

# ASH PARISH COUNCIL

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Clerk to the Council

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16 October 2020

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

Chairman: Vacant  
Vice Chairman: Cllr Nigel Manning  
Cllr Martin Burgess  
Cllr Tony Gorham  
Cllr Andrew Gomm  
Cllr Ed Schofield  
Cllr John Tonks

Substitutes: Cllr Helen Gorham  
Cllr Nigel Kears  
Cllr Marsha Moseley  
Cllr Jo Randall  
Cllr Bill Cole

Councillors are hereby summoned, and members of the public are invited and have a right to be present at the virtual meeting of the Amenities, Finance and Administration Committee **on Monday 26 October 2020** commencing at **19:00** or following the close of the Planning Committee if this is later.

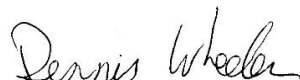
This meeting will **not** be held in public. Any members of the public wishing to access the meeting to make a comment or hear the proceedings should click the link below;

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NTQ4NzMyMGYtODI3YS00NzVILTg4MTQ4tOWE5NWFmOWM3ODII%40thead.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://teams.microsoft.com/l/meetup-join/19%3ameeting_NTQ4NzMyMGYtODI3YS00NzVILTg4MTQ4tOWE5NWFmOWM3ODII%40thead.v2/0?context=%7b%22Tid%22%3a%22655dc6d2-cc35-4837-9012-8b3f621f8869%22%2c%22Oid%22%3a%2252a651d8-60cc-4ef0-b8b8-8585a26a9914%22%7d)

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

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

Provision will be made for Public Question Time.



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Photographing, recording and broadcasting or transmitting by social media of any kind, is 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 elect a Chairman of the Committee.**

**2. Accept Apologies for Absence.**

**3. To Receive Declarations of Interest.**

**4. Confirmation of the Minutes.**

To confirm 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 approved and adopted.

**5. 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).

**6. Monthly Accounts 2020/201**

The accounts for September 2020 have been before the full Council on the 12 October 2020 which they were duly approved and adopted.

**7. Bank Reconciliation.**

The Bank Reconciliations for September 2020 have been before the full Council on the 12 October 2020 which they were duly approved and adopted.

**8. Payments List**

The payments list for September 2020 have been before the full Council on the 12 October 2020 which they were duly approved and adopted.

**9. Budget 2021-2022**

Members to consider the first draft of the budget and precept requirement for 2021/2022

**10. TOOB.**

Members to consider the Head of Terms from TOOB: To install a Broadband Point of Presence unit in Carrington Recreation Ground. The Parish Clerk will be verifying with a valuer that the proposed rental is a fair market value for this type of facility, before signing the Head of Terms.

**11. Street Trading Application.**

To consider application for Stone Rose Pizza Co to trade outside of The Old Ford Pub, Lynchford Road, Ash Vale, Surrey, GU12 5QA on a Thursday night only. The period being for one year.

**12. Events Working Group.**

To note the minutes of the Events Working Group of the 13 October 2020 as at Agenda Appendix A,

**13. Correspondence.**

**14. Date of Next Meeting.**

The date of the next meeting is therefore **Monday 23 November 2020** commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.

**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 2<sup>nd</sup> 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
- Note poppies in the windows
- Ask residents to stand outside their homes like clap for cares at 11am, JT I will have a go at writing some words for that also

**Party :**

1. Chairman – Nigel Manning
2. APC – Dennis Wheeler
3. MP - Michael Gove
4. Flag Barer – Leader 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 8<sup>th</sup> 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 11<sup>th</sup> November
- All photographs to be sent into APC by 5<sup>th</sup> 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, Rivalley, & God save the queen) 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](mailto: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](mailto: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](mailto:John.Tonks@ashpcsurrey.gov.uk)) to the mailbox ([events@ashpcsurrey.gov.uk](mailto: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

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

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

The meeting closed at 16:20

Signed ..... Date .....