

# ASH PARISH COUNCIL

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19 September 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  
Cllr Sara Badger  
Cllr Paul Golding

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 25 September 2023** commencing at **19:00** or following the close of the Planning Committee if this is later.

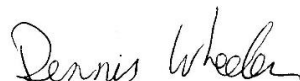
This meeting will **not** be held in public. Any members of the public wishing to access the meeting to make a comment or hear the proceedings should click the link below;

[https://teams.microsoft.com/meetingOptions/?organizerId=52a651d8-60cc-4ef0-b8b8-8585a26a9914&tenantId=655dc6d2-cc35-4837-9012-8b3f621f8869&threadId=19\\_meeting\\_MjFkZTRiNGEtNjUyZC00NzFhLWJkYWItMGQ1YmVmZGE5YjIx@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_MjFkZTRiNGEtNjUyZC00NzFhLWJkYWItMGQ1YmVmZGE5YjIx@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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## 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 July 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 July 2023 and 31 August 2023.

**6. Bank Reconciliation.**

Member to consider the bank reconciliations ending 31 July 2023 and 31 August 2023.

**7. Hedge Maintenance Work Ash Cemetery.**

Members to consider the quotations for hedge maintenance at the Ash Cemetery.

**8. Tree Maintenance Work at Shawfield Allotments and Carrington Recreation Ground.**

Members to consider the quotations for tree maintenance at Shawfield Allotment and Carrington Recreation Ground.

**9. Ash Green Lane East.**

Members to note that the Chairman and the Clerk used delegated powers to order the installation of the Birdsmouth fencing for the sum of £1314.00 + VAT = £1682.40.

**10. Hedgehog Highway Project.**

Members to consider purchasing boxes to supply to the local infant/junior schools for them to promote the project.

**11. Remembrance Sunday 2023 – Donations.**

Members to consider a donation of £100 to the Lone Piper and £100 to Cove Brass Band for their assistance at the 2023 Remembrance Sunday Parade and Service.

**12. Christmas Motifs and Lights.**

Members to note that the Chairman and the Clerk used delegated powers to order the installation of the Christmas Motifs on Surrey County Council streetlights for the Sum of

£2276.00 + VAT = £2731.20 and the installation of Christmas Motifs on APC streetlights along with Christmas Lights on the Ash Centre for the Sum of £1900.68 + VAT = £2280.82.

**13. Events Working Group.**

Members to note the minutes of the Events Working Group Meetings held on 12 July 2023 as at Agenda Appendix A.

**14. Correspondence.**

**15. Date of Next Meeting.**

The date of the next meeting is **Monday 23 October 2023** commencing at 19:00 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 12 July 2023 via Microsoft Teams  
commencing at 14:00**

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

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

Apologies for absence were received from Jo Packman.

**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 7th June 2023 copies of which have been circulated to members.

**4. Round Up From Brass Band Concert & Fete. (agenda item 4)**

Brass Band Concert :

Cllr John Tonks confirmed that good feedback was given from all attendees and the band members. The band would love to come back again.

190 tickets were reserved online but during the week before the concert this changed to 175 but on the day, it was down to 160. Everyone that changed their minds about attending did make contact so that the spare tickets could be offered out to others.

Google form worked well for booking tickets and should we agree to hold another band concert, then might need to think about how tickets would be issued if it was a paid event.

Set up of the main hall confirmed that with the space required for the band that only 175 would be the maximum capacity as the chairs need to be in a staged formation.

Need to ensure that chairs are supplied for the queue outside waiting to come into the concert as 2 wasn't enough.

The 4-6pm time worked well, and the same time would be used for any future concerts.

Four people staffing the car park worked well and would be repeated for any future concerts. However, need to have a rethink about the disabled parking as not all that booked spaces took them up and others that required spaces were parked on the field.

The bar worked well and did make a profit which will be donated to this year's Charity, Royal Surrey Hospital.

For any future concerts we may need to consider who volunteers to help and whether those volunteers require any assistance doing the job.

Need to make sure that any future concerts, the attendees are made aware that no alcohol will be sold during the concert. Only sold before and during the interview.

Fete :

Cllr John Tonks confirmed that good feedback was given from all attendees and stall holders.

The truck providing a stage for the live band worked well and will be repeated at future events.

Sound system worked well, and the portable system power lasted all day without the need to be recharged or plugged into the generator.

Vehicles parked behind stalls worked well and will be repeated next year.

Dover Kia Garage provided banners instead of vehicles this year – will have to check with them for how they want to proceed at future events.

Children's pony rides on the pathway worked well and will be repeated next year.

Children's entertainment worked well and will be repeated next year.

Performances from local groups worked well and will be repeated next year.

Mayflower Morris Dancing worked well and will be repeated next year

Two gazebos worked and will be repeated next year but as the large party gazebo is so difficult to put up another pop-up type will be purchased.

AZ listing of stall holders with the layout worked well to guide everyone onto the field and will be repeated next year.

Bar prices worked well and will be repeated next year.

#### **Improvements for next year :**

Stage to be placed in front of the truck and Cllr Paul Golding will take control of the sound system and the announcements throughout the day.

Performances not to be running at the same time. Instead, will be running throughout the day providing a start to finish back-to-back show with Cllr Paul Golding in charge.

Need to limit one vehicle per stall and ensure that no vehicles are left in the main car park by anyone. Might need to think about issuing passes for vehicles.

Need to think about a way for helpers and staff to communicate together during the day. Cllr John Tonks and Ali do this using their own mobile phones, if others are happy with this arrangement, then a group with everyone's number could be set up.

Banners for the bar and refreshments need to be purchased.

Bar requires more £1 coins for change.

Ensure bar has enough rubbish bins and crates for rubbish and empty bottles.

Socket on the outside of the main hall worked well and solved the power issue but needs changing to Caravan type. Dennis will arrange getting this changed over.

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

The date of the next meeting was agreed as Wednesday 27th September 2023 at 14:00 via Microsoft Teams.

The meeting closed at 15:20.

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