

ASH PARISH COUNCIL**Minutes of the Meeting of the Amenities, Finance and Administration Committee
held in the Ash Centre, Ash Hill Road, Ash
on Tuesday 23 April 2019 which commenced at 7.00pm**

Chairman:	Cllr Paul Spooner	A
Vice Chairman:	Cllr Laurence Armes	✓
	Cllr Martin Burgess	A
	Cllr Bill Cole	✓
	Cllr Andrew Gomm	✓
	Cllr Nigel Manning	A
	Cllr Mrs Pat Scott	✓
Substitutes:	Cllr Nigel Kearse	
	Cllr Marsha Moseley	
	Cllr Jo Randall	
	Cllr John Tonks	

✓ Present

x Not Present

A Apology for Absence

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

Part I – Public Session**148. To Accept Apologies for Absence. (agenda item 1)**

Apologies for absence were received from Cllr Paul Spooner, Cllr Nigel Manning and Cllr Martin Burgess.

149. To Receive Declarations of Interest. (agenda item 2)

There were no declarations of interest.

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

Members agreed 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.

151. Adjournment. (agenda item 4)

Members considered 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). There was one member of the public present who did not wish to speak.

152. Monthly Accounts 2018/19. (agenda item 5)

Members considered the Council's accounts and budgetary review as at 31 March 2019 (month 12) and it was:

Recommended upon consideration that approval of the monthly accounts be deferred pending an investigation into the anomaly on the bank balance.

153. Bank Reconciliation. (agenda item 6)

Members considered the Council's bank reconciliations as at 31 March 2019 (month 12) and it was:

Recommended upon consideration that approval of the bank reconciliations be deferred pending an investigation into the anomaly on the bank balance.

154. CCLA Local Authorities Property Fund. (agenda item 7)

Members noted the CCLA Local Authorities Property Fund Prices and Dividend Yield report for 31 March 2019 and the 4.26% interest received.

Item noted.

155. Statement of Internal Control. (agenda item 8)

Members considered 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 and it was:

Recommended upon consideration that the Council's statement of internal control for 2019/2020 be adopted.

156. Server Relocation – Ash Centre. (agenda item 9)

Members considered 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 and it was:

Recommended upon consideration that the 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 be agreed.

157. Light Replacements – Ash Centre. (agenda item 10)

Members considered 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 and it was:

Recommended upon consideration that the 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 be agreed.

158. Horseshoe Lane Private Road – New Street Light Request. (agenda item 11)

Members considered 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 Lane Residents Association, at a cost of £1,260.30 + £252.05 VAT = £1,512.35 and it was:

Recommended upon consideration that the item be deferred in order that the background information be provided to Members as to why the Council was providing street lighting in a private road.

159. Harpers Entrance – Extending Tarmac Surface. (agenda item 12)

Members considered 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 and it was:

Recommended upon consideration that the item be deferred pending further quotes from additional companies.

160. Ash Cemetery Yew Tree Maintenance. (agenda item 13)

Members considered 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 and it was:

Recommended upon consideration that the 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 be agreed and the results of the initial works be fed back to Members when considering the future stages.

161. Shawfield Allotments - Request for a Green House. (agenda item 14)

Members considered an application for a greenhouse at plot 1A Shawfield Allotments. The dimensions are within permitted sizes and it was:

Recommended upon consideration that the application for a greenhouse at plot 1A Shawfield Allotments be agreed.

162. Councillor Briefing and Awareness Training. (agenda item 15)

Members considered 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 and it was:

Recommended upon consideration that the proposal to offer new and existing councillors, the Surrey Association of Local Council's Councillor Briefing and Awareness half day sessions at a cost of £70 + VAT each, be agreed.

163. Date of Next Meeting. (agenda item 16)

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.

The meeting closed at 7.21pm.

Chairman: _____

Date: _____