

# ASH PARISH COUNCIL

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21 November 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 27 November 2023** commencing at **19:00** or following the close of the Planning Committee if this is later.

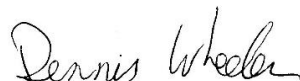
This meeting will **not** be held in public. Any members of the public wishing to access the meeting to make a comment or hear the proceedings should click the link below;

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZDE2ZGI1NzqtYTVhOS00ZGI4LTg0MTQtZWI5NDgxN2JiMDY2%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDE2ZGI1NzqtYTVhOS00ZGI4LTg0MTQtZWI5NDgxN2JiMDY2%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/>

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 23 October 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 30 October 2023.

**6. Bank Reconciliation.**

Member to consider the bank reconciliations ending 30 October 2023.

**7. The Ash Centre Security Access.**

The security on the lobby entrance door and the door to the Parish Office has been in place for some considerable time and needs refurbishment and updating. Many fobs have gone missing, and some cannot be reprogrammed. The locks are worn and tired.

The Councils security term contractor has provided a quotation to replace the security system on both doors for the sum of:

<b>Door</b>	<b>cost</b>	<b>VAT</b>	<b>Total</b>
Lobby entrance door	£740.00	£148.00	£888
Office entrance door	£860.00	£172.00	£1032
<b>Total</b>	<b>£1600.00</b>	<b>£320</b>	<b>£1920.00</b>

The refurbishment would be financed by the Ash Centre Earmarked Reserve (331 EMR) which has a reserve of £65,126.44.

**8. Events Working Group.**

Members to note the minutes of the Events Working Group Meetings held on 27 September 2023 as at Agenda Appendix A.

**9. Correspondence.**

**10. Date of Next Meeting.**

The date of the next meeting is **Monday 18 December 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 27 September 2023 via Microsoft Teams  
commencing at 14:00**

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

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

Apologies for absence were received from Cllr Paul Golding and 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 12th July 2023, copies of which have been circulated to members, were confirmed as a true record with one amendment :

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 the concert and during the interval.

**4. Remembrance 2023. (agenda item 4)**

Update from Ali on present position for this event :

Road Closure applied for – still waiting for formal approval from SCC/GBC.

SCC stating traffic management company must have CSAS qualification for the road closure to be approved. However, the 3 approved companies by SCC state we don't.

Now in negotiations with SCC and will keep everyone updated on what happens.

First Aid Booked – 3 medics, treatment tent & response vehicle as agreed.

Churches Together - Teams meeting booked to agree the service for this year on 28/09/23.

Formal invitations sent to Marshal, Piper, Band and the ladies for doing the refreshments.

Everyone confirmed they are happy to participate except the band. The school band let us down again so asked Cove Brass Band to step in again this year and they confirmed they could. From now on we will be using Cove Brass Band.

Formal invitation sent to Michael Gove and just waiting for response as to whether he can attend. Once have Michael's response will order the civic wreaths from the Royal British Legion direct.

Have contacted M Whitaker for obtaining poppies and collection tins.

Union flag bearer this year is the Girl Guides.

Next steps to send formal invitations to the groups and arrange for poppy wall installation.

**5. Fantasia 2023. (agenda item 5)**

Update from Ali on present position for this event :

Road Closure applied for – still waiting for formal approval from SCC/GBC.  
SCC stating traffic management company must have CSAS qualification for the road closure to be approved. However, the 3 approved companies by SCC state we don't.  
Now in negotiations with SCC and will keep everyone updated on what happens.

Attachment of Christmas motifs to SCC street lights applied for and approved.  
Light Angels booked to install the Christmas motifs from 20/11/23 and all must be up and ready for the switch on for Fantasia event (25/11/23).

Stall booking open and only have 10 tables left inside to be booked.

First Aid Booked – 2 medics (same as last year).

Cllr Carla Morson is happy to sponsor the Christmas Tree from her SCC members allowance and the formal application has been submitted and approved.  
Tree to be selected and then ordered ready for delivery on 20/11/23.  
Prime One booked to help with tree installation, installing Christmas tree lights, Christmas motifs on APC street lights and APC building.

Richard Tolley asked whether the Rotary Float is required, and members agreed it would be.

Len Scott asked about the order for the Christmas carols and whether the band could select. Agreed they could and the carol service sheet needs to match.  
Ali to send across last year's carol service sheet and Len will confirm if any changes are required.

**6. Correspondence.**

The email from Cllr Richard Lucas about holding an annual raft race was discussed. It was agreed that the this was a good idea as it used to happen years ago but stopped. However, Cllr Richard Lucas would need to explore this further, agree to manage/organise and provide staff on the day if the event proceeds. The Event Working Group would offer any help and support they could with the event.

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

The date of the next meeting was agreed as Wednesday 18th October 2023 at 14:00 via Microsoft Teams.

The meeting closed at 15:00pm

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