

ASH PARISH COUNCIL**Minutes of the Meeting of the Amenities, Finance and Administration Committee
held in the Ash Centre, Ash Hill Road, Ash
on Monday 27 January 2020 which commenced at 7:00pm**

Chairman:	Cllr Paul Spooner	A
Vice Chairman:	Cllr Nigel Manning	✓
	Cllr Martin Burgess	A
	Cllr Andrew Gomm	A
	Cllr Tony Gorham	A
	Cllr Ed Schofield	✓
Substitutes:	Cllr Graham Eyre	x
	Cllr Helen Gorham	x
	Cllr Nigel Kears	x
	Cllr Marsha Moseley	✓
	Cllr Jo Randall	x
	Cllr John Tonks	x

✓ Present

x Not Present

A Apology for Absence

Part I – Public Session**108. To Accept Apologies for Absence. (agenda item 1)**

Apologies for absence were received from Cllr Paul Spooner, Cllr Martin Burgess, Cllr Andrew Gomm and Cllr Tony Gorham. Cllr Marsha Moseley attended as a substitute.

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

There were no declarations of interest for this meeting.

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

Members agreed the minutes of the Amenities, Finance and Administration Committee meeting held on Monday 25 November 2019. These minutes have been before the full Council at which they were duly considered, approved and adopted.

111. 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 were no members of the public present.

112. Monthly Accounts 2019/20. (agenda item 5)

Members considered and agreed the Council's accounts as at 30 November 2019 and 31 December 2019 (months 8 & 9).

113. Bank Reconciliation. (agenda item 6)

Members considered and agreed the Council's bank reconciliations as at 30 November 2019 and 31 December 2019 (months 8 & 9).

114. CCLA Property Fund Prices and Dividend Yields. (agenda item 7)

Members noted the CCLA Local Authorities Property Fund Prices and Dividend Yield report for 31 December 2019 and it was:

Recommended upon consideration that the good rate of interest be noted and future consideration be given to increasing the amount invested with the CLLA Property Fund.

115. Surrey County Council Pension Scheme Funding Strategy Statement Consultation. (agenda item 8)

Members considered the Surrey County Council Pension Scheme consultation which seeks responses from Scheme Employers and other interested parties on the draft Funding Strategy Statement. The deadline for comments is 1 February 2020 and it was:

Recommended upon consideration that the consultation be noted and a response be made stating there were no comments on the strategy from Ash Parish Council.

116. Surrey County Council Pension Fund Results of Actuarial Valuation at 31 March 2019. (agenda item 9)

Members considered the Surrey County Council Pension Scheme letter dated 10 January 2020 that contains the results of the Actuary's report on the funding position at 31 March 2019. Based on the results, the Fund is proposing a minimum level of contribution of 18.4% of the payroll for the three years from 1 April 2020 to 31 March 2023. The Council currently contributes 16.9% of the payroll to the Fund and it was:

Recommended upon consideration that a decision is made once a response is received from the Surrey County Council Pension Scheme as to why Ash Parish Council is being asked to increase its contributions when the Town and Parish Council Fund's surplus has increased in the last three years.

117. Street Light Replacement – Springfield Road. (agenda item 10)

Members considered a quote from Prime One Maintenance Ltd. for the replacement of 5 concrete light columns with new steel columns with LED Lanterns at a cost of £7,261.90 (+£1,452.38 VAT = £8,714.28) and it was:

Recommended upon consideration that the quote from Prime One Maintenance Ltd. for the replacement of 5 concrete light columns with new steel columns with LED Lanterns at a cost of £7,261.90 (+£1,452.38 VAT = £8,714.28) for Springfield Road be agreed.

118. Play Area Equipment Repairs. (agenda item 11)

Members considered a quote from Sutcliffe Play for the repairs to play equipment, manufactured by them, at a total cost of £796.65 + £79.67 VAT = £876.32 for parts and £830 + £166 VAT = £996 for labour, at Carrington Recreation Ground. The total cost is 1,626.65 + £245.67 = £1,872.32. Although low risk, these repairs are identified in the latest Independent Play Area Inspection Report and it was:

Recommended upon consideration that the quote from Sutcliffe Play for the repairs to play equipment, manufactured by them, at Carrington Recreation Ground, at a total cost of 1,626.65 + £245.67 = £1,872.32 be agreed.

119. Request from Ash Parish Dementia Action Alliance. (agenda item 12)

Members considered a request from Ash Parish Dementia Action Alliance for £250 funding from the funds raised at the Fantasia event and it was:

Recommended upon consideration that the request be deferred until the governance arrangements of the Ash Parish Dementia Action Alliance can be confirmed as a charity with a separate bank account.

120. Lap Top Purchase. (agenda item 13)

Members considered the purchase of a Parish Lap Top for use by the Police to enable access to Parish CCTV at a cost of £655 + £131 VAT = £786 and it was:

Recommended upon consideration that the purchase of a Parish Lap Top, for use by Surrey Police to enable access to Parish CCTV, at a cost of £655 + £131 VAT = £786 be agreed.

121. Ash Parish Council Projects Update. (agenda item 14)

Members considered the progress of Ash Parish Council projects agreed by the Council since April 2018 to date and it was:

Recommended upon consideration that the progress of the Ash Parish Council projects agreed by the Council since April 2018 to date, be noted.

122. Events Working Group. (agenda item 15)

Members noted the minutes of the Events Working Group of 14 November 2019 as at Appendix A.

Item Noted.

123. Correspondence. (agenda item 16)

There was no correspondence.

124. Date of Next Meeting. (agenda item 17)

The date of the next meeting is **Monday 24 February 2020** commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.

The meeting closed at 7.30 pm

Chairman: _____

Date: _____

Appendix A

ASH PARISH COUNCIL

**Minutes of the Events Working Group
held on 14 November 2019 at the Ash Centre
commencing at 2pm**

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

Dennis Wheeler and Len Scott were also in attendance.

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

Apologies for absence were received from Cllr Marsha Moseley, Pat Scott and Sarah Groom.

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 15 October 2019 were agreed and signed by the Chairman Cllr John Tonks.

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

It was considered that the event been a success although there were a number of issues to be taken into account for next year's service.

It was agreed that the first hymn was generally not well known and that the actual service was too long.

It was agreed that next year there would only be two hymns, I Vow to Thee My Country and Jerusalem. It was also agreed to consult with the local clergy with a view to shortening the actual service.

The Order of Service Sheet was generally well received with the larger type font but it was perceived to contain too much white space and needs adjustment for next year. One option suggested was to drop the clergy items and only include the public items.

There was confusion with regard to the order of wreath laying, with those laying wreaths spread around the memorial and unable to see other wreath layers. A suggestion for next year is that the wreath layers stand in one place and that the order of wreath laying is incorporated into the Order of Service.

Although the Sound system did work as required, it was felt that certain members of the clergy did not remain in front of the microphone and thus some of what they were saying became

distorted. An omnidirectional microphone or possibly lapel microphones will be investigated to see if this would alleviate the problem.

It was also suggested that the clergy or a "Master of Ceremonies" could "announce" the relevant hymns and introduce the other items throughout the service.

It was agreed that the clergy should be asked to have shorter Sermons throughout the service.

There would be no more reading out of the names of the fallen as all of those listed on the War Memorial as fallen due to the First World War have now been read out.

The Parade back to the Ash Centre had a large gap behind the first civilian group and before the first of the uniformed organisations. Although a small gap is required so that the council party can assemble in the right place it was suggested that next year the council party will form up outside the War Memorial but would only march down the hill when advised to do so by the Parade Marshal. The Parade Marshal is to ensure that the first of the uniformed organisations was ready to follow down the hill.

The Parade Order is to be revised for next year, into Order of Seniority. For example if there are military units, those representing the Navy come first, followed by the Army and Royal Air Force. The Military units are to be followed by the other uniformed organisations (Scouts Guides etc) but the senior members before the junior members of each group.

The extra chairs placed around the War Memorial were taken by members of the public who did not need them. It was suggested that signs were placed on the chairs advising that they were reserved for the more disabled.

There was no St John Ambulance this year and no one knew where the St John Representatives were actually standing. It was agreed that they would stand opposite the entrance to the war Memorial and we ask them if they could supply a flag/banner advertising their location.

It was agreed that a member of St John did NOT need to be placed within the War Memorial as there were members of St John standing within the area.

The Map provided by Len Scott will require some slight tweaks when all of the above changes are finalised.

A policy document outlining the organisation of the event needs to be raised prior to next year's event. Graham advised that this was already under consideration.

5. Fantasia 2019 (agenda item 5)

Fantasia is on Saturday 30 November 2019. The stalls are selling well with only 2/3 left.

It was agreed that John Tonks would purchase 6 boxes of sweets for this year's event and that a number of sweets possibly one box load should be placed in a food caddy and placed around the Christmas Tree, so that sweets can be given to the children around the tree who were not able to obtain a sweet from Father Christmas.

The snow machine was to be tested early next week.

Marsha Moseley has agreed to make the mulled wine for this year's event. The hot pots will also be tested as it was felt that one of them failed last year.

Following a number of issues in previous years with regard to the Road Closure along Wharf Road, it was decided to have a Road Closed Ahead sign at the junction of Prospect Road and wharf Road, a barrier and sign (no marshal attendance) at the Wharf Road Junction with Woollards Road and a full blockage (with Marshal attendance) at the Wharf Road Junction with Balmoral Road.

The possibility of place extra signs advising of the road closure is to be investigated, together with the possibility of a new sign advising that there is no Exit from Wharf Road.

It was agreed that the Bus Lane from over the Canal Bridge to the Roundabout would be coned off for health and safety reasons.

Following a request from a converted horse box coffee shop asking if they could attend, it was agreed that provided they agreed to donating 10% of their take up to £50.00, then they were welcome to attend and they would be located outside the Ash Centre Reception.

Cllrs Jo Randall and Helen Gorham will be asked to serve the Mulled Wine and Mince Pies following the light switch on, on the Wharf.

There will be a Marshals briefing at 15:00 in the Ash Centre office.

6. Chairman’s Reception (agenda item 6)

Cllr Manning advised that this year’s Chairman’s reception would be the last in its present format and that further detail would be discussed at a future Working Group Meeting.

Cllr Manning advise that Cllr Moseley would be preparing the buffet for the reception

7. Brass Band Concert (agenda item 7)

A request was made that a Flyer of the event is sent to all relevant parties so that the event can be advertised accordingly.

8. Village Fete 2020

The 2020 Village Fete will be on Saturday 11th July between 12:00 and 16:00.

9. Date of Next Meeting

The date of the next meeting is Thursday 9th January 2020 from 2-3pm.

Signed

The meeting closed at 3.20pm

Date