ASH PARISH COUNCIL

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18 November 2026

To: The Chair and Members of the Amenities, Finance and Administration Committee.

Chair:	Cllr Phil Bellamy
Vice Chair:	Cllr Richard Lucas
	Cllr Mohammad Faisal
	Cllr Paul Golding
	Cllr John Tonks
	Cllr Fiona White

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 23 November 2026** commencing at **19:00** or following the close of the Planning Committee if this is later.

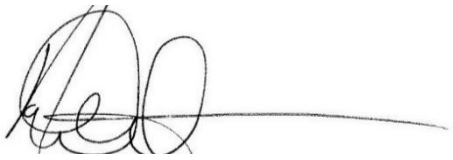
This meeting will **not** be held in public. Any members of the public wishing to access the meeting to make a comment or hear the proceedings should click the link below;

https://teams.microsoft.com/meet/3207154057274746?p=SXBNaeSrwVcC9QageH

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/

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 virtual extraordinary Amenities, Finance and Administration Committee meeting held on Monday 16 October 2026.

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 October 2026.

6. Bank Reconciliation.

Members to consider the bank reconciliations ending 31 October 2026.

7. Budget Report.

Members to consider the budget report ending 31 October 2026.

8. Sixth Draft Budget and Precept 2027/28.

Members to consider the sixth draft of the 2027/2028 budget and to continue discussions on the percentage increase for the Parish precept.

9. Cemetery Discount for APC Staff.

Members to consider whether APC staff should receive discount for cemetery purchases.

10. Gas Safety Certificate.

Members to consider the quotes for the Gas Safety Certificate.

Contractor		Cost	Vat	Total
A	Boiler Service & Gas Safety Check	£120.00	£24.00	£144.00
A	Gas Safety Check on 2 x Radient Tube Heaters (£200 per unit)	£400.00	£80.00	£480.00
A	Access Tower	£250.00	£50.00	£300.00
A	**Total Cost**			**£924.00**
B	Annual Boiler Service & Gas Safe Inspection, Roberts Radiant Tube Heaters Annual Gas Safe Inspection & Service and Access Tower	£1207.50	£241.50	£1449.00
B	**Total Cost**			**£1449.00**

11. Community Grants Application.

Members to consider the application from Ash Villages Food Parcels Project.

12. Events Working Group.

Members to note the minutes of the Events Working Group Meeting held on 23 September 2026 as at Agenda Appendix A.

13. Correspondence.

14. Date of Next Meeting.

The date of the next meeting is **Monday 21 December 2026** 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 in the Ash Centre, Ash Hill Road, Ash and via Microsoft Teams on 23 September 2026
which commenced at 14:30

Present:	Cllr John Tonks	✓
	Cllr Paul Golding	A
	Cllr Richard Lucas	A
	Cllr Michael Moriarty	✓
	Ali Watmore	✓
	Lowan Daley	✓
	Graham Bidwell (Guest)	✓
	Jo Packman (Guest)	x
	Richard Tolley (Guest)	A
	Len Scott (Guest)	A
	Pauline Baxter (Guest)	x
	Paula Hunt (Guest)	A
	Nassar Bhatti (Guest)	✓

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

Apologies for absence were received from Cllr Paul Golding, Cllr Richard Lucas, Richard Tolley, Len Scott & Paula Hunt.

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 15th July 2026, copies of which have been circulated to members, were confirmed as a true record.

4. Ash In Bloom 2026. *(agenda item 4)*

Cllr John Tonks opened the discussion on the Ash in Bloom competition and invited an update on a matter that had arisen during the week.

Lowan Daley reported that, upon reviewing the competition entries, he identified a submission that appeared to be substantially identical to an entry submitted in 2025. He noted that, while the previous entry had been submitted in one individual's name, the 2026 entry had been submitted in their partner's name, but the photographs and details appeared to be the same.

Lowan Daley advised that public voting had already commenced; however, the results had not yet been published. Prior to any action being taken, a member of the public contacted the organisers to express concerns that the 2026 entry appeared identical to the previous year's submission and suggested that it should be disqualified.

Following receipt of this correspondence, the matter was reviewed by Lowan Daley and Cllr John Tonks. After considering the similarities between the entries and reviewing the competition requirements, it was agreed that the entry in question should be disqualified from the competition.

The Committee noted the action taken and the reasons for the decision.

Lowan Daley advised that the winner notification letters and certificates had been drafted and were ready for issue. He further confirmed that all competition winners had been contacted and informed of their respective awards and category placements. Members noted that the necessary preparations for the presentation of awards were in place.

It was noted that there was a significant increase in entries for the Best Veg Patch category this year. This suggests that the distribution of letters and display of posters throughout the local area successfully raised public awareness of the competition, as reflected in the increased number of entries received.

Lowan Daley advised that feedback received from previous competitions indicated that participants and residents would welcome greater transparency regarding the voting process and the number of votes received by winning entries. He noted that there had been a clear interest from members of the public in understanding how many votes an entry received and the extent of its winning margin.

To improve transparency, Lowan Daley confirmed that voting information would be included on the Winners' Page for future competitions. This could be displayed either as the total number of votes received or as a percentage of the overall votes cast. Following consideration, Lowan Daley indicated that displaying the total number of votes received by each winning photograph was the preferred approach, as it would provide a clear and straightforward indication of the level of public support for each entry.

Members noted the update and supported the proposal as a means of increasing transparency and responding to resident feedback.

5. Remembrance & Christmas Fantasia. *(agenda item 5)*

Cllr John Tonks thanked Nassar Bhatti for the volunteer support he had provided at the Fantasia event in the previous year and enquired whether similar assistance could be made available for this year's event.

Nassar Bhatti confirmed that he would be happy to help and also offered to assist in recruiting volunteers for both the Fantasia event and the forthcoming Remembrance service. He noted that he had attended the Remembrance service the previous year as a guest of Reverend Neil and would be pleased to support future events.

Cllr John Tonks went onto say that Martyn's Law would not apply to this year's Remembrance Sunday event. However, preparations are being undertaken to ensure compliance with relevant policy requirements for future events. Members were informed that a police counter-terrorism assessment form had been identified and would be completed as part of the event planning process.

It was agreed that the necessary event information and logistical details would be provided to Mr. Bhatti to support volunteer coordination and event arrangements. Cllr John Tonks thanked Nassar Bhatti for his offer of assistance.

Cllr John Tonks confirmed that preparations for both the Fantasia and Remembrance events are progressing well, with stall bookings for Fantasia developing positively.

It was noted that tombola prizes remaining from the Summer Fete will be used at Fantasia, and additional donations will be sought from contractors and local supporters to increase the number of prizes available.

Lowan Daley confirmed that first aid arrangements are already in place for the events.

Cllr John Tonks advised that the main outstanding matter is traffic management. He reported that the traffic management company used last year has ceased offering these services and has withdrawn from the booking that had already been made for this year's events.

Lowan has since been obtaining alternative quotations, with four viable quotes currently under consideration. Members were informed that the replacement quotations are approximately £500 higher than the original booking.

It was noted that there is no practical alternative to traffic management if the events are to proceed in their current format.

Cllr John Tonks reported that the original traffic management arrangements for both Fantasia and the Remembrance event had been estimated at just under £2,700 combined. Current quotations for the Remembrance event alone are close to £2,500, whilst the most competitive quote for both events combined is approximately £4,000, representing an increase of around £1,300.

Cllr John Tonks advised that a suitable traffic management contractor has now been identified with the capacity to support both events. However, the quotation received is approximately £1,300 higher than previous estimates. Members noted that, despite the increased cost, there is no practical alternative if the events are to proceed as planned.

As a contingency measure, Cllr John Tonks outlined a potential alternative arrangement whereby the Remembrance service could be held entirely within the Recreation Ground. This could include creating a central focal point, such as a memorial display or temporary altar, around which attendees could gather safely for the service and wreath-laying ceremony.

Members noted that, whilst this option could provide a workable fallback arrangement, it is hoped that it will not be necessary as a suitable traffic management solution has now been identified.

The Committee discussed the financial implications of appointing the new contractor and noted that the cost exceeds the delegated spending limit. It was acknowledged that, due to the timing of the quotation and the requirement to secure traffic management arrangements, formal approval processes present some challenges.

Members considered whether the booking could be progressed subject to subsequent Council approval and discussed options for reporting the expenditure through the appropriate committee and Council meetings. It was noted that traffic management is a health and safety requirement for the events and that proceeding without it would not be feasible.

It was agreed that the matter would be reported through the appropriate Council processes at the earliest available opportunity to ensure the necessary approvals are obtained and recorded.

Cllr John Tonks noted that the appointment of the new traffic management contractor would have financial implications for both the Fantasia and Remembrance events. Members agreed that, subject to the necessary approvals, the same contractor should be appointed for both events as they provided the most competitive combined quotation.

Lowan Daley confirmed that the quotation for Fantasia totals £1,152, while the quotation for the Remembrance event totals £2,880.

Members also noted that the proposed contractor offers a higher standard of service and has the capacity to manage a larger area, providing greater flexibility to accommodate attendance and operational requirements.

The Committee acknowledged the costs involved and agreed that the proposed arrangements represented the most suitable option currently available.

Fantasia:

Cllr John Tonks advised that support would again be sought from the pantomime company for the Fantasia event. It was suggested that Cllr Paul Golding liaise with the pantomime company to coordinate their involvement.

Members discussed engaging village volunteers to assist with the event.

Cllr John Tonks noted that a list of volunteers is already available and can be utilised as part of the event planning process.

The role of Santa was also discussed, with Members noting that there were some issues from previous years that would need to be considered when making arrangements for this year's event.

Graham Bidwell emphasised the importance of ensuring the event runs more efficiently and suggested that a detailed briefing be issued to all those involved. He volunteered to prepare the briefing, noting that a similar approach had been taken successfully for the previous event.

Cllr John Tonks and Graham Bidwell reflected on the arrangements from last year, noting that while the briefing had been beneficial, there was still room for improvement in some areas.

Members agreed that the involvement of the pantomime company had been a positive addition to previous events. Cllr John Tonks commented that their contribution had been excellent, whilst Ali Watmore added that their participation, including leading singing around the Christmas tree, had enhanced the atmosphere and overall success of the event.

The Committee also discussed the use of the Gator vehicle for transporting Santa. Ali Watmore confirmed that the vehicle would be used again this year. Concerns were raised that visibility of Santa was restricted when inside the vehicle, making it more difficult for attendees to see him. Members briefly considered whether Santa could walk as part of the procession; however, it was noted that the purpose of using the vehicle was to facilitate his participation and movement throughout the event.

Remembrance:

Cllr John Tonks noted that medical cover had been arranged for Remembrance Sunday. Lowan Daley clarified that a different provider had been secured, as St John Ambulance had advised they were unavailable to provide cover for the Remembrance Sunday event. As a result, previous quotations were reviewed and Team Medic was engaged to provide medical cover for the service.

Lowan Daley further advised that he subsequently contacted St John Ambulance again to confirm their availability for Fantasia. As the events were being held in close proximity, it was confirmed that St John Ambulance could provide cover for Fantasia, and the booking was subsequently confirmed.

Cllr John Tonks advised that current regulations require event medical provision to be delivered by personnel who are Care Quality Commission (CQC) registered, rather than solely by individuals holding first aid qualifications.

Lowan Daley reported that the proposed medical provision included first responders, a treatment tent, and a rapid response unit.

Cllr John Tonks commented that he was not certain a treatment tent was essential but felt that its inclusion should be agreed upon by the committee.

Ali Watmore expressed support for retaining the treatment tent, noting that it had been positioned halfway up the hill at a previous event and had proven beneficial. Mr Watmore advised that there had been two medical incidents in that area, including an elderly lady who collapsed and was assisted by the medical team and taken to the treatment tent for assessment.

The Committee discussed the inclusion of a reference to Martyn's Law within event planning documentation and briefings. It was noted that, while there is currently no requirement to do so, consideration should be given to the principles of the legislation as part of the event's safety arrangements.

Ali Watmore expressed support for referencing Martyn's Law and suggested that Lowan Daley begin incorporating the relevant considerations into the event risk assessment.

Lowan Daley acknowledged that preparatory work had already been undertaken. Cllr John Tonks advised that he had reviewed the existing risk assessment and added content relating to Martyn's Law principles.

Members agreed that introducing these considerations at an early stage would enable the Committee to demonstrate that the principles had been considered and referenced within event briefings, despite the legislation not yet being in force. It was noted that the requirements are generally logical in nature, although there is a significant amount of supporting guidance to review. The anticipated outcome is the creation of a concise emergency contact and response framework to support event safety planning.

Councillor John Tonks reported that a meeting had been held with local church leaders Cllr the event arrangements. He advised that Neil would be leading the service and that consideration was being given to inviting a representative from the Nepalese Church to deliver the Words of Reflection.

Members noted that representatives from the Quaker community had participated in the event during the previous two years and that, historically, the individual leading the service had been invited to suggest suitable participants for the programme.

The Committee noted Neil's intention to invite a representative from the Nepalese Church and discussed arrangements relating to the selection of the hymn for the service.

Cllr John Tonks reported that Cove Brass Band had been provisionally secured to participate in the event. Lowan Daley confirmed that the booking had been finalised. He further advised that a piper had also been booked and that contact had been made with Tim Edwards regarding parade management arrangements.

Cllr John Tonks noted that Tim Edwards would once again fulfil the role of Parade Marshal and that, given his extensive experience with the event, he was familiar with the requirements and arrangements associated with the role. Members noted that all necessary contacts and bookings were in place.

Cllr John Tonks advised that arrangements would also be made to invite Staff Sergeant Tony Rayner, who attended the event the previous year.

Councillor Tonks further explained that Mr Rayner was part of a military outreach group based in Aldershot, comprising service personnel who are approaching retirement or transitioning out of military service. The group regularly supports community engagement and outreach activities. It was noted that members often wear different uniforms, reflecting the variety of units and military backgrounds represented within the group.

Members noted the valuable contribution made by the outreach group and agreed that their continued involvement in the event would be welcomed.

Lowan Daley confirmed that a commemorative wreath had been prepared and was in place, with the organisation's logo already attached.

Lowan Daley confirmed that lamppost poppies would be erected in the organisation's car park and along The Wharf as part of the Remembrance Day arrangements.

Cllr John Tonks advised that Cllr Paul Golding had taken photographs of the Remembrance Service from an elevated position on the back of a van to assist in estimating attendance numbers.

Cllr John Tonks explained that he had assessed the crowd size by counting individuals within the most densely populated area and then extrapolating that figure across the wider gathering. Based on this analysis, he estimated attendance to be below 1,000 people and was satisfied that this was an accurate assessment.

Members noted that, while attendance often appears larger, the estimate was supported by considering the likely composition of those present, including approximately 200 schoolchildren, accompanying parents and family members, members of the public, and veterans. Cllr John Tonks commented that this provided a reasonable basis for estimating overall attendance levels.

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

The date of the next meeting was agreed as Wednesday 2nd December 2026 at 14:30 via Microsoft Teams.

The meeting closed at 15:35pm

Signed …….. Date ……