

ASH PARISH COUNCIL

**Minutes of the Meeting of the Amenities, Finance and Administration Committee
held via Microsoft Teams
on Monday 25 September 2023 which commenced at 19:00**

Chairman:	Cllr Phil Bellamy	✓
Vice Chairman:	Cllr Richard Lucas	✓
	Cllr Carla Morson	✓
	Cllr John Tonks	A
	Cllr Sara Badger	✓
	Cllr Paul Golding	✓

Also Present: Cllr Carl Cookson
Cllr Mohammad Faisal

Substitutes: All councillors not committee members

✓ Present x Not Present A Apology for Absence

Part I – Public Session**250. Accept Apologies for Absence. (agenda item 1)**

Apologies for absence were received from Cllr John Tonks.

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

There were no declarations of interest.

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

Members agreed the minutes of the Amenities, Finance and Administration Committee meeting held on Monday 24 July 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, Cllr Phil Bellamy.

253. 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_MjFkZTRiNGEtNjUyZC00NzFhLWJkYWltMGQ1YmVmZGE5YjIx@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.

254. Monthly Accounts. (agenda item 5)

Members considered and noted the monthly accounts ending 31 July 2023 and 31 August 2023.

255. Bank Reconciliation. (agenda item 6)

Members considered and noted the bank reconciliations ending 31 July 2023 and 31 August 2023.

256. Hedge Maintenance Work Ash Cemetery. (agenda item 7)

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

Resolved upon consideration to agree to the new fencing using Contactor A for £2160.00 ex VAT.

257. Tree Maintenance Work at Shawfield Allotments and Carrington Recreation Ground. (agenda item 8)

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

Resolved upon consideration to agree to the new fencing using Contactor A for £1000.00 ex VAT.

258. Ash Green Lane East. (agenda item 9)

Members noted 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.

259. Hedgehog Highway Project. (agenda item 10)

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

Resolved upon consideration to agree to a maximum amount of £600 for this project and for the Council to approach the schools directly to see if they would like to participate in this project.

260. Remembrance Sunday 2023 – Donations. (agenda item 11)

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

261. Christmas Motifs and Lights. (agenda item 12)

Members noted 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.

262. Events Working Group. (*agenda item 13*)

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

263. Correspondence. (*agenda item 14*)

There was no correspondence.

264. Date of Next Meeting. (*agenda item 15*)

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.

The meeting closed at 19:30

Chairman: _____ Date: _____

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 staggered 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