

# ASH PARISH COUNCIL

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22 February 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 28 February 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/join/19%3ameeting\\_MDk0ODNjMjYtZmNmZC00MTM5LTJhY2ltMzFjYmM4NGI0M2Q4%40thread.v2/0?context=%7b%22id%22%3a%22655dc6d2-cc35-4837-9012-8b3f621f8869%22%2c%22oid%22%3a%2252a651d8-60cc-4ef0-b8b8-8585a26a9914%22%7d](https://teams.microsoft.com/join/19%3ameeting_MDk0ODNjMjYtZmNmZC00MTM5LTJhY2ltMzFjYmM4NGI0M2Q4%40thread.v2/0?context=%7b%22id%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.

**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 24 January 2022.

**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 31 January 2022.

**6. Bank Reconciliation.**

Member to consider the bank reconciliations ending 31 January 2022.

**7. Ash Parish Council Telephony System.**

Members to consider a report from the Clerk on the installation of a new telephony system in the Parish Offices.

**8. Fees and Charges 2022-2023.**

Members to consider a report from the Clerk on the Fees and Charges for 2022-2023

**9. Ash Centre Hallway Lighting Upgrade.**

Members to consider replacing the lighting in the Ash Centre Hallway with 20 new 600 x 600 LED light panels due to the current light bulbs being discontinued and increasingly difficult to purchase.

Contractor	Price	Vat	Total
A	£1640	£328	£1968.96
B	£1600	0	£1600.00

**10. Events Working Group.**

Members to note the minutes of the Events Working Group Meetings held on 19 January 2022 as at Agenda Appendix A.

**11. Ash Matters Working Group.**

Members to note the minutes of the Ash Matters Working Group Meetings held on 26 January, 3 February, and 10 February 2022 as at Agenda Appendix B.

**12. Correspondence.****13. Date of Next Meeting.**

The date of the next meeting is **Monday 28 March 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 19 January 2022 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)**

No apologies for absence were received.

**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 Wednesday 17th November 2021 copies of which have been circulated to members.

**4. Dates For Fun Day, Remembrance & Fantasia 2022. (agenda item 4)**

Members agreed to the events being on the following dates :

Fun Day – 09/07/2022

Remembrance – 13/11/2022

Fantasia – 26/11/2022

Easter card competition – Starting 21/03/2022 and closing 01/04/2022

Ash “Virtually” In Bloom – Starting 25/04/2022 and closing 08/07/2022

Christmas card competition – repeat as per 2021

**5. Events For 2022. (agenda item 5)**

Members agreed they would like to hold a few events during the year to mark the Queen’s Platinum Jubilee as follows :

Tree Planting event before end of April (The Queen’s Green Canopy)

- Trees that APC are obtaining from Surrey County Council to be planted in a location to be confirmed
- Idea is to set a day and time for residents can come along and help plant the trees

Proms In The Park during September

- Idea is to ask Friary Brass Band to hold a concert and residents can pay to attend and bring along a picnic on the recreation ground.

**6. Christmas Card Competition. (agenda item 6)**

Members agreed the event had been well received and it should be repeated in 2022.

**7. Fantasia 2021. (agenda item 7)**

Members agreed the event had been well received with a steady flow of residents in attendance despite the awful weather. Further discussions are needed regarding this year's event for best layout and number of tables, outside market, timings of the event, location of the band and ask the traffic management company to quote for totally manning the road closure.

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

The date of the next meeting was agreed as 23<sup>rd</sup> February 2022 at 13:30 via Microsoft Teams.

The meeting closed at 14:37

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

**AGENDA APPENDIX B****ASH PARISH COUNCIL****Minutes of the Ash Matters Working Group  
held on 26 January 2022 via Microsoft Teams  
commencing at 14:00**

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

**At the start of the meeting before any items on the agenda were discussed, the members of the working group agreed that Cllr John Tonks would be the chairman.**

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

No apologies for absence were received.

**2. Declarations of Interest.** *(agenda item 2)*

There were no declarations of interest to report.

**3. To agree the Heads of Terms for this Working Group.** *(agenda item 3)*

The working group agreed the heads of terms as being :

Ash Matters is an informational newsletter to keep residents informed about Ash Parish Council and the events it hosts. The working group retains editorial control, all information given to the working group will be considered for publication.

**4. Ash Matters 2022.** *(agenda item 4)*

The working group agreed that a date needs to be set for the draft to be finalised by working back from the following indicative timeline :

1. Draft publication agreed by working group.
2. Draft publication circulated to councillors for comment (Allow 2-3 days for councillor comments to be returned into the timescale).
3. Final publication sent to printers (Allow 5-7 working days for printing in the timescale).
4. Printed publication delivered to Royal Mail and remainder to APC (Allow 18 days lead time before publication can be delivered over a 2 week period in the timescale).
5. APC to hand deliver publication to GU10 (Approx 300 copies delivered by volunteers).

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

The date of the next meeting was agreed as 3 February 2022 at 14:00 via Microsoft Teams.

The meeting closed at 14:35

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

**ASH PARISH COUNCIL**

**Minutes of the Ash Matters Working Group  
held on 3 February 2022 via Microsoft Teams  
commencing at 14:00**

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

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

No apologies for absence were received.

**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 Wednesday 26th January 2022 copies of which have been circulated to members.

**4. Ash Matters 2022. (agenda item 4)**

The working group agreed that the first issue of this publication would be possible for March 2022 and that a delivery date with Royal Mail of 21<sup>st</sup> March 2022 was achievable.

Mark will now book the delivery date with Royal Mail and check what format the printer requires.

Dennis will investigate what roads are in the GU10 postcode area.

Cllr John Tonks will forward the draft to all members of the working group for checking.

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

The date of the next meeting was agreed as 10 February 2022 at 14:00 via Microsoft Teams.

The meeting closed at 14:30

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

**ASH PARISH COUNCIL**

**Minutes of the Ash Matters Working Group  
held on 10 February 2022 via Microsoft Teams  
commencing at 14:00**

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

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

Apologies for absence were received from Cllr John Tonks.

**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 Wednesday 26th January 2022 copies of which have been circulated to members.

**4. Ash Matters 2022. (agenda item 4)**

The working group agreed that the first issue was now ready to be circulated to all councillors for them to proofread and make any comments.  
All comments need to be received back by 4 o'clock on Thursday 17<sup>th</sup> February 2022.  
Mark confirmed he had booked the delivery date of 21<sup>st</sup> March 2022 with Royal Mail and the printer requires the publication in a PDF format.  
Dennis has confirmed what roads are in the GU10 postcode area and now we need to confirm the total number of houses.

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

The date of the next meeting was agreed as 22 February 2022 at 15:30 via Microsoft Teams.

The meeting closed at 14:16

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