

ASH PARISH COUNCIL

Dennis Wheeler
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18 January 2022

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

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

Substitutes: All councillors not committee members

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 24 January 2022** 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_MGU3NjhmOTgtYzFmNi00YmRILTgwZDgtYmRhMjFIMmMzMjMy%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/>

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. 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 22 November 2021

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.

Members to consider the monthly accounts ending 30 November and 31 December 2021.

6. Bank Reconciliation.

Member to consider the bank reconciliations ending 31 October, 30 November, and 31 December 2021.

7. Outstanding Balance Report.

Members to consider the outstanding balance report ending 31 December 2021.

8. Ash Cemetery Grounds Maintenance.

The current contractor was appointed to carry out the grass maintenance at the Ash Cemetery after the previous contractor withdraw from providing this service at short notice.

The current contractor has provided an excellent service in the past 6 months maintaining the Ash Cemetery.

Members to consider appointing the current contractor for a period of three years with a possibility of a further two-year extension starting on the 1 March 2022. The contractor will be providing nine cuts, once a month from March to November each year.

Number of years	Price	Vat	Total
One year	£960.00	£192.00	£1152.00
Three years	£3030.00	£606.00	£3636.00

9. Shawfield and Harpers Allotments – Request for a Shed/Greenhouse.

Members to consider applications for a shed on Plot 29A Shawfield Allotment, a greenhouse on Plot 66 Shawfield Allotment, a greenhouse on Plot 51 Shawfield Allotment and a shed on Plot 5C Harpers Allotment. The dimensions are within permitted sizes.

10. Floor Repairs in the Ash Centre Meeting Room.

Members to consider the report from the Clerk regarding the Meeting Room floor repairs and the possibility of removing the partition walls.

11. Legionella Controls Contract.

Members to consider appointing a contractor for the legionella testing, controls, and maintenance as per the recommendations from the risk assessment from 3Active Ltd.

Contractor	Price	VAT	Total
Contractor A	1390.00	£278	£1,668.00
Contractor B	3098.00	£919.60	£3,717.00
Contractor C	1330.00	£266.00	£1,596.00

12. Ash Matters.

Members to consider resuming the publication of the Ash Matters newsletter twice a year and to the creation of a working group.

13. Grants of Exclusive Rights in Respect of Burials.

To authorise the issue of Grants of Exclusive Rights in respect of Burials:

Deed No.	Deed Applicant	Grave Space
1645	Nichola Tracey Dixon	L72
1646	Iain Christopher Brown	M43
1647	Nelson Henry Marney	K644
1648	Ben Russell	L98
1649	Nelson Henry Marney	K645

14. Events Working Group.

Members to note the minutes of the Events Working Group Meetings held on 15 October 2021 and 17 November 2021 as at Agenda Appendix A.

15. Correspondence.**16. Date of Next Meeting.**

The date of the next meeting is **Monday 28 February 2022** 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 15 October 2021 via Microsoft Teams
commencing at 13:30**

Present:	Cllr John Tonks	✓
	Cllr Nigel Manning	✓
	Cllr Marsha Moseley	✓
	Ali Watmore	✓
	Dennis Wheeler	✓
	Mark Ashdowne	✓
	Graham Bidwell	✓
	Jo Packman (Guest)	✓
	Pat Scott (Guest)	✓
	Richard Tolley (Guest)	✓

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 7th September 2021 were agreed.

4. Ash Virtually In Bloom (*agenda item 4*)

Cllr John Tonks confirmed we had more entries than last year and that he had discussed the event when delivering the prizes to the winners. Most seemed to prefer the virtual event over the old face to face event. However, they thought it would be a good idea to make the text larger on the "clicking here" feature on the APC website as well as including some statistics on the entries and the winners.

It was agreed that the longer time scale for this event worked well and so did the promoting of the event by posting flyers through doors where gardens had flowers on display around the Parish. This is something that should be repeated next year.

Further discussions were had about how to improve the advertising of this event. It was agreed that we should put flyers on the noticeboards at both allotment sites in the Parish to encourage entries into the best vegetable patch category.

5. Remembrance 2021 (*agenda item 5*)

Ali confirmed all invites had been emailed, all wreaths had been ordered, Traffic Management booked, Team Medic booked, and Mother's Union have confirmed they will provide the refreshments on the day.

Ali has also requested assistance from the councillors to help on the day with manning the road closure and to date only three have responded.

Cllr John Tonks has arranged the virtual MS Teams meeting with the groups for the 2 November 2021 in the evening. All documents like the order of service, parade order, timings for the day and layout around the War Memorial to be shared during this meeting.

The parade will not leave APC before 10:40 am to ensure that it doesn't arrive too early at the War Memorial.

It was agreed that all hymns for the service need to be well known by everyone and that spray chalk will be provided to Pat Scott to enable Len and her to mark out the positions of the groups on Saturday 13th November 2021.

Cllr John Tonks confirmed once the service sheet had been approved it needs to be published on APC website and then he can produce a QR code to enable the public to download a copy straight onto their smart phones.

Cllr John Tonks will post details onto social media about veterans and ask them to make contact with APC if they want to attend the event as a member of the parade.

Jo Packman asked if we had managed to organise the installation of the poppy wall in the main hall? Ali confirmed that Sally Jenkins would be attending APC on 9 November 2021 to put this up.

Pat Scott will look in to whether the St John group is still operating in the parish and advised that U3A have a new contact and she will share the details to Ali and John.

Cllr Nigel Manning confirmed that he had asked councillors to confirm availability for selling poppies during the last council meeting and that we would need four trays of poppies for this. Richard Tolley and Jo Packman confirmed they were happy to sell poppies on the 14th November 2021.

Dennis confirmed that the War Memorial has started to be cleaned.

Pat Scott asked whether we have the wood crosses stored anywhere? Ali will check with Kevin.

6. **Fantasia 2021** (*agenda item 6*)

Ali all tables inside the hall have sold out. The APC website has been updated to reflect this. Still have availability for market stalls outside.

Outside market stalls to date : olive & things, cakes, wooden personalised Christmas decorations, sausages and bread.

The WI had requested a table inside but as these were booked have agreed to having a stall outside instead.

Richard Tolley confirmed the Rushmoor Rotary club float will be attending.

Ali confirmed team medic and traffic management company booked. However, we do not have enough volunteers to man the road closure barriers as only three councillors have responded. Jo Packman confirmed that she would be available to help and hopefully be able to bring one other member of the team with her.

Pat Scott will find out what members of the Community Street Team are available to help.

Pat Scott confirmed that the carols & music would be as normal and will ask Len to send across the details to enable Ali to produce the service sheet which needs to be one A4 sheet folded into an A5 booklet.

Cllr John Tonks confirmed once the service sheet had been approved it needs to be published on APC website and then he can produce a QR code to enable the public to download a copy straight onto their smart phones.

Pat Scott and Richard Tolley confirmed they could get assistance with marshalling the event from within the street group and former Ash & Ash Vale Rotary club members. Ali will contact all the Parish Councillors to ask who is available to help on the day. It was agreed that a minimum of 8 marshals are needed to manage the Fantasia & Christmas light event.

Cllr John Tonks will look in to purchasing the sweets for Father Christmas to hand out. Cllr Nigel Manning confirmed he could purchase more sweets than normal as these can be used at other events.

7. Other Events In 2021 (agenda item 7)

Cllr John Tonks confirmed that we would run a Christmas card competition just like we did for Easter with the winners receiving a prize of chocolate, hopefully donated by the Co-Op and a printed copy of all the entries would be supplied to the residents of Abbeywood.

Cllr Nigel Manning confirmed if the Co-Op were not able to sponsor the event then the prizes could be purchased through the Chairman’s allowance.

The competition would start 17th November and finish 3rd December 2021. It will be advertised on the APC website and on the back of the service sheet for Fantasia.

Cllr John Tonks will also email the details to all the local schools.

Cllr John Tonks confirmed that we would be holding a Christmas event for the community on 17th December 2021 at APC. It will be called A Christmas Event with Soup & More. The idea is to provide a dish of soup and other things like bread and cakes to those in need or lonely whilst we play Christmas music.

Jo Packman confirmed that she would be able to help identify people within our Parish that would qualify for this. She will also advertise the event on 3rd December 2021 during the Food Poverty event at Victoria Hall.

Pat Scott confirmed that the Community Street Team would be able to mention it to people whilst they are out and about.

Members discussed and confirmed that we could speak to local Charities and Churches to help spread the word.

Cllr John Tonks asked whether we could restart Ash Matters?

Cllr Nigel Manning confirmed this wasn’t possible as it has to be printed and delivered via the Post Office which has a long lead time, and we haven’t got enough time left before the event to action it.

Therefore, the event will be advertised on APC website, flyers on noticeboards and shop windows.

8. Date of Next Meeting (agenda item 8)

The date of the next meeting was agreed as 17th November 2021 at 13:30 via Microsoft Teams.

The meeting closed at 14:30

Signed Date

ASH PARISH COUNCIL**Minutes of the Events Working Group
held on 17 November 2021 via Microsoft Teams
commencing at 13:30**

Present:	Cllr John Tonks	✓
	Cllr Nigel Manning	✓
	Cllr Marsha Moseley	A
	Ali Watmore	✓
	Dennis Wheeler	A
	Mark Ashdowne	✓
	Graham Bidwell	✓
	Jo Packman (Guest)	✓
	Pat Scott (Guest)	✓
	Richard Tolley (Guest)	✓

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

Apologies for absence were received from Dennis Wheeler and Marsha Moseley.

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 Friday 15th October 2021 copies of which have been circulated to members.

During the voting Pat Scott asked if her name could be added to the line referring to the marking out at the war memorial on the Saturday and the Community gets added at the front of Street Team.

The amendments will be made and then will be signed by the Chairman.

4. Fantasia 2021 (*agenda item 4*)

Ali confirmed the event starts at 12 o'clock and closes at 4 o'clock. The stall holders can start set up from 10 o'clock. The road closure in place from 4pm till 6pm and the traffic management company will determine the exact location it will end at but, this will probably around Woollards Road.

It was agreed that the volunteers being marshals on the day would need to have a briefing in the APC office at 15:30.

Richard Tolley confirmed the Rushmoor Rotary club float will need power from the APC post room.

Pat Scott asked if it was possible for marshals to have some sweets in their pockets to pass across to any upset children who didn't receive a packet. It was agreed.

Pat Scott requested posters to give to the shops in Ash Wharf.

Ali confirmed that Bridges will provide power for the Christmas tree lights.

5. Christmas Card Competition (*agenda item 5*)

Ali confirmed that the competition was live on the APC website.

Cllr John Tonks confirmed he had sent letters out to all the local schools and had emailed everyone that had subscribed to the mailing list for events held by APC. He will also be advertising the competition on Facebook and Ash Parish Org.

6. Christmas Soup & More Event (*agenda item 6*)

Cllr John Tonks confirmed the name of the event can still be Christmas Soup & More and that we now need to come up with a flyer to advertise the event everywhere.

Ali confirmed the event would be 17th December 2021 from 12 - 3pm to cover the lunchtime period. This would also give us enough time to set up and pack away.

Pat Scott asked how are you going to identify the people you are targeting and had we thought about contacting the local churches?

Cllr John Tonks advised that we had already spoken to Jo Packman and she will help us and that we hadn't contacted the local churches yet, but we would be making contact with them.

Pat Scott confirmed that she would advise her contact at the Henry Smith Charity about the event.

Jo Packman asked were we wanting people to book?

Cllr John Tonks advised that we didn't need people to book and that we would be catering for 120 people but did have a back up plan if more people attended.

Cllr John Tonks confirmed the event had been mentioned at the last council meeting and that he hoped the councillors would be able to help on the day. However, is anyone wanted to volunteer on the day to help, they could.

7. Remembrance 2021 (*agenda item 7*)

Cllr John Tonks confirmed that he had received good feedback from the uniformed groups. They thought the event had been well organised and was very well attended.

It was noted that next year organisations will need to procure their wreaths directly via the Royal British Legion.

The peace day poppies displayed in the Ash Centre were well received again. Residents have requested a "you are hear" mark to show the Ash Centre.

After discussing the event it was agreed that the following needs to be implemented for next year :

Improve sound at the war memorial and in the APC car park.

All speakers to speak clearly through the microphone (training may be offered).

Road closure to be in place by 10 o'clock at the latest.

Stop cars coming down the hill after the parade leaves the war memorial and before everyone is dismissed from the APC car park.

Street and a secondary barrier by the memorial.

More chairs required at the war memorial.

Parade not leaving the APC car park before 10.40 am.

More service sheets required in the APC car park.

Ash Centre marked on the location map of the Peace Day Poppies.

Identify new piper in case existing cannot attend next year.
Consider procurement of additional speakers.

8. Date of Next Meeting (*agenda item 8*)

The date of the next meeting was agreed as 19th January 2022 at 13:30 via Microsoft Teams.

The meeting closed at 14:36

Signed Date