

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 26 October 2020 which commenced at 7:00pm**

Chairman:	Vacant	
Vice Chairman:	Cllr Nigel Manning	✓
	Cllr Martin Burgess	✓
	Cllr Andrew Gomm	✓
	Cllr Tony Gorham	✓
	Cllr Ed Schofield	✓
	Cllr John Tonks	✓
Substitutes:		
	Cllr Helen Gorham	x
	Cllr Nigel Kears	x
	Cllr Marsha Moseley	x
	Cllr Jo Randall	x
	Cllr Bill Cole	x
✓ Present	x Not Present	A Apology for Absence

Part I – Public Session**14. To Elect a Chairman. (agenda item 1)**

It was proposed by Cllr Nigel Manning and seconded by Cllr Ed Schofield that Cllr John Tonks be elected chairman for this committee. This proposition was carried.

15. Accept Apologies for Absence. (agenda item 2)

There were no apologies for absence.

16. To Receive Declarations of Interest. (agenda item 3)

There were no declarations of interest for this meeting.

17. Confirmation of the Minutes. (agenda item 4)

Members agreed the minutes of the Amenities, Finance and Administration Committee meeting held on Monday 28 September 2020. These minutes have been before the full Council at which they were duly considered, approved and adopted, and will be signed by the Chairman of the Committee, Cllr John Tonks when restrictions allow.

18. Adjournment. (agenda item 5)

This meeting was **not** held in public. Any members of the public wishing to join the meeting were advised to click the following link;

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTQ4NzMyMGYtODI3YS00NzVILTg4MTQ%3aOWE5NWFmOWM3ODII%40thread.v2/0?context=%7b%22Tid%22%3a%22655dc6d2-cc35-4837-9012-

[8b3f621f8869%22%2c%22Oid%22%3a%2252a651d8-60cc-4ef0-b8b8-8585a26a9914%22%7d](https://www.ashpcsurrey.gov.uk/public-access-to-virtual-meetings-during-covid-19-pandemic/)

Full details on how to access the meeting were available on the Parish Council website;

<https://www.ashpcsurrey.gov.uk/public-access-to-virtual-meetings-during-covid-19-pandemic/>

Members of the public that joined the meeting did not raise any questions.

19. Monthly Accounts 2020/21. (*agenda item 6*)

Members considered and agreed the Council's accounts September 2020.

20. Bank Reconciliation. (*agenda item 7*)

Members considered and agreed the Council's bank reconciliations September 2020.

21. Payments List. (*agenda item 8*)

Members considered and agreed the Council's payments list September 2020.

22. Budget 2021-2022. (*agenda item 9*)

Members considered and agreed to send in further comments

23. TOOB. (*agenda item 10*)

Members considered and agreed that legal advice be obtained and be considered further at a future meeting.

24. Street Trading Application. (*agenda item 11*)

Members considered and agreed no objections to this application.

25. Events Working Group. (*agenda item 12*)

Members considered and agreed the minutes of the Events Working Group 13 October 2020.

26. Correspondence. (*agenda item 13*)

There was no correspondence.

27. Date of Next Meeting. (*agenda item 14*)

The date of the next meeting is **Monday 23 November** commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.

The meeting closed at 7.28 pm

Chairman: _____

Date: _____

AGENDA APPENDIX A**ASH PARISH COUNCIL****Minutes of the Events Working Group
held on 13 October 2020 via Microsoft Teams
commencing at 15:00**

Present:	Cllr John Tonks	✓
	Cllr Nigel Manning	✓
	Graham Bidwell	✓
	Dennis Wheeler	A
	Ali Watmore	✓

Due to the COVID 19 Pandemic this meeting was conducted via Microsoft Teams

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

Apologies for absence were received from Dennis Wheeler.

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 3rd September 2020 were agreed and will be signed by the Chairman Cllr John Tonks.

4. Remembrance Day 2020 (*agenda item 4*)

It was agreed that Remembrance Day 2020 would go ahead with 6 people as per current Pandemic rules. A further Microsoft Teams meeting to review details with Father Keith to be held on 2nd November at 13:00.

Plan :

- 6 People Maximum
- No public allowed so APC to advise “Please do not **turn up to the event**”
- APC to advise Remembrance and Fantasia is cancelled
- Poppies in the windows
- Ask residents to stand outside their homes like clap for cares at 11am, JT will write some words

Party :

1. Chairman – Nigel Manning
2. APC – Dennis Wheeler
3. MP - Michael Gove
4. Flag Bearer – Leader 1st Ash Vale Scouts
5. Clergy - Keith Bristol
6. Spare

Additional distanced persons are Ed and Graham for filming the event and taking photographs and Kevin (APC staff) to deal with the PA system

Road Closure :

- It was agreed this was still required from 10:30 till 11:30 for safety reasons (residents attending and standing in the road and having to ensure enough space to social distance)
- Ask members of the council to attend and help on the day.
John Tonks volunteered to wear a high vis jacket and to move barriers etc
- Road Closure barriers required for Fairview and College Road

Photograph Organisation :

- Standard lowered (so you can see the flag)
- Wreath being laid
- Photographs to show the whole group/organisation but must not include children's faces for safeguarding reasons
- Name of the group/organisation and the names of the people who are in the photo
- Ask them to leave the wreaths in place
- Write to all uniformed groups and schools to confirm that APC will be holding a private service this year but if they wanted to participate then it is suggested they attend the war memorial at some point before Sunday 8th November, take a photograph and place a wreath/poppy (wreaths are available from APC) within social distancing rules (up to 6 people or within social bubble).
- Photographs to be published on APC website Wednesday 11th November
- All photographs to be sent into APC by 5th November
- APC to order wreaths as per last year and to invoice individuals that wish to purchase one

War Memorial :

- Ask ground staff to clear away last year's wreaths and poppies as well as to tidy up the area
- Memorial has points which are the correct social distance apart each member of the party to stand on a point leaving the two front points clear to allow for the placing of the wreaths

PA System :

- Small portable system will be used to play the music supplied from Friary Brass band and in case members of the public arrive can be addressed to maintain a social distance

Ali to chase the Friary Brass band for the music (Last Post, Reveille, & National Anthem) and to test system with APC ground staff

Poppy In The Window :

- John will write a post to give to Ali to put on APC website
- John will contact Jo Packman (jo.packman@guildford.gov.uk) after this is online to ask her to promote as a Community Warden
- Include details in the letter we send to all uniformed groups and schools
- Invite residents to send in their photos (no photographs to include people please) to events@ashpcsurrey.gov.uk and we will display them on the website.

Access To Events Mailbox :

- As Ali will be away when the last few photographs could arrive we will ask Joel to grant access for John (John.Tonks@ashpcsurrey.gov.uk) to the mailbox (events@ashpcsurrey.gov.uk) so that John can retrieve photos for Graham to put on the APC website.

5. Fantasia 2020 (*agenda item 5*)

It was agreed that the event will only be the light switch on by Santa

It was agreed a photograph of Santa switching the lights on will be published on APC website

It was agreed Motifs will go up a week before the tree is installed

Details will be reviewed at the next events working group meeting

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

The date of the next meeting was agreed as 24th November at 13:00 via Microsoft Teams

The meeting closed at 16:20

Signed Date