

ASH PARISH COUNCIL

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15 April 2019

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 Pat Scott

Substitutes: 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 **Tuesday 23 April 2019** 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 March 2019. These minutes have been before the full Council at which they were duly considered, approved and adopted.

4. Adjournment.

To consider 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 2018/19.

To consider and agree the Council's accounts and budgetary review as 31 March 2019 (month 12).

6. Bank Reconciliations.

To consider and agree the bank reconciliations as at 31 March 2019 (month 12).

7. CCLA Local Authorities Property Fund.

To note the CCLA Local Authorities Property Fund Prices and Dividend Yield report for 31 March 2019.

8. Statement of Internal Control.

To consider and adopt the Council's statement of internal control for 2019/2020, which helps ensure that its business is conducted in accordance with the law and proper practices, that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

9. Server Relocation – Ash Centre.

To consider and agree a quote from Joel Baker Computers at a cost of £4,221.56 + £844.31 VAT = £5,065.87, and Prime One Maintenance Ltd. (KT/QT/968) at a cost of £4,430 + £886 VAT = £5,316, (Total Net Figure = £8,651.56) to relocate the council's IT server from the reception into a secure room. Works to take place over a weekend in May 2019.

10. Light Replacements – Ash Centre.

To consider and agree a quote from Prime One Maintenance Ltd. (QT/KT/965) to upgrade the Ash Centre offices, small hall and meeting room lighting to LED at a cost of £3,617.06 + £723.41 VAT = £4,340.47, to take place over the same weekend in May 2019 as item 9 above.

11. Horseshoe Lane Private Road – New Street Light Request.

To consider and agree a quote from Prime One Maintenance Ltd. (QT/KT/966) for an additional street light to be installed in Horseshoe Lane following a request from the Horseshoe Residents Association, at a cost of £1,260.30 + £252.05 VAT = £1,512.35.

12. Harpers Entrance – Extending Tarmac Surface.

To consider and agree a quote from Fairway Paving Ltd. to extend the tarmac area at the entrance to Harpers Recreation Ground car park by a further 5m at a cost of £1,200 + £240 VAT = £1,440.

13. Ash Cemetery Yew Tree Maintenance.

To consider and agree a quote from T. Hopkins Tree Services to reduce in size a line of twelve yew trees along the cemetery pathways, at a cost of £990.00 (Not VAT registered). Two further similar quotes will follow, to complete all the yew trees in the cemetery.

14. Shawfield Allotments - Request for a Green House.

Members to consider an application for a greenhouse at plot 1A Shawfield Allotments. The dimensions are within permitted sizes.

15. Councillor Briefing and Awareness Training.

To consider offering the Surrey Association of Local Council's Councillor Briefing and Awareness half day sessions at a cost of £70 + VAT, to new and existing parish councillors.

16. Date of Next Meeting.

The date of the next meeting is **Tuesday** 28 May 2019 commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.