

**ASH PARISH COUNCIL**

**Minutes of the Meeting of the Amenities, Finance and Administration Committee  
held via Microsoft Teams  
on Monday 26 June 2023 which commenced at 7:00pm**

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

Also Present:	Cllr Carl Cookson
	Cllr Nigel Manning
	Cllr Michael Moriaty
	Cllr Marsha Moseley

Substitutes:	All councillors not committee members
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✓ Present	x Not Present	A Apology for Absence
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**Part I – Public Session****225. Accept Apologies for Absence. (agenda item 1)**

Apologies for absence were received from Cllr Richard Lucas.

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

There were no declarations of interest.

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

Members agreed the minutes of the Amenities, Finance and Administration Committee meeting held on Monday 24 April 2023. The minutes have been before the full Council at which they were duly considered, approved, and adopted, and will be signed by the ex Chairman, Cllr John Tonks.

**228. 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/meetingOptions/?organizerId=52a651d8-60cc-4ef0-b8b8-8585a26a9914&tenantId=655dc6d2-cc35-4837-9012-8b3f621f8869&threadId=19\\_meeting\\_ZmlwMDJmMmUtMGFmOC00ODRkLTg3NTMtMmU2Mzk0YTdINTQ0@thread.v2&messageId=0&language=en-GB](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/>

There were no members of the public present.

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

Members considered and noted the monthly accounts ending 31 March, 30 April & 31 May 2023.

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

Members considered and noted the bank reconciliations ending 31 March, 30 April & 31 May 2023.

**231. Tree Maintenance Work Ash Cemetery. (agenda item 7)**

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

***Resolved upon consideration to agree to the tree maintenance works by the Council's term contractor for £2870.00 no VAT.***

**232. Parish Office Printer. (agenda item 8)**

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	<b>£1,376.60 PER QUARTER Plus VAT</b>

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	<b>£1,135.00 PER QUARTER Plus VAT</b>

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	<b>£1,1140 PER QUARTER Plus VAT</b>

***Resolved upon consideration to agree to the replacement office printer for £1135.00 per quarter + VAT.***

**233. CCTV Camera Citizen Advice SW Surrey Entrance. (agenda item 9)**

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

***Resolved upon consideration to defer this item and obtain further details on whether this camera is still required and an alternative quote.***

**234. Carrington Lane. (agenda item 10)**

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

***Resolved upon consideration to not install the double yellow lines as the restriction would not be enforceable. The residents will need to report any obstruction to Guildford Borough Council.***

**235. Fire Doors Ash Centre. (agenda item 11)**

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

***Resolved upon consideration to agree to the overhaul and service of the fire doors in the Ash Centre at a cost of £1260.00 + VAT.***

**236. Events Working Group. (agenda item 12)**

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

**237. Correspondence. (agenda item 7)**

There was no correspondence.

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

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.

*The meeting closed at 19:27pm*

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

**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 .....