

ASH PARISH COUNCIL

Alison Watmore
Clerk to the Council

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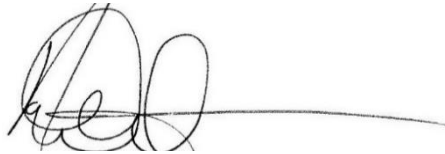
Council Offices
Ash Centre
Ash Hill Road
Ash, Surrey
GU12 5DP

14 May 2024

To Members of Ash Parish Council

Councillors are hereby summoned, and members of the public are invited and have a right to be present at The Annual Meeting of the Parish Council **on Monday 20 May 2024** commencing at **6:30pm**.

Provision will be made for Public Question Time.

A handwritten signature in black ink, appearing to be 'Alison Watmore', with a long horizontal line extending to the right.

Alison Watmore
Clerk to the Council

AGENDA

Part I – Public Session

1. To elect the Chairman of the Council for the ensuing year.

2. To receive the Chairman’s Declaration of Office.

3. To receive Apologies for Absence.

4. To receive Declarations of Interest.

Declarations of Interest relating to Committee Meetings as at Appendix A.

5. To elect the Vice–Chairman of the Council for the ensuing year.

6. To elect Chairman and Vice-Chairman of the following Committees:

- A. Amenities, Finance and Administration Committee
- B. Planning Committee
- C. Human Resources
- D. Neighbourhood Planning Committee

7. To elect Councillors to serve upon the following Committees:

- A. Amenities, Finance and Administration Committee
- B. Planning Committee
- C. Human Resources
- D. Neighbourhood Planning Committee

8. To elect Chairman for the following Working Groups:

- A. Events
- B. Ash Matters

9. To elect Councillors to serve upon the following Working Groups:

- A. Events
- B. Ash Matters

10. To nominate Members of the Council or a representative to serve as the Council’s representative on the following bodies:

The Charity of Henry Smith and Others
Citizens Advice Ash Management Committee
Farnborough Aerodrome Consultative Panel
Surrey Association of Local Councils (1 or 2 representatives)
Victoria Hall Management Committee
Ash and District Local History Museum Society
Blackwater Valley Countryside Partnership

11. To consider the payment of Annual Subscriptions (Excl. VAT) to:

Information Commissioners Office	£35.00
Institute of Cemetery and Crematorium Management	£100.00
National Association of Local Councils & Surrey Association of Local Councils	£3967.02
Society of Local Council Clerks	£348.00
Improvement and Development Agency for Local Government - Employers Link	£561.60
TOTAL	£5,011.62
BUDGET FOR SUBSCRIPTIONS	£6,000.00

12. To consider and approve the payment of the following accounts by variable direct debit:

E-On (Gas Supply)
Octopus (Electricity Supply)
Southern Electric (Street Lighting Electricity Supply)
Franco Postalia (Franking Postage & Lease)
British Telecom (Fax & Broadband Usage)
CF Corporate (Photocopier Lease)
Land Registry (Searches)
Sage 50 Cloud Payroll
Krystal Hosting Ltd (Parish Website)
TV Licence

13. Confirmation of the Minutes.

To confirm the Minutes of the previous meeting held on Monday 8 April 2024.

14. Chairman's Announcements.**15. Adjournment.**

To consider adjourning the meeting for a maximum period of 25 minutes, to enable members of the public to raise questions.

16. Reports of Committees.

To receive the following committee reports, copies of which have been circulated:

Planning	22 April 2023	274 to 281
Amenities, Finance & Administration	20 April 2023	336 to 345

17. Monthly Payment List.

To receive and approve the monthly payments list giving details of March 2024 payments as attached at Appendix B.

18. Ash Parish Council Policy Reviews.

Members to consider and accept the following Council policies :

Policy	Adopted Date	Review Date
Health & Safety Policy	22 May 2023	22 May 2024
Equality & Diversity	22 May 2023	22 May 2024
Standing Orders	9 May 2022	13 May 2024
Investment Strategy	12 May 2021	12 May 2024
Code Of Conduct For Councillors & Co-Opted Members	12 May 2021	12 May 2024

19. Parish Meetings.

Members to consider the dates and times for Council Committee meetings.

20. Cemetery Toilet Door.

Members to note the Chairman and the Clerk used delegated powers to replace the lock on the cemetery toilet door at a cost of £1020.00 + VAT £204.00 = £1224.00.

21. Tree Works.

Members to note the Chairman and the Clerk used delegated powers to start the required tree works, as per the tree survey at a cost of £3180.00 + VAT £636.00 = £3180.00.

22. S106 Projects.

Members to note the Chairman and the Clerk have put the two S106 projects on hold whilst further information on the funding is obtained :

- i) New Changing Rooms at Harpers Recreation Ground – funded from GBC
- ii) Harpers Scout Hut renovations - funded from SCC

23. Internal Audit Report.

Members to note the internal auditors report.

24. Annual Governance and Accountability Return (AGAR) 2022/2023.

Members to consider and agree the Annual Governance and Accountability Return for the year ending 31 March 2023:

- i) Section 1: Annual Governance Statement 2023/2024
- ii) Section 2: Accounting Statements 2023/2024

25. Correspondence.

26. Next Meeting.

The next meeting is the Meeting of the Council on Monday 10 June 2024 commencing at 18.30pm.

AGENDA APPENDIX A

ASH PARISH COUNCIL

LOCAL CODE OF CONDUCT – DISCLOSURE OF INTERESTS

April 2024

DATE OF MEETING	MEMBER	MINUTE REF & PAGE NO.	TYPE AND NATURE OF INTEREST
PLANNING 22 April 2024			None.
AMENITIES, FINANCE AND ADMINISTRATION 22 April 2024			None.

AGENDA APPENDIX B

Payments List

Date: 05/04/2024

Ash Parish Council

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Time: 08:35

Co-op Community Directplus Acc

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/03/2024	CO-OP Bank	BACS	30.90		Bank Charges
04/03/2024	Scottish and Southern Energy	BACS 1	1,464.92		Street Lights
04/03/2024	Francotyp Postalia Ltd	BACS 48	50.00		Postage for Franking Machine
04/03/2024	COSTCO WHOLESALE UK LTD	BACS 3	108.32		Office Refreshments
05/03/2024	WorkNest Ltd	BACS 2	90.30		HR Support
07/03/2024	Sajdah Arif	BACS	284.00		Hall Deposit Refund
12/03/2024	Ash Road Service Centre Ltd	BACS 5	282.08		MOT on Van FX16YKG
12/03/2024	Joel Baker	BACS 6	560.44		Microsoft 365/Teams Calling
12/03/2024	Joel Baker	BACS 30	120.00		Computer Set-up Reception
12/03/2024	Joel Baker	BACS 33	171.84		Azure Plan Jan 2024
12/03/2024	Joel Baker	BACS 34	176.59		New Monitor
12/03/2024	The Play Inspection Company	BACS 7	649.80		Annual Playground Inspection
12/03/2024	Neil Curtis & Sons	BACS 8	740.00		2 x Grave Digging
12/03/2024	Prime One Maintenance Ltd	BACS 9	799.49		Temp Solar Light x 4
12/03/2024	Ellack Cleaning Contractors Lt	BACS 10	812.88		Office Cleaning February
12/03/2024	Shield Security Services Ltd	BACS 11	960.00		Monthly Security Patrol Costs
12/03/2024	Prime One Maintenance Ltd	BACS 12	2,668.93		Monthly Street Light Maintenance
12/03/2024	Lockrite Security	BACS 13	24.00		Master Lock Cylinder Replacem
12/03/2024	G Tomkins Window Cleaning	BACS 14	30.00		Window Cleaner
12/03/2024	John B McKernan	BACS 15	227.62		Temporary Ground Staff
12/03/2024	John B McKernan	BACS 16	227.62		Temporary Ground Staff
12/03/2024	Kebur garden materials	BACS 17	53.52		Shingle
12/03/2024	Viking Direct	BACS 18	248.40		H&S Equipment/Stationary
12/03/2024	Viking Direct	BACS 19	243.49		Cleaning and Stationary
12/03/2024	Zurich Municipal	BACS 20	11,357.99		Annual Insurance Policy
12/03/2024	Farnborough Tool Hire	BACS 21	675.35		Temporary Fencing Coronation G
12/03/2024	Improvement & Development Agen	BACS 22	561.60		Employer Link Annual Sub
12/03/2024	Shield Security Services Ltd	BACS 24	42.00		Emergency Call OUT 18/02/2024
12/03/2024	A&P Services (Surrey) Ltd	BACS 25	79.54		Annual Service Kombi Unit
12/03/2024	A&P Services (Surrey) Ltd	BACS 26	80.02		Annual Service Hedge Cutter 2
12/03/2024	A&P Services (Surrey) Ltd	BACS 27	87.81		Annual Service B/P Blower
12/03/2024	A&P Services (Surrey) Ltd	BACS 29	113.62		Annual Service Hedge Cutter
12/03/2024	A&P Services (Surrey) Ltd	BACS 39	240.62		Annual Service Pro Mower
12/03/2024	A&P Services (Surrey) Ltd	BACS 38	239.62		Annual Service Pro Mower 2
12/03/2024	Honey Brothers Limited	BACS 28	107.60		Spares and PArts for Equipment
12/03/2024	Wild About Water (UK) Ltd	BACS 31	142.64		Water Machine Rental
12/03/2024	D. J. Squire & Co Ltd	BACS 32	150.00		Vouchers for Ash in Bloom
12/03/2024	Lockrite Security	BACS 35	179.10		18 Replacement Keys
12/03/2024	Aquavent Ltd	BACS 36	216.00		Water Testing for H&S
12/03/2024	Ash & District History Museum	BACS 37	219.25		Electric at Cemetery Toilet
12/03/2024	J P and S Services	BACS 40	258.18		Fuel for Vans & Equipment
12/03/2024	Prime One Maintenance Ltd	BACS 41	3,047.03		Monthly CCTV Maintenance
12/03/2024	Magic signs	BACS 47	138.00		New Barrier Signs
12/03/2024	Octopus Energy	BACS 4	300.00		Electric at ASH PC
13/03/2024	Royal Surrey Hospital	BACS	2,600.00		Donations from Events 2023
13/03/2024	Nasim Kausar	BACS	462.00		Hall Deposit and Refund
13/03/2024	Surrey Pensions	BACS	5,261.81		Pension Fund for Feb Salary

Continued on Page 2

Date: 05/04/2024

Ash Parish Council

Page 2

Time: 08:35

Co-op Community Directplus Acc

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/03/2024	HMRC	BACS	5,449.22		PAYE and NI Feb Salary
13/03/2024	Castle Water Ltd	BACS 23	79.71		Water at APC Public Toilets
13/03/2024	Castle Water Ltd	BACS 46	12.95		Water at Harpers Rec
13/03/2024	Castle Water Ltd	BACS 45	5.60		Water at Ash Cemetery
13/03/2024	Castle Water Ltd	BACS 44	3.84		Water at Harpers Rec
13/03/2024	Castle Water Ltd	BACS 43	200.56		Water at the Ash Centre
13/03/2024	Castle Water Ltd	BACS 42	29.80		Water at Harpers Scout Hut
14/03/2024	Royal Mail	BACS	6.49		Parcel Return to Hedgehog Hous
14/03/2024	Octopus Energy	BACS 48	11.72		Electric at Carrington Rec
14/03/2024	Octopus Energy	BACS 49	16.54		Electric at Carrington Toilet
14/03/2024	Octopus Energy	BACS 50	67.23		Electric at Ash Rec
14/03/2024	Octopus Energy	BACS 51	175.95		Electric at Harpers Scout Hut
14/03/2024	Octopus Energy	BACS 52	727.16		Electric at APC Offices
19/03/2024	E-ON	BACS 53	254.20		Gas at Harpers Scout Hut
19/03/2024	E-ON	BACS 54	532.64		Gas at The Ash Centre
26/03/2024	Guildford Borough Council	BACS 57	214.00		Bin collections at Ash Centre
26/03/2024	Farnborough Tool Hire	BACS 58	233.40		Hire of fence Coronation Gdns
26/03/2024	John B McKernan	BACS 59	509.15		Temporary Ground Staff
26/03/2024	The Recruitment Lab	BACS 60	509.20		Temp Reception Staff - SEPT
26/03/2024	Ash Road Service Centre Ltd	BACS 61	797.00		Reparis to Van
26/03/2024	Ellack Cleaning Contractors Lt	BACS 64	812.88		March Office Cleaning
26/03/2024	Viking Direct	BACS 63	1,434.00		5 New Office Chairs
27/03/2024	Harrison Arboriculture Ltd	BACS 61	5,434.80		Tree Survey for Parish
28/03/2024	VARIOUS	DD	17,682.92		MARCH SALARIES
31/03/2024	Screwfix	BACS 55	52.95		Credit for overcharge
31/03/2024	Lockrite Security	BACS 56	114.00		Reset Alarm Codes
31/03/2024	Kingsley Plastics Ltd	BACS 65	1,327.20		Gas Cabinet x 2
Total Payments			74,280.03		