

ASH PARISH COUNCIL

Sarah Groom
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19 November 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 Tony Gorham
Cllr Andrew Gomm
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 **Monday 25 November 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 28 October 2019. These minutes have been before the full Council at which they were duly 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 2019/20.

To consider and agree the Council's accounts as at 31 October 2019 (month 7).

6. Bank Reconciliation.

To consider and agree bank reconciliations as at 31 October 2019 (month 7).

7. Third Draft Budget 2020/21.

To consider the third draft of the 2020/2021 budget.

8. Play Area Equipment Repairs.

To consider a quote from HAGS/SMP Playgrounds Ltd and Wicksteed Leisure Ltd for the repairs to play equipment, manufactured by them, at a total cost of £5,081.24 + £1,016.25 VAT = £6,097.49, at the following sites:

- i) HAGS/SMP: Harpers Recreation Ground (£2,867+ £573.40 VAT = £3440.40)
- ii) Wickstead: Ashley Park/Blackwater Close (£2,214.24+£442.85 VAT=£2,657.09.)

These repairs are identified in the latest Independent Play Area Inspection Report.

9. New Surveillance Camera Housing - Shawfield Allotments.

To consider a report to supply and install a surveillance camera housing unit at a cost of £350 + £70 VAT = £420.

10. Remembrance Sunday 2019 – Donations to North East Hants Area School Band and Tim Edwards – Parade Marshal..

- i) To consider a donation to the Band for their assistance at the 2019 Remembrance Sunday Parade and Service. A sum of £150 has previously been given.
- ii) To consider a donation of £100 to Tim Edwards for his services as Parade Marshal. It is understood he will gift aid this to a charity of his choice.

11. Ash Parish Council Projects Update.

To note the progress of Ash Parish Council projects agreed by the Council since April 2018 to date.

12. H&S Working Group.

To note the minutes of the H&S Working Group of 22 July 2019 as at Appendix A.

13. Events Working Group.

To note the minutes of the Events Working Group of 15 October 2019 as at Appendix B.

14. Correspondence.

15. Date of Next Meeting.

It is proposed that the 23 December 2019 meeting is cancelled. The date of the next meeting is therefore **Monday 27 January 2020** 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 22 July 2019 at the Ash Centre
commencing at 4pm**

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 16 April 2019 were agreed and signed by the Chairman, Cllr Nigel Manning.

4. Review of Independent Health and Safety Report Actions.

A small number of actions remain outstanding including new chemical storage cabinets to be provided in key storage areas. These will all be detailed in the Action Plan.

5. Update on Building Condition / Asbestos Surveys.

The other property related surveys completed are:

	Ash Centre and Workshop	Harpers Scout Hut
General H&S Risk Assess	23 October 2018	23 October 2018
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	30 July 2019
Fire Risk Assessment	11 March 2019	23 May 2019
PAT Testing	3 April 2019	3 April 2019
Lightning Protection	26 February 2019	TBC

6. Action Plan.

The following actions were agreed:

- i. Clerk to produce list of all actions still to be completed with updates.
- ii. Scout Hut kitchen refurbishment to happen in next available School holidays.
- 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. Three quotes required for the replacement of the Ash Centre entrance doors with automatic doors.

7. Date of Next Meeting.

The date of the next meeting 28 October 2019 at 4pm at the Ash Centre.

The meeting closed at 5.10pm

Signed

Date

Appendix B**ASH PARISH COUNCIL****Minutes of the Events Working Group
held on 15 October 2019 at the Ash Centre
commencing at 2pm**

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

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

Apologies for absence were received from Cllr Nigel Manning and Jo Packman. Len Scott had been invited to discuss Remembrance Sunday.

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 13 August 2019 were agreed and signed by the Chairman Cllr John Tonks.

4. Remembrance Sunday Service and Parade (*agenda item 4*)

The Remembrance Sunday Service and Parade is on Sunday 10 November 2019.

Clergy to be asked to speak into the microphones more and that they be adjusted to angle towards them. This may help with the volume. It was discussed if the speakers could be moved to a different location following the comments that the sound was not audible from within the crowd. Trailing would currently prevent the relocation of the speakers, but this will be kept under review and is hoped that aiding the speakers to better use the microphone will allow the service to be better heard.

St John Ambulance to be parked in the Youth Centre Access Road.

1250 Orders of Service to be printed. RT will sell poppies at the top of the hill and hand out 400 Orders of Service, if they are sent up with the van.

Inside, the Mother's Union will do the refreshments. The poppy display will be repeated for Remembrance Sunday with an additional 38 for the WWII soldiers. The tea towels will be on sale again, Jo Packman will be asked to sell the towels and is to be provided with a float.

The Piper may have been paid before and should be again. The Parade Marshall will be offered to have his expenses covered again.

Pat Scott confirmed that she has arranged for two "Tail End Charlies" to follow at the end of procession

Chairs to be provided, stacked for U3A to use as required

Len Scott requested the number of rainbow / brownies group are present, not the number of children, just the number of groups for spacing

5. Fantasia 2019 (agenda item 5)

Fantasia is on Saturday 30 November 2019. The stalls are selling well. JT is happy to purchase additional sweets and drinks if a stock take is undertaken. There will be no cake stall and the Mothers Union will provide cakes and refreshments.

The tombola and raffle stalls will need staffing. Invitations will be sent to local businesses as usual for prizes.

Jewel Windows would like to sponsor a Christmas activity and it was agreed that they be invited to sponsor the Christmas Motifs on the street lights.

Pat Scott agreed to confirm with Vale Furnishings to turn on lights at same time as tree

Pat Scott agreed to speak with Abbeywood to confirm the attendants of residence and to confirm with Bridges indoor space should that be required

Band will be situated in the same location as last year in the alcove nearest to bridges

Church Choir will be situated in the same location as last year next to bridges opposite the tree

6. Other 2020 Events (agenda item 6)

The next Brass Band Concert is Saturday 8 February 2020. The tickets are on sale for £10 in advance and £12 on the door. The next Newsletter will promote it. GB to check the fee for the band as the Rotary may kindly sponsor it again.

VE Day is a special Friday Bank Holiday on 8 May 2020. There are a number of national initiatives and Ash Parish Council is not planning an event but will promote any local events that may be organised. VE Day could be a theme for the Fete in July.

Cllr John Tonks has produced a revised map of the fun day based on measurements taken at the last event. This is provided to aid planning of a new layout for 2020 which will be agreed at a later committee.

7. Date of Next Meeting (agenda item 7)

The date of the next meeting is Thursday 14 November 2019 from 2-3pm.

Signed

The meeting closed at 2.55pm

Date