

ASH PARISH COUNCIL

Dennis Wheeler
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20 June 2023

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

Chairman: Cllr Phil Bellamy
Vice Chairman: Cllr Richard Lucas
Cllr Carla Morson
Cllr John Tonks

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 26 June 2023** 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/meetingOptions/?organizerId=52a651d8-60cc-4ef0-b8b8-8585a26a9914&tenantId=655dc6d2-cc35-4837-9012-8b3f621f8869&threadId=19_meeting_ZmlwMDJmMmUtMGFmOC00ODRkLTg3NTMtMmU2Mzk0YTdINTQ0@thread.v2&messageId=0&language=en-GB

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 24 April 2023.

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 March, 30 April & 31 May 2023.

6. Bank Reconciliation.

Member to consider the bank reconciliations ending 31 March, 30 April & 31 May 2023.

7 Tree Maintenance Work Ash Cemetery.

Members to consider the quotation from the Councils Tree Contractor for tree maintenance at the Ash Cemetery.

8. Parish Office Printer.

This item was deferred on Monday 27 March 2023 (minute 214). The clerk has now received another quotation for members to consider the rental of the office printer/photocopier.

Current Cost	Price
Toshiba 3515 Rental	£ 1,325.00
Average mono volume of 4963 @ 0.58 pence each	£ 28.79
Network support	£ 22.81
Average colour volume of 3208 @ 5.6 pence each	Included
Current Expenditure	£1,376.60 PER QUARTER Plus VAT

New Cost Current Contractor	Price
Kyocera 3554 Rental	£ 1,135.00
Average mono volume of 4963	included
Network support	Included
Average colour volume of 3208	Included
New Expenditure	£1,135.00 PER QUARTER Plus VAT

New Cost Second Contractor	Price
1 x Konica Minolta C250i Rental	£ 1,140.00
Average mono volume of 64,000	included
Network support	Included
Average colour volume of 42,000	Included
New Expenditure	£1,1140 PER QUARTER Plus VAT

9. CCTV Camera Citizen Advice SW Surrey Entrance.

Since the installation of the new shutters to the entrance of Citizens Advice, the CCTV camera is no longer covering the area sufficiently and needs to be moved so that a better view of the entrance can be observed.

Members to consider moving the CCTV camera at a cost of £1,366.56 + VAT from the Councils term CCTV Contractor.

10. Carrington Lane.

Residents have made a formal request that double yellow lines be installed on both sides of Carrington Lane to try and stop nuisance parking.

Members to consider installing double yellow lines on both sides of Carrington Lane at a cost of £515.00 + VAT.

11. Fire Doors Ash Centre

After a Health & Safety Fire Inspection and Fire Marshal Training it was noted that the fire doors in the Ash Centre needed an overhaul and service.

The Councils Term Fire adviser recommend Annek Services Limited.

Members to consider the quotation to carry out an overall and service of the fire doors in the Ash Centre at a cost of £1260.00 + VAT.

12. Events Working Group.

Members to note the minutes of the Events Working Group Meetings held on 26 April and 07 June 2023 as at Agenda Appendix A.

13. Correspondence.**14. Date of Next Meeting.**

The date of the next meeting is **Monday 24 July 2023** 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 26 April 2023 via Microsoft Teams
commencing at 14:00**

Present:	Cllr John Tonks	✓
	Cllr Nigel Manning	✓
	Cllr Marsha Moseley	x
	Cllr Pat Scott	x
	Ali Watmore	✓
	Dennis Wheeler	A
	Graham Bidwell	✓
	Jo Packman (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 Wednesday 11th January 2023 copies of which have been circulated to members.

4. Ash In Bloom. (agenda item 4)

This event needs to go live on APC website and the posters updating for issuing. Cllr John Tonks will work with Ali on this.

We have the same sponsors again this year, Dover Kia Garage and Squires Garden Centres.

Closing date will be 8 July 2023 and then shortly after online voting will open on APC website for everyone to decide the winners.

5. Friary Brass Band Concert. (agenda item 5)

Cllr John Tonks confirmed that 134 tickets have been reserved online which leaves 66 out of the 200 still available. The recent Ash Matters newsletter promoted the event. and there was an increase of bookings following its delivery.

Jo Packman offered to advertise this event and Ali will forward the details to her directly.

Helpers will be required to set up the hall, run the bar and manage the car park.

Richard Tolley confirmed that he has 3 other people that can help on the day.

Cllr John Tonks will be available to help along with some of the APC staff but we will have to wait and see which of the new councillors will be available to help. Details will be forwarded to them directly by Ali.

Reserved labels will need to be placed on the back row seats to ensure all helpers have a seat.

Agreed that a bucket be placed on the way out for donations to be made for APC charity of the year and that we obtain a play list from Friary Brass Band so that a programme can be produced.

Cllr John Tonks will discuss directly with Richard Tolley how they are going to organise the car parking.

The bar will be discussed in the next agenda item as it covers both events.

6. Fete. (agenda item 6)

Cllr John Tonks confirmed that the entertainment booked to date is a live band, B C Performing Arts and children's entertainer. The idea is to have something going on in the main arena throughout the day. We have approached the dog show and several dance groups in the area to see if they would like to do something. The layout will be the same outside as last year and we have agreed to have some stall holders in the main hall.

Jo Packman offered to advertise this event and Ali will forward the details to her directly.

A bar will be held for both events and the price will be the same inside the main hall serving outside onto the field just like we did last year. It was agreed that as several supermarkets have good offers at present that now would be the time to order stock for both events.

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

The date of the next meeting was agreed as Wednesday 7 June 2023 at 14:00 via Microsoft Teams.

As this is the last meeting of the committee in this four-year period, the Chairman stepped down and thanked everybody for serving with him.

The meeting closed at 14:43pm

Signed Date

ASH PARISH COUNCIL**Minutes of the Events Working Group
held on 7 June 2023 via Microsoft Teams
commencing at 14:00**

Present:	Cllr John Tonks	✓
	Cllr Paul Golding	✓
	Cllr Carl Cookson	A
	Ali Watmore	✓
	Dennis Wheeler	✓
	Graham Bidwell	✓
	Jo Packman (Guest)	✓
	Richard Tolley (Guest)	✓
	Pat Scott (Guest)	✓

2. Apologies for Absence. (agenda item 1)

Apologies for absence were received from Cllr Carl Cookson.

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 April 2023 copies of which have been circulated to members.

4. Friary Brass Band Concert. (agenda item 4)

Cllr John Tonks confirmed that he had sent an email to everyone that had booked tickets to check that they still wanted them.

190 tickets have been reserved online which leaves 10 spare so, the online google form has now been closed and a statement added to say contact the office if you are still interested in having a ticket. A reserve list will be set up and then anyone who does not want their ticket anymore can be issued to those waiting on the reserved list on a first come first served basis.

On the day we will log people in with their ticket or email against the spreadsheet.

Helpers for the day :

Main Hall set up from 2 o'clock

Car Park opens 3 o'clock so will open after the 2.45 huddle.

Front of House – Pat Scott volunteered to do this on the day.

Bar opens 3 o'clock and Richard Tolley confirmed that he has 3 people that can help on the day.

Reserved labels will need to be placed on the back row seats to ensure all helpers have a seat and the union jack flags will be handed out to everyone free of charge.

Agreed that a bucket be placed on the way out for donations to be made for APC charity of the year and that we are still waiting for the play list from Friary Brass Band so that a programme can be produced.

5. Fete. (agenda item 5)

Cllr John Tonks confirmed the following entertainment has been booked :

Live band.

Zumba presentation and 3 dance performances.

Morris dancing in the car park area which is a trial and if works well might ask back next year for a full performance.

Need to investigate the sound system for the performance arena as some groups haven't got their own equipment. Cllr John Tonks and Cllr Paul Golding will investigate this further.

Bar – we have 3-4 volunteers helping on the day and the stock sold at the Brass Band Concert will be replenished before the day.

Vehicles on field beside pitches to be in place by 11.30. They will not be allowed to move during the event, unless by special permission and with an escort and hazards flashing. Once the event finishes and every member of the public have exited the field vehicles can move off safely with hazards flashing.

Graham asked that the numbered list of stall holders be in alphabetical order.

Cllr Paul Golding is involved with the Victoria Hall events and maybe for next year's event they can be involved.

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

The date of the next meeting was agreed as Wednesday 12 July 2023 at 14:00 via Microsoft Teams.

The meeting closed at 15:02pm

Signed Date