

ASH PARISH COUNCIL**Minutes of the Meeting of the Amenities, Finance and Administration Committee
held via Microsoft Teams
on Monday 27 February 2023 which commenced at 7:00pm**

Chairman:	Cllr John Tonks	✓
Vice Chairman:	Cllr Nigel Manning	✓
	Cllr Martin Burgess	✓
	Cllr Bill Cole	A
	Cllr Andrew Gomm	✓
	Cllr Carla Morson	✓

Also Present: Cllr Tony Gorham and Cllr Pat Scott

Substitutes: All councillors not committee members

✓ Present x Not Present A Apology for Absence

Part I – Public Session**195. Accept Apologies for Absence. (agenda item 1)**

Apologies for absence were received from Cllr Bill Cole.

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

There were no declarations of interest.

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

Members agreed the minutes of the Amenities, Finance and Administration Committee meeting held on Monday 23 January 2023. 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.

198. 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_OGU1NzU2OTEtMWE2Yi00NDEzLTkxMDAtMmYyMjFiYTQxY2Jm%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 was one member of the public present, but they did not ask any questions.

199. Monthly Accounts. *(agenda item 5)*

Members considered and noted the monthly accounts ending 31 January 2023.

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

Members considered and noted the bank reconciliations ending 31 January 2022.

201. Stolen Parish Vehicle ND57 NCF. *(agenda item 7)*

Members noted that the Chairman and the Clerk used their delegated powers to purchase a second-hand vehicle from Ideal Commercials Ltd at a cost of £25,000 plus VAT.

202. Fencing at Carrington Recreation Ground. *(agenda item 8)*

Members to consider installing new fencing at Carrington Recreation Ground.

Resolved upon consideration to agree to the new fencing using Contactor B for £19,901.82 ex VAT.

203. Fencing at Harpers Allotments. *(agenda item 9)*

Members to consider installing new fencing at Harpers Allotments.

Resolved upon consideration to approve installing new fencing at Harpers Allotments for an amount not exceeding £3679.00 incl VAT. However, at least one further quote would need to be obtained.

204. Events Working Group. *(agenda item 10)*

Members noted the minutes of the Events Working Group Meetings held on 11 January 2023 as at Agenda Appendix A.

205. Grants of Exclusive Rights in Respect of Burials. *(agenda item 11)*

Authorisation was given to the issue of Grants of Exclusive Rights in respect of Burials :

Deed No.	Deed Applicant	Grave Space
1668	Duncan Piers Fraser	M41
1669	Leonard Collins	M32
1670	Leonard Collins	M54
1671	Steve Markham	J485

206. Correspondence. *(agenda item 12)*

There was no correspondence.

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

The date of the next meeting is **Monday 27 March 2023** commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.

The meeting closed at 19:22pm

Chairman: _____ Date: _____

AGENDA APPENDIX A**ASH PARISH COUNCIL****Minutes of the Events Working Group
held on 11 January 2023 via Microsoft Teams
commencing at 14:00**

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

1. Apologies for Absence. (agenda item 1)

Apologies for absence were received from Cllr Marsha Moseley, Cllr Pat Scott, Dennis Wheeler and Mark Ashdowne.

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 16th November 2022 copies of which have been circulated to members.

4. Round Up From 2022. (agenda item 4)

Cllr John Tonks had sent an email to all the organised groups for their comments after the Remembrance Day Parade & Service and collated their responses as follows :

Full Comment	Summary of comment	APC Response	Who
1. Road closure seemed too early bearing in mind limited parking around the area.	Road Closure should be later to a low time for parking within the road closure	Noted, will review for next year. Also, for parade members, pre-registration for access, who have been briefed about safety procedures.	Scouts
2. When one of the guides (I think?), was taken ill at the monument it took far too long to get a medic to her, suggest we have more cover in place. Also, there was no means of providing some privacy during the incident, other than some leaders, myself included, standing in the line of sight. Full marks to parade Marshal Tim who tried to help out arranging a medical whilst also performing his other parade duties!	2nd First Aider at the top needed Note about privacy, however I am not sure what can be done about	We were let down this year, we had arranged for a first aid gazebo opposite the memorial, with a 2nd med kit. Whilst there were 2 first aiders, there as only one med kit Perhaps a blanket on standy.	Scouts
3. It would have nice to have been advised of the new wreath purchasing procedure, which all the other sections seem to have been aware of, but not us? Huge thanks to Mick Mills and the British Legion for helping us to purchase a wreath in time for Parade.	Did not see message about the new wreath organisation	All organisations were notified of the change following the 2021 event. They were reminded in 2022.	Scouts
My personal thought is to ask why the Council are forced to take on an external contractor for road closure. I am sure that the legislation is not intended to be exercised over such a short closure on a single, short stretch of road. I believe that Council workers may have organised that previously and much more effectively. It is extra cost and loses the benefit of local presence and knowledge. Surely the Council have staff "personnel" who are approved to DfT approved (New Roads and Street Works Act, Chapter 8) without having to take on an approved "contractor"?	The legislation was introduced only 2 years ago. APC staff are not trained, and it would be cost prohibitive. Previously members of the community have assisted with the closure, they can no longer do this on public roads. APC do not have sufficient staff to run the event and the road closures safely without the community support. We are disappointed that this extra cost is required, and APC will always aim to keep the cost as low as possible.		Scouts
Firstly, it was a wonderful event on a beautiful day, with all the music and prayers and memories that one expects on Remembrance Sunday.	Good event, Thank you		Ash USA

From the Ash USA point of view there are a few details that could be smoothed out. Firstly, I should apologise for not peeling off to take up our place in the prepared area (with seats) for the USA. We were too close to the group in front and were sent round the Memorial before I could do anything about it. It will not happen again.	Accidently went to the wrong location	In addition to the pre meet via Teams, we plan to send a follow up meeting summary, together with info pack with remembrance layout etc	Ash USA
The second problem is that we are supposed to follow SCHOOLS and Ash Manor in particular, and they seem to be non-existent, or perhaps I am expecting more than the one representative who had joined the VIP party.	Noted that Ash Manor did not attend, was expecting to follow	They sent their apologies, and no one could attend.	Ash USA
I would wish that we could encourage more members of the USA to join the Parade, but I do understand that for many the walk up the hill is just too much. But despite our minimal numbers, we appreciate being present and the opportunity to take our part in the life of the village.	Is there something we can do to support more members of USA	With some planning we can make arrangements. E.g. arrive early and park near the top. Then go to pre-arranged seating	Ash USA
Firstly, a great event. A great turn out of uniformed groups and the public and a wonderful sense of pride to be involved.	Good event, Thank you		Girlguiding
First Aid – Girl Guiding had an incident with a flag bearer feeling unwell during the service. We are all first aid trained and have two qualified nurses in our team who were present which meant the situation was managed well. If the young person had a more serious issue and by chance two nurses were not nearby, we could have had a big problem. I understand the response team were dealing with another incident, so I am not making a complaint, just an observation.	Noted only one first aider, issue understood	2 teams will be requested next year.	Girlguiding
Secondly, girl guiding is always squashed in the Ash Centre car park (we have a very large number of members) and the order of the units on the signs at the bottom then didn't work when we got to the top and were not in the order Pat and Len wanted us to stand in. I will speak to my leaders and come back with a plan which work better for us – it will only be a minor adjustment, but we remove the need for a confusing reshuffle at the top when we then need to get back into our groups to parade back to the centre.	Can we review the layout of the Ash Centre Car Park as the Guides have limited space	We will review and amend. E.g. reduce the space set aside for the police.	Girlguiding
Thank you for all the organisation that takes place to make this event such a lovely community show of respect and remembrance.	Good event, Thank you		Girlguiding
It is worth mentioning the ladies helping with Car Parking at Coronation Gardens were on scene by 8.45 am and they provided many people with Poppy's, and this was proved by the weight of donations in their tin. Also, the other three Team Members acting as "Tail End Charlies" were busy guiding youngsters to their Groups and handing out Service sheets on the Parade Ground from 9.30 as well as escorting the Parade up to the Memorial, and became involved with the Medics and getting them to where they were needed.	Car Park attendance at Coronation gardens from 8:45am was successful, repeat again.	Noted, agreed to repeat for next year	Street Team

As the Piper is sent a donation for his services and the Cove Brass Band will also receive a donation, I would like to ask you to consider a donation being made to the Community Street Team at the next AFA meeting? As mentioned before, assisting at the Remembrance Day Parade & Service and helping at 'Fantasia' is well outside our CST remit, even though the Team are proud to be able to assist in any way they are able.	Can the street team receive a donation for services during the event	I would like to review this for 2023, yes.	Street Team
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Other Remembrance Day Parade & Service comments :

Additional speakers have fixed the issue with the sound.

The lining up of the groups before and when they return to the Ash Centre car park needs looking into further for next year. Suggestion to solve insufficient room for some of the groups would be for the groups to fill up from the hedge side first and then the last groups would be closer to the building.

Need someone to guide the wreath layers as to where to stand and when they should move forward to place the wreath. The wreath layer needs to stand on the right of their group.

Somehow need to get the speakers to speak into the microphones. Maybe have two microphones at different heights.

Fantasia comments :

Layout was changed this year so that the main and small hall had the correct space between the table rows with the maximum number of tables ever for this event.

The Meeting Room was used as the first aid room.

Good use of the outside space with some stalls (including food) and children's rides (including pony).

Will repeat this layout for next year.

Only one issue with the Road Closure which was at the end when a delivery driver for Spice of India turned up and went through the Road Closure on the wrong side of the road. This incident has already been discussed with the traffic management company.

5. 2023 Events. (agenda item 5)

Dates for Events 2023 :

Easter Card Competition
Open 1 March - Close 26 March
Voting 27 March – 31 March
Winners announced after 3 April

Ash In Bloom
Open 1 May – Close 23 July
Voting 24 July – 20 August
Winners announced after 21 August

Free Friary Brass Band Concert = 24 June

Fete = 1 July

Remembrance = 12 November

Fantasia = 25 November

Cllr John Tonks asked members to forward suggestions for who could be the next charity to benefit from our fund raising (ideally based in Ash or someone who helps/supports the residents of Ash).

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

The date of the next meeting was agreed as Wednesday 26 April 2023 at 14:00 via Microsoft Teams.

The meeting closed at 15:05

Signed Date