

ASH PARISH COUNCIL

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21 May 2019

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

Chairman: Cllr Paul Spooner
Vice Chairman: Cllr Nigel Manning
Cllr Martin Burgess
Cllr Andrew Gomm
Cllr Tony Gorham
Cllr Ed Schofield

Substitutes:
Cllr Graham Eyre
Cllr Helen Gorham
Cllr Nigel Kears
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 28 May 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 Tuesday 23 April 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.

To consider and agree the Council's accounts as at 31 March 2019 (month 12) and 30 April 2019 (month 1).

6. Bank Reconciliations.

To consider and agree the bank reconciliations as at 31 March 2019 (month 12) and 30 April 2019 (month 1).

7. Investment Strategy and Review of Close Brothers Investments.

To review the Council's investment strategy and consider the two £100,000, 12 month investments with Close Brothers. The current term ends on 13 June 2019.

8. Grants of Exclusive Rights in respect of Burials.

To authorise the issue of Grants of Exclusive Rights in respect of Burials:

Deed No.	Deed Applicant	Grave Space
1613	Louise and John Doe	K 671
1614	Graham Colin John Robinson	K 670

9. New Play Equipment – Carrington Recreation Ground.

To consider a report on a replacement multi-play unit, swings and springer for the Carrington Recreation Ground Play Area at £24,750 (excluding VAT). Part of this cost can be re-claimed from a concurrent function grant awarded by Guildford Borough Council of £8,000.

10. Ash Centre External Floodlights.

To consider a quote from Prime One Maintenance Ltd. (QT/KT/969) for £1,260.30 plus £252.05 VAT = £1,512.35 to improve the floodlighting at the entrance to the Ash Centre.

11. Harpers Scout Hut WiFi.

To consider a quote from Prime One Maintenance Ltd. (QT/KT/967) for £440.66 plus £88.13 VAT = £528.79 and Joel Baker Computers £1,481.50 plus £296.30 VAT = £1,777.80 to supply WiFi to the Harpers Scout Hut (Total Cost £1,922.16 net).

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

To re-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. The matter was deferred from the last meeting so Members can receive a justification for the expense on an unadopted road.

13. Harpers Entrance – Extending Tarmac Surface.

To consider two quotes to extend the tarmac area at the entrance to Harpers Recreation Ground car park by a further 5m. Both Fairway Paving Ltd. and Surrey Paving have quoted a cost of £1,200 + £240 VAT = £1,440. Having previously used Fairway Paving Ltd. at the site and having been satisfied with their work, they are the recommended contractor.

14. Tree Survey - Priority Three Maintenance.

To consider and agree a quote from T. Hopkins Tree Services to carry out all priority three works set out in the 2019 Tree Survey, at a cost of £1,110.00 (Not VAT registered). Priority One and Two tasks have already been completed.

15. Shawfield Allotments – Application for a Greenhouse.

Members to consider an application for a greenhouse at plot 59 Shawfield Allotments. The dimensions are within permitted sizes.

16. Office Photocopier Charges Review.

Members to consider increasing the fees charged for public photocopying as shown below. Although not widely promoted, the parish office offers a photocopying service to the public. The number of requests has increased since the Library ceased offering the service and now refers people to the parish council. These prices (in pence per sheet) have not been increased in the last ten years and now allows for staff time and administration as well as the paper and ink.

A4 Sheets

Single sided black and white	5p up to 10p
Single sided colour –	10p up to 20p
Double sided black and white	7p up to 15p
Doubled colour	14p up to 30p

A3 Sheets

Single sided black and white	10p up to 20p
Single sided colour –	20p up to 40p
Double sided black and white	14p up to 30p
Doubled sided colour	28p up to 50p

17. Fun Fair on Ash Hill Recreation Ground.

Members to consider a request to hire Ash Hill Recreation Ground for a Fun Fair (John Davis Fun Fairs) from 13-15 September 2019 (Monday 9 - Thursday 12 September 2019 would be set up days). Charges were set at the February 2019 meeting and would be £337 x 3 days when open to the public and £41 x 4 days when setting up, a total of £1,175. A £400 deposit is also taken in advance.

18. Health and Safety Working Group.

Members to note the minutes of the Health and Safety Working Group held on 16 April 2019 as at Appendix A.

19. Events Working Group.

Members to note the minutes of the Events Working Group held on 7 March 2019 and 24 April 2019 as at Appendix B and C.

20. GDPR Working Group.

Members to note the minutes of the GDPR Working Group held on 15 April 2019 as at Appendix D.

21. Date of Next Meeting.

The date of the next meeting is **Monday** 24 June 2019 commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.

Appendix A**Ash Parish Council****Minutes of the Health and Safety Working Group
held on Tuesday 16 April 2019 at the Harpers Scout Hut
commencing at 10am**

Present:	Cllr Nigel Manning (Chairman)	✓
	Cllr Jo Randall	✓
	Cllr Bill Cole	✓
	Sarah Groom	✓

1. Apologies for Absence.

There were no apologies for absence.

2. Declarations of Interest.

There were no declarations of interest.

3. Confirmation of the Minutes.

The minutes of the meeting on 19 February 2019 were agreed and signed by the Chairman, Cllr Nigel Manning.

4. Review of Independent Health and Safety Report Actions.

The independent health and safety assessment report was reviewed at the previous meeting and the actions taken to date were noted. One of the twelve actions remained outstanding and two are ongoing:

- i. New chemical storage cabinets to be provided in key storage areas (to do);
- ii. De-clutter office and storage rooms of paper/equipment (ongoing);
- iii. Digitisation of the Council's paper records to be pursued (ongoing).

5. Update on Building Condition / Asbestos Surveys.

The other property related surveys that were being undertaken or had been completed are:

	Ash Centre and Workshop	Harpers Scout Hut
Structural Survey	8 April 2019	13 March 2019
Gas Boiler Service	11 February 2019	12 April 2019
Asbestos Survey	TBC	18 April 2019
Fixed Wire Testing-5 yearly	17 June 2019	29 May 2019
Fire Risk Assessment	11 March 2019	TBC
PAT Testing	3 April 2019	3 April 2019
Lightning Protection	26 February 2019	TBC

Clerk to confirm how often these should be undertaken.

6. Action Plan.

The following actions were agreed:

- i. Clerk to categorise the works arising from the Scout Hut building condition survey into jobs for a builder, electrician, volunteer scouts and council staff etc. e.g. guttering, windows (clean and re-paint), lighting, ground clearance and specialist quotes e.g. kitchen refurbishment. Fire risk assessment and emergency lighting for Scout Hut to be investigated.
- ii. The roof void may be left until a decision is made on replacing the whole roof.
- iii. Clerk to create an ear marked reserve of £20,000 from 2018/19 predicted surplus for roof replacement in 5-7 years time and add £5k per year to EMR until then.
- iv. Clerk to report leaking radiators and copper pipes to be adjusted/covered in.
- v. Clerk to instruct ground staff to look at fencing repairs or replacement at Scout Hut.

7. Date of Next Meeting.

The date of the next meeting will be in two to three months time.

The meeting closed at 11.20am

Signed

Date

Appendix B**ASH PARISH COUNCIL****Minutes of the Events Working Group
held on Thursday 7 March 2019 at the Ash Centre
commencing at 2.30pm**

Present:	Cllr John Tonks	✓
	Cllr Nigel Manning	✓
	Cllr Marsha Moseley	A
	Cllr Pat Scott	✓
	Sarah Groom	✓
	Graham Bidwell	✓
	Richard Tolley	✓
	Jo Packman	✓

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

Apologies for absence were received from Cllr Marsha Moseley.

2. 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 Wednesday 9 January 2019 were agreed and signed by the Chairman Cllr John Tonks.

4. Village Fete – 20 July 2019 (*agenda item 4*)

The national centenary celebration of peace following WWI is 19 July 2019. A decision was made previously to theme the 2019 Village Fete around the celebration and it will therefore be a week later than normal on 20 July 2019.

The excellent designs for tea towel were discussed and the feedback to the artist includes representing the naval interest. The artists fees are £250. The costs and arrangements for printing, sale price and production numbers are still to be agreed.

Bookings confirmed include the Sandhurst Drum Corp (£200 donation agreed), Chimney Farm International Dog Rescue Dog Show, St John Ambulance, Radio Frimley Park and the Rotary BBQ. Ash Grange Children's Centre hope to be there but are uncertain of their future at present. There will be no open classes in 2019 due to lack of interest.

A children's balloon entertainer to be explored. Cllr Tonks will organise a children's treasure hunt.

The GBC Mayor Richard Billington to be invited to open the event.

Stall holders' letters will be sent early April.

An event gazebo for shade or shelter will be explored to be purchased by APC. Chairs to be laid out around the arena to encourage people to stay and watch.

The Poppies are being knitted and crocheted by 16 volunteers. A drop in session on 19 March will allow them to collect wool and the pattern. 112 poppies are required. The back stories to the fallen soldiers will be taught to the children. All to be ready by 12 July 2019. Surviving relatives will be invited.

The Silent Soldiers will be moved to the Recreation Ground for the day of the Fete and then will reside at the War Memorial.

New branding to be **“Ash Peace Day Celebration Fete”**. Museum to kindly produce wording to explain the significance.

5. Other 2019 Events (*agenda item 5*)

There will be no Ash In Bloom in 2019
Remembrance Sunday – 10 November 2019
Fantasia – 30 November 2019
Band Concert – The 8 February 2020 was agreed.

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

The date of the next meeting is Wednesday 24 April 2019 from 2.30-3.30pm.

The meeting closed at 15.35pm

Signed

Date

Appendix C**ASH PARISH COUNCIL****Minutes of the Events Working Group
held on 24 April 2019 at the Ash Centre
commencing at 2.30pm**

Present:	Cllr John Tonks	✓
	Cllr Nigel Manning	✓
	Cllr Marsha Moseley	A
	Cllr Pat Scott	✓
	Sarah Groom	✓
	Graham Bidwell	✓
	Richard Tolley	✓
	Jo Packman	✓

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

Apologies for absence were received from Cllr Marsha Moseley.

2. 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 7 March 2019 were agreed and signed by the Chairman Cllr John Tonks.

4. Ash Peace Day Celebration Fete – 20 July 2019 (*agenda item 4*)

The national centenary celebration of peace following WWI is 19 July 2019. The Museum are kindly producing wording to explain the significance.

Entertainment Bookings

- Sandhurst Drum Corp (£200 donation agreed)
- Chimney Farm International Dog Rescue Dog Show (stress a vet is on site)
- St John Ambulance
- Radio Frimley Park and Kids Disco to go on the event programme
- Rotary BBQ
- Ash Grange Children's Centre hope to be there but are uncertain of their future at present
- There will be no open classes in 2019 due to lack of interest
- Cllr Tonks previously agreed to organise a children's treasure hunt
- China smashing stall returning and request same location and gloves

Cllr Tonks will explore whether Splat Entertainment (circus skills) are doing any public events in the local area soon that he can visit.

A children's balloon entertainer to be explored and booked (e.g. Pop Top UK).

Cllr Scott will request an off-cut of carpet from Vale Furnishings (any colour and a suitable size) for a putting/crazy golf game mounted on wood.

The GBC Mayor Richard Billington has been invited to open the event and will leave shortly after, when Cllr Moseley can then assume her role as GBC Deputy Mayor.

Event Shelters

An event gazebo for shade or shelter will be explored to be purchased by APC. Chairs to be laid out around the arena to encourage people to stay and watch.

Cllr Scott to ask the scouts about their supplier. [Click here](#) for possible purchases (x2) at a cost of £198 each for prime members, currently discounted.

Stalls

Stall holders' letters were sent early April and bookings are coming in. Stall to be reserved for Community Wardens. Dover Garage likely to bring red, white and blue cars.

Poppies

Thirty two poppies have now been knitted and crocheted. 112 poppies are required. The back stories to the fallen soldiers will be taught to school children. All to be ready by 12 July 2019 with hanging arrangements agreed.

Silent Soldiers

Four of the Silent Soldiers will be moved to the Recreation Ground for the day of the Fete and then will reside at the War Memorial. The ones at Guildford Road and Vale Road will not be moved as they have been adopted by local residents.

Budget

It was proposed that a budget is assembled for the event, based on previous costs and expected costs in 2019, to offer a framework to decisions made about spending and income targets. This will also assist with the ordering of wine and beer stocks.

Tea Towels

The Clerk will bring an update on the tea towel and associated plans/costs to the next meeting.

5. Other 2019 Events (agenda item 5)

- There will be no Ash In Bloom in 2019.
- Remembrance Sunday – 10 November 2019.
- Fantasia – 30 November 2019.
- Band Concert – The 8 February 2020 at approx. 7pm (£600 fee).

6. Date of Next Meeting (agenda item 6)

The date of the next meeting is 23 May 2019 from 2.30-3.30pm.

The meeting closed at 15.35pm

Signed

Date

Appendix D**Ash Parish Council****Minutes of the General Data Protection Regulations Working Group
held on Monday 15 April 2019 at the Ash Centre
commencing at 5.30pm**

Present:	Cllr Andrew Gomm (Chairman)	✓
	Cllr Jo Randall	✓
	Cllr Nigel Manning	✓
	Sarah Groom	✓
	Joel Baker (Joel Baker Computers)	✓

1. Apologies for Absence.

There were no apologies for absence.

2. Declarations of Interest.

There were no declarations of interest.

3. Confirmation of Minutes.

The minutes of the meeting held on 10 December 2018 were agreed and signed by Councillor Andrew Gomm.

4. Relocation of Server and Secure Acoustic Cabinet.

Members considered the future security of the server and relocating it from reception to the stationary cupboard – to become the electrical/server room. It was agreed to recommend the quotes of £4,421.56 and £4,430 to complete the works to AFA for consideration. Clerk to apply for an emergency CFG grant.

5. Councillor Emails and Document Management.

Members considered the move to provide mailbox only accounts to all Ash Parish Council councillors with future access to any share-point files as required. Councillors will be required to provide their own IT hardware but will be provided with a ashpcsurrey.gov.uk email address at a cost of £72.96 per year x 12 Cllrs = approx. £875 per year.

6. Digitising Records and Removal of Paper Based Records.

Members approved the removal of the master copies of old Ash Parish Council Minutes to the County Archives at the Surrey History Centre in Woking, with a small donation to help with the storage costs.

Members approved the disposal of old planning applications which since 2002 will all be readily available from the Guildford Borough Council website including all APC/objectors comments.

Members approved the disposal of old staff time sheets where they allocated their time to cost centres as from 1 April 2019 it has been agreed that this information is no longer collated.

7. Data Protection Officer Update.

The Guildford Borough Council officer undertaking the role of APC's Data Protection Officer will be invited to undertake an assessment following the relocation of the server.

8. Date of Next Meeting.

The date of the next meeting is Monday 15 July 2019 at 5.30pm.

The meeting closed at 6.30pm

Signed

Date