

ASH PARISH COUNCIL**Minutes of the Meeting of the Amenities, Finance and Administration Committee
held via Microsoft Teams
on Monday 28 June which commenced at 7:00pm**

Chairman:	Cllr John Tonks	✓
Vice Chairman:	Cllr Nigel Manning	✓
	Cllr Martin Burgess	✓
	Cllr Tony Gorham	✓
	Cllr Andrew Gomm	✓
	Cllr Ed Schofield	A
	Cllr Carla Morson	✓

Substitutes: All councillors not committee members

✓ Present x Not Present A Apology for Absence

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

Apologies for absence were received from Cllr Ed Schofield which led to Cllr Helen Gorham substituting for him.

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

Cllr Jon Tonks declared a non-pecuniary declaration of interest on agenda item 8 as he is a director of Ash Citizens Advice Bureau (CAB).

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

Members agreed the minutes of the Amenities, Finance and Administration Committee meeting held on Monday 24 May 2021 the 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.

4. Adjournment. (agenda item 4)

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_OWZkMzI5ODctZjkxMC00ZWU1LTkyNTQtNTRiYzMyOWJlOTc0%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

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/>

There were no members of the public at the meeting.

5. Monthly Accounts 2020/2021. *(agenda item 5)*

Members considered and noted the monthly accounts ending 31 March, 30 April and 31 May 2021.

6. Bank Reconciliation. *(agenda item 6)*

Members considered and agreed the bank reconciliations ending 31 March, 30 April and 31 May 2021.

7. Old Debit Review. *(agenda item 7)*

Members considered and agreed to writing off the old debit.

8. New Electric Charging Point Trial. *(agenda item 8)*

Members considered and agreed to the installation of electric charging point for the trial period.

9. Shutters To The Citizens Advice Bureau (CAB) Entrance. *(agenda item 9)*

Members considered and agreed to defer the installation of the shutters as to date the council have not received any comments from CAB.

10. Shawfield Allotments. *(agenda item 10)*

Members considered and agreed to the installation of a shed, poly tunnel and fruit cage on plot 44.

11. Events Working Group *(agenda item 11)*

Members noted the minutes of the Events Working Group Meeting held on 18 May and 15 June 2021.

12. Correspondence *(agenda item 12)*

There was no correspondence

13. Date of Next Meeting *(agenda item 13)*

The date of the next meeting is **Monday 26 July 2021** commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later

The meeting closed at 19:18 pm

Chairman: _____

Date: _____

AGENDA APPENDIX A

ASH PARISH COUNCIL

**Minutes of the Events Working Group
held on 18 May 2021 via Microsoft Teams
commencing at 14:00**

Present:	Cllr John Tonks	✓
	Cllr Nigel Manning	✓
	Cllr Marsha Moseley	✓
	Dennis Wheeler	✓
	Ali Watmore	✓

1. Apologies for Absence (agenda item 1)

There were no apologies for absence.

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 Tuesday 20th April 2021 were agreed.

4. Funday (agenda item 4)

Cllr John Tonks confirmed that the Funday would proceed as an outdoor event only as per the Covid restrictions under Step 3 and that no further lockdown restrictions were put in place.

The working group discussed further how to ensure the event would proceed under the restrictions in place and it was agreed that no beer tent would be provided along with no formal seating areas. All food and drink will be sold on a takeaway basis. Ali will now look in to booking some first aid cover for the event.

The working group discussed entertainment and agreed that it would be best to have the dog show, bird show and ferret racing over a live band. Ali will now find out who is available and the costs.

The working group discussed the charges and it was agreed that charities and organisations who are fund raising would be free and that anyone wanting a stall for making a profit would be charged £10.

Ali confirmed that only four members of the APC staff can attend the event and Cllr John Tonks will now ask what councillors are available.

Ali to now approach schools and other organisations to see if they would like a stall.

5. Date of Next Meeting (agenda item 5)

The date of the next meeting was agreed as 15th June 2021 at 14:00 via Microsoft Teams for APC staff, councillors and to invite Graham Bidwell, Richard Tolley (for support from the rotary group) to focus on the deployment of the event. A full meeting of all members of the Events Working Group would be held on 22nd June at 13:00 via Microsoft Teams.

The meeting closed at 15:00

Signed Date

ASH PARISH COUNCIL

Minutes of the Events Working Group held on 15 June 2021 via Microsoft Teams commencing at 14:00

Present:	Cllr John Tonks	✓
	Cllr Nigel Manning	✓
	Cllr Marsha Moseley	✓
	Dennis Wheeler	✓
	Ali Watmore	✓

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

There were no apologies for absence.

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 Tuesday 18th May 2021 were agreed.

4. **Funday** (*agenda item 4*)

Cllr John Tonks confirmed the Fun Day can proceed. He has reviewed the latest rules after the announcement that the next step out of lockdown was delayed till 19th July. Cllr John Tonks showed the working group a copy of the layout to date to verify we can space everything out as necessary to comply with Covid 19 regulations.

Cllr John Tonks showed the working group a copy of the draft itinerary and feels that we have a slot available where we could ask Taekwondo to do a display.

Ali confirmed that 14 stalls holders have returned their booking forms and several forms have been sent out but yet to be returned.

Signs will need to be put up on the day to remind people about hands, face and space and hand sanitizer will need to be purchased.

Email will need to be sent to all stall holders to advise them to bring their own chairs, face masks or shields and hand sanitizer.

Ali to chase Team Medic again for confirmation that they can attend and what the cost will be.

Ali will check with the Mothers Union that they are happy to serve squash as well as tea/coffee in take away cups and that APC have enough of these cups in the store cupboard for them to use.

Farnborough Rotary Club will sell cans of drinks with the BBQ.

It was agreed that plastic chairs can be placed out for people to use and Richard Tolley will supply people to clean them on the day and APC will provide the cleaning items.

Ali will ask APC ground staff to check the exact quantity available, but approx amount is 50.

Cllr John Tonks, Cllr Nigel Manning and Richard Tolley offered to help put these chairs out.

Cllr John Tonks will now check availability with the councillors for the day, put up posters in local businesses and push the event via Facebook.

Richard Tolley offered to help distribute the posters.

Cllr John Tonks has been looking into what is required for prizes for the APC games stalls. Small sweet bags, puzzle books and bubbles are what he is looking at but needs to know how much money he can spend?
It was agreed that £100 would be the budget.

5. Date of Next Meeting (*agenda item 5*)

The date of the next meeting was agreed as 22nd June at 13:00 via Microsoft Teams but this is not required and instead the next meeting will be 20th July at 14:00.

The meeting closed at 14:44

Signed Date