increase on the 2016/17 subscription of £45.02.

**Bank of Scotland** (received 28.11.2016) advising the reduction of the interest rate on the Business Bank Instant Account from 0.50% to 0.05% from 31 January 2017. The Clerk was researching alternative accounts with a better interest rate and the facilities required for accessing the funds. It was recommended that, as the Committee would not meet during December, delegated authority for any change of bank account be given to the Chairman of the Council, the Chairman of the Finance and Administration Committee and the Clerk to the Council to proceed with closing of the Bank of Scotland account and the transfer of funds to a more advantageous account. A full report will be submitted to the meeting to be held on 23 January 2017.

**76. Date of next meeting (agenda item 14)**

The date of the next meeting is Monday 23 January 2017 commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.

*The meeting closed at 7.18pm*

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

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

## Appendix A

## ASH PARISH COUNCIL

**Minutes of the Events Working Group  
held on Wednesday 26 October 2016 at the Ash Centre  
commencing at 3.30pm**

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

Chairman of the Council Cllr Nigel Manning also attended the meeting.

**1. To elect a new Events Working Group Chairman (agenda item 1)**

On the nomination of Cllr Nigel Manning, seconded by Cllr Mrs Marsha Moseley and Cllr Mrs Patricia Scott and there being no other nominations, Cllr John Tonks was elected to serve as Chairman of the Working Group.

**2. Apologies for Absence (agenda item 2)**

Apologies for absence had been received from Richard Tolley.

**3. Receive Declarations of Interest (agenda item 3)**

There were no declarations of interest to report.

**4. Confirmation of Minutes (agenda item 4)**

The minutes of the Events Working Group Meeting held on Wednesday 31 August 2016 were confirmed and signed by Cllr John Tonks

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

A query was raised by Cllr John Tonks as to how long the wreaths laid during the Service of Remembrance should remain in place. It was agreed that this would be monitored on a regular basis.

That Abbey Wood Nursing Home to be advised that there will be an area set aside for wheelchairs.

Graham Bidwell advised;

That the North East Hampshire Area School Band, piper, parade marshal and the ladies from Churches Together (to provide the teas and coffee) have all confirmed their attendance;

Subject to any last minute official commitments Michael Gove MP will be attending;

It has been confirmed that there will be no police presence to assist with the road closure and that the Council ground staff will man the road blocks in pairs;

That the local community street team will assist with the marshalling of the Coronation Gardens car park.

That the head boy and head girl and the deputy head boy and head girl will read out the names of the fallen during the service and that they would each be given a Queen Elizabeth II 90<sup>th</sup> Birthday Commemorative Coin.

## 6. **Fantasia 2016** (*agenda item 8*)

### i) Donations Policy

Cllr Mrs Patricia Scott asked if the Council had an official donations policy. Cllr Nigel Manning advised that there was no laid down policy but that it had always been considered that donations would be made to local charities/non-profit making organisations that were active in the Parish.

It was agreed that an article would be put into the next edition of the Parish Newsletter, *Ash Matters*, welcoming requests for donations from local charities/non-profit making organisations.

Graham Bidwell advised that as far as can be ascertained there are only three charities booked into Christmas Fantasia this year and that these are not purely local charities, as they do operate outside the Parish of Ash.

### ii) Saturday 26 November 2016

Graham Bidwell advised;

That the Christmas Tree is being delivered on Monday 21 October and that our Lighting Contractor had agreed to assist with the installation of the tree on Ash Wharf;

That a BBQ run by the Rotary Club will be in operation from (still to be confirmed) 12:30 through to the end of Fantasia. It will be positioned outside the front entrance to the Ash Centre in the area used normally for parking the Council vehicles;

That at the current time there was only 1 table left for the Christmas Fair;

It has been confirmed that there will be no police presence to assist with the road closure/crowd marshalling. Cllr John Tonks suggested that cones could be placed along the curb edge from the Canal Bridge to the roundabout;

The Rotary Club and all Councillors would be approached with a view to giving assistance during the event.

Cllr Patricia Scott advised that the Ash Ensemble would still be in attendance although they are short of players this year.

It was agreed that Graham Bidwell would e-mail all councillors with a view to obtaining assistance with the operation of the Cake Stall and also providing cakes for the stall and any donations for the tombola.

A donation request letter has been prepared and will be sent out shortly. Cllr Mrs Patricia Scott has advised that she will visit local shops and businesses to collect any donations. Ash Parish Council representatives will collect from those businesses not on Cllr Mrs Patricia Scott's list.

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

The date of the next meeting is Wednesday 18 January 2017 commencing at 3.30pm

The meeting closed at 4:05pm

Signed .....

Date .....