

ASH PARISH COUNCIL**Minutes of the Meeting of the Finance and Administration Committee
held in the Ash Centre, Ash Hill Road, Ash
on Monday 27 February which commenced at 7:00pm**

Chairman of the Committee:	Cllr Paul Spooner	A
Vice Chairman:	Cllr Laurence Armes	✓
	Cllr Nigel Manning	✓
	Cllr Bill Cole	✓
	Cllr Mrs Jo Randall	✓
	Cllr Mrs Pat Scott	✓
Substitutes:		
	Cllr Martin Burgess	x
	Cllr John Tonks	✓

✓ Present

x Not Present

A Apology for Absence

In the absence of the Chairman of the Finance and Administration Committee, Councillor Paul Spooner, the meeting was chaired by the Vice Chairman, Councillor Laurence Armes. Councillor John Tonks attended the meeting as a substitute member.

Part I – Public Session**89. To accept Apologies for Absence (agenda item 1)**

Apologies for absence were received from Councillor Paul Spooner.

90. To receive Declarations of Interest (agenda item 2)

There were no Declarations of Interest declared.

91. Confirmation of the Minutes (agenda item 3)

The minutes of the previous Finance and Administration Committee Meeting held on Monday 23 January 2017 have been before the full Council by which they were duly approved and adopted. These minutes were signed by the Vice Chairman of Committee, Councillor Laurence Armes.

92. Adjournment (agenda item 4)

The Vice Chairman moved and it was agreed to adjourn the meeting for a maximum period of 10 minutes to allow members of the public to raise questions.

There were no members of public present

93. Monthly Accounts 2016/17 (agenda item 5)

Members considered and agreed the Council's accounts and budgetary review as at 30 January 2017 (month 10)

94. Bank Reconciliation (agenda item 6)

Members considered and agreed bank reconciliations as at 31 January 2017 (month 10)

95. Ash Parish Council Banking (agenda item 7)

Further to the meeting held on 28 November 2016, members noted that arrangements for the transfer of the bank account from Bank of Scotland to Nationwide Building Society is underway.

The signatory mandate for this account remains the same as the mandate held with Bank of Scotland.

Signatories A:

Cllr Nigel Manning, Cllr Mrs Marsha Moseley, Cllr Paul Spooner

Signatories B:

Carole Olive, Graham Bidwell

Transfers under £50,000.00 require any one signature

Transfers over £50,000.00 require one signature from Signatories A plus one signature from Group B.

Transfers to and from the new account can only be carried out via the Co-operative Bank Account and those parties that currently make direct payment to Bank of Scotland have been informed of the new account details.

Interest at 0.4% will be paid to the account annually.

Item noted**96. Surrey County Council Pension Fund (agenda item 8)**

Members considered the draft funding strategy statement following the Actuarial Valuation at 31 March 2016 and it was:

Recommended upon consideration the Clerk continue to request further updates and clarification from Surrey County Council and report to the meeting to be held 27 March 2017.

97. Christmas Fantasia 2016 (agenda item 9)

Members noted the Income and Expenditure Summary for Fantasia 2016, and considered suggestions for donation of the funds raised in the sum of £823.25.

Home Start Guildford
Ash Victoria Hall
The Welcome Club

and it was:

Recommended upon consideration that a donation of £300.00 be made to the Welcome Club to assist with an outing for their members and a further £500.00 be made available to Home Start Guildford on the understanding that the funds were only available for use in helping families within the Parish of Ash and were to be claimed as needed. A record of expenditure with evidence of use will be maintained by the Clerk.

98. Kent Surrey and Sussex Air Ambulance (agenda item 10)

Members considered a request for a grant of £250.00 from the Kent, Surrey and Sussex Air Ambulance and it was:

Recommended upon consideration that a donation of £250.00 be made to the Kent Surrey and Sussex Air Ambulance.

99. 2017 Price Review (agenda item 11)

Members considered the 2017 price review for hire fees at the Ash Centre, fees for Ash Cemetery and the Scale of Charges. Charges to be applied from 1 April 2017, and it was:

Recommended upon consideration that the hire fees for the Ash Centre, fees for Ash Cemetery and the Scale of Charges be agreed as at Appendix B

100. Ash Centre – Hand Dryers (agenda item 12)

Item deferred from Finance and Administration Committee Meeting held 23 January 2017, minute number 85, to enable further quotes to be sourced.

Members considered a report regarding the replacement of the hand dryers in the toilet facilities x 3 within the Ash Centre:

Quote 1: £629.00 + VAT per dryer
Quote 2: £299.00 + VAT per dryer plus delivery
Quote 3: £345.00 + VAT per dryer plus delivery
Quote 4: £365.00 + VAT per dryer plus delivery

and it was:

Recommended upon consideration that quote 4 in the sum of £365.00 + VAT per dryer plus delivery be agreed.

101. Ash Centre Sound System (agenda item 13)

Item deferred from Finance and Administration Committee Meeting held 23 January 2017, minute number 86, to enable further quotes to be sourced.

Members considered a report regarding the upgrade of the sound system in the Ash Centre:

Quote 1: Main Hall £3,265.80 + VAT
Small Hall £2,145.88 + VAT
2 individual systems that can be linked to provide cover in both halls.

Quote 2: £3,041.83 + VAT
2 separate systems that can be linked to cover both halls.

Quote 3: Quote awaited.

and it was:

Recommended upon consideration that quote 2 in the sum of £3,041.83 be agreed. It was noted that despite the company carrying out a site visit quote 3 had not been received

102. Automatic Electronic Defibrillators (AED) (agenda item 14)

Members considered a request from a resident for the Parish Council to consider the provision of an Automatic Electronic Defibrillator for the Parish, to be kept at the Ash Centre and it was:

Recommended upon consideration that the provision of an Automatic Electronic Defibrillator to be kept at the Ash Centre be agreed in principle. Further research into the supply of the machine to be undertaken.

103. Events Working Group (agenda item 15)

Members noted the minutes of the Events Working Group meetings on 18 January 2017 and 14 February 2017 as at appendix A

Item noted

104. Correspondence (agenda item 16)

Correspondence had been received from South East Water advising maintenance due to be carried out on the water network will commence on 13 March 2017. This will involve flushing water through pipes to clear deposits that may have formed. A list of those areas where the flushing will take place will be posted on the Parish website.

105. Date of next meeting (agenda item 17)

The date of the next meeting is Monday 27 March 2017 commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.

The meeting closed at 7:45pm

Chairman: _____

Date: _____

Appendix A

ASH PARISH COUNCIL
Minutes of the Events Working Group
held on Wednesday 18 January 2017 at the Ash Centre
commencing at 3.00pm

Present:	Cllr John Tonks	✓
	Cllr Mrs Marsha Moseley	✓
	Cllr Mrs Pat Scott	✓
	Carole Olive	A
	Graham Bidwell	✓
	Richard Tolley	A

Cllr Nigel Manning, Chairman of the Council, Len Scott representing the Ash Vale Ensemble and John Cumner representing Father Christmas, also attended the meeting.

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

Apologies for absence had been received from Carole Olive and Richard Tolley.

2. Receive 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 26 October 2016 were confirmed and signed by Cllr John Tonks

4. Fantasia 2016 (*agenda item 4*)

i) Indoors - stalls

It was agreed that;

- 1) although a later start time was suggested that the timings would remain as previously with the Fayre opening at 2:00pm and closing at 6:00pm;
- 2) we would advise the local schools and churches of the date of Fantasia 2017 as soon as possible in order to try and avoid function clashes;
- 3) that the council run card game was a success with the children and that this should continue at the Fantasia 2017.

Indoors - Sound System.

The working group were advised that an upgrade to the Ash Centre sound system was currently being investigated with a view to installing a totally new system.

ii) Outdoors – Sound System

The working group were advised that an upgrade to the current outdoor sound system was also being investigated alongside the Indoor system.

It was agreed that a stand by megaphone would be purchased for crowd control in the event of a sound system failure

It was suggested that maybe permanent hangers could be installed on the street lights for the sound system.

Outdoors – Barriers

It was agreed by all members of the working group that the new “funnel” barriers system did not work and that this would not continue at future Fantasia’s.

The barriers around the tree and the Ash Vale Ensemble (AVE) did mean that there was a large space in front of the tree that could not be accessed. It was agreed that the barriers around the tree would remain and that the AVE would move across into the second bay (furthest from Bridges) of the flower bed and that a couple of barriers would be used to stop members of the public gathering in this area and also to “protect” the AVE.

It was advised that it was only discovered just before the event that the snow machine did not function as expected and that this would be rectified before Fantasia 2017 and the position and deployment of the machine would be discussed at a later Working Group Meeting

Cllr John Tonks suggested that may the snow machine could be placed on a “T Bar” with “G Clamps” and this will be investigated well before Fantasia 2017.

Outdoors – Procession/Float

It was agreed that the procession route would revert back to the old route; leave the Ash Centre via Ash Hill Road proceed to the Wharf, unload Father Christmas and then the float will move along Ash Wharf, to avoid blocking the view of the public. The Float would return to the Wharf to load Father Christmas and return to the Ash Centre via Ash Hill Road. If possible advice is to be sought from Surrey Police re the procession route.

Outdoors – Marshalls

It was agreed that;

- 1) more marshals are required and that more councillors be requested to assist and the Explorer scouts to be contacted to see as to whether the adult members could also assist;
- 2) a marshal leader (possibly Cllr John Tonks) be appointed who would also provide a briefing;
- 3) that 4 “helpers” would accompany Father Christmas on his journey from the float to the tree and that they would also distribute sweets to the children.
- 4) the location of the St John first aider would be broadcast to the public;
- 5) the coning off of the nearside lane from the Canal Bridge to the Shawfield Road roundabout be investigated further.

Fantasia 2017

It was agreed that;

- 1) Fantasia 2017 would be held on Saturday 25 November 2017 and that this date is to be forwarded to all local schools and churches in the area;
- 2) That the rotary club be requested to provide a BBQ and that they be requested to be ready to start serving at 12:00 so that any stall holders setting up in the Ash Centre could obtain burgers etc.

5. 2017 Events (*agenda item 5*)

It was confirmed that the Village Fete would be held on Saturday 15 July, with the object of bringing the local community together.

It was agreed that the Rotary Club be asked to man the beer and wine tent again in 2017.

The Working Group were advised that;

- 1) the ferret racing have already been booked;
- 2) the Rotary have already been booked.
- 3) That 964 The Eagle radio would be in attendance on the day.

It was confirmed that Ash in Bloom 2017 would take place as in previous years and that full details were to be agreed at the next Working Group Meeting.

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

The date of the next meeting is Tuesday 14 February at 3:00pm.

The meeting closed at 4:00pm

Signed

Date

ASH PARISH COUNCIL**Minutes of the Events Working Group
held on Tuesday 14 February 2017 at the Ash Centre
commencing at 3.00pm**

Present:	Cllr John Tonks	✓
	Cllr Mrs Marsha Moseley	A
	Cllr Mrs Pat Scott	✓
	Carole Olive	✓
	Graham Bidwell	✓
	Richard Tolley	A

Cllr Nigel Manning, Chairman of the Council, also attended the meeting.

2. Apologies for Absence (agenda item 1)

Apologies for absence had been received from Cllr Mrs Marsha Moseley and Richard Tolley.

2. Receive 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 18 January 2017 were confirmed and signed by Cllr John Tonks after clarification of a query from Cllr Mrs Pat Scott regarding the proposed position for the Ensemble at Fantasia 2017.

4. Village Fete 2017 – 15 July 2017 (agenda item 4)

The date of 15 July 2017 had previously been confirmed, as had the ferret racing.

Graham Bidwell confirmed he had notified the local schools and churches of the date.

The three games produced by Ash Parish Council ground staff, roll a ball, splat the rat and the card game will all be used for 2017. The ground staff are to be asked to construct a stand for the card game.

The rotary BBQ has been confirmed and will be located on the car park. Graham Bidwell will ask for the BBQ to start earlier than 2016.

Ash and Blackwater Rotary Club are to be asked to man the beer/wine tent. Beer will be provided in bottles and cans. The Hogs Back Brewery to be approached for a discount on bottled beer. The Co-operative Store in Wharf Road are to be approached for canned lager on a sale or return basis.

The ice cream van is to be booked.

Cllr Nigel Manning suggested the Ash, Ash Vale and Tongham Wardens could be invited to incorporate a Health and Wellbeing event as part of the Fete.

Cllr John Tonks suggested human ferret racing for children with an obstacle course inspired by the ferret course. Prizes to be awarded following the race.

The Churches Together Mothers Union are to be asked to provide the refreshments in the Ash Centre kitchen.

Eagle Radio have confirmed their attendance from 10am to 2pm with the Love Crew reporting back to the studio live from the event. It will be necessary for the Parish Council to make arrangements for PA address/music outside of these hours. Graham Bidwell will book Radio Frimley Park on this basis.

It was agreed that to fit in with the broadcasting times proposed, the timing of the Fete be amended to 12noon to 4pm. All advertising to highlight the new times for the event.

The Ash in Bloom Flower, Vegetable and Craft Show will be part of the event. Draft show schedules to be prepared for the next meeting of the Events Working Group.

5. **Fantasia 2017 – 25 November 2017** (*agenda item 5*)

Enquiries are underway with regard to the sound system for both indoors and outdoors.

Graham Bidwell is looking onto various options and will submit a report to Committee in due course.

Enquiries will also be made into the feasibility of installing post sleeves on the Wharf to take the speakers, thereby providing further sound coverage, and the snow machine to give longer range for the snow.

The ground staff to be asked to check the new Hyundai generators to see how many items can be plugged in and what the maximum load would be.

5. **Other 2017 Events** (*agenda item 6*)

Remembrance Sunday will be on 12 November 2017.

Arrangements will be put in place in due course.

As with the other events the external sound system needs consideration.

Ash in Bloom 2017 will take place with the judging being carried out earlier than 2016. Hazel Chant will be asked to judge the nominated entries.

Graham Bidwell will contact the Co-operative Store in Wharf Road for confirmation of sponsorship for Ash in Bloom.

The date for the awards evening will take place in the second half of September 2017 on a Wednesday evening. Date to be confirmed.

Cllr Mrs Pat Scott left the meeting early with apologies, as she had another meeting to attend.

With regard to future events Cllr Nigel Manning suggested a Daffodil planting day in 2018 to support the Marie Curie Cancer Care Charity. Ash Parish Council would obtain the bulbs and the Community would be invited to a mass planting day with proceeds going to the Charity. Bulbs could be planted on the bunds in Carrington and Harpers Recreation Grounds, and along the sides of Ash Recreation Ground.

Carole Olive will contact Paul Stacey at Guildford Borough Council with regard to the possible supply of bulbs.

Carole Olive had also received information regarding a planned national event titled Battles Over – A Nations Tribute to take place on Sunday 11 November 2018. It is hoped that in commemoration and remembrance of the end of the First World War a chain of 1,000 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories at 7pm on the 11 November 2018. Carole will contact Paul Stacey for advice on the best way forward with regard to beacons.

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

The date of the next meeting is Tuesday 14 March at 3:00pm.

The meeting closed at 3:55pm

Signed

Date

Appendix B

Prices from 1 April 2017

GOOD ORDER DEPOSIT	TIME	CHARGE PER HIRE
Per Hire	General	£65.00
Per Hire	Functions (including Parties and Weddings)	£230.00

KITCHEN HIRE	TIME	CHARGE PER HIRE including VAT
Per Hire	9am to 5pm	£39.00
Per Hire	5pm to 12 midnight	£44.00

REGULAR BOOKINGS 2017/18

Monday to Friday (more than five bookings in a year)

ROOM	TIME	CHARGE PER HOUR including VAT @ 20%
Main Hall	9am to 5pm	£24.25
	5pm to 12 midnight	£32.50
Small Hall	9am to 5pm	£12.50
	5pm to 12 midnight	£14.00
Meeting Room 1 and 2	9am to 5pm	£12.50
	5pm to 12 midnight	£14.00
Meeting Room 1 or 2	9am to 5pm	£6.30

WEEKEND REGULAR BOOKINGS 2017/2018
Saturday or Sunday (more than five bookings in a year)

ROOM	TIME	CHARGE PER HOUR including VAT @ 20%
Main Hall	9am to 5pm	£33.50
	5pm to 12 midnight	£45.00
Small Hall	9am to 5pm	£15.50
	5pm to 12 midnight	£17.50
Meeting Room 1 and 2	9am to 5pm	£15.50
	5pm to 12 midnight	£17.50

OCCASIONAL BOOKINGS 2017/2018
(less than five bookings in a year)

ROOM	TIME	CHARGE PER HOUR including VAT @ 20%
Main Hall	9am to 5pm	£42.25
	5pm to 12 midnight	£53.75 up to two hours hire*
Small Hall	9am to 5pm	£18.50
	5pm to 12 midnight	£22.25
Meeting Room 1 and 2	9am to 5pm	£18.50
	5pm to midnight	£22.25

*** OVER TWO HOURS HIRE – PRICES ON APPLICATION**

SPORTING BOOKINGS 2017/2018

ROOM	TIME	CHARGE PER HOUR including VAT @20%
Badminton (per court)	9am to 5pm	£11.00
	5pm to 12 midnight	£13.00
Small Hall	9am to 5pm	£11.00
	5pm to 12 midnight	£13.00
Meeting Room 1 and 2	9am to 5pm	£11.00
	5pm to 12 midnight	£13.00
Short Tennis (per court)	9am to 5pm	£11.00
	5pm to 12 midnight	£13.00
Main Hall Sporting	9am to 5pm	£24.25
	5pm to 12 midnight	£32.50

SCALE OF CHARGES effective from 1 April 2017

FACILITY		CHARGE including VAT @ 20% where applicable
ALLOTMENTS	General	£44.00 per year*
	Pensioners	£22.00 per year*
FOOTBALL PITCHES	Adult – Mon to Fri	£58.75 per match
	Adult – Saturday	£77.75 per match
	Adult – Sunday	£77.75 per match
	Junior – Mon to Fri	£10.30 per match
	Junior – Saturday	£13.00 per match
	Junior – Sunday	£20.25 per match
FAIRS AND CIRCUSES	Per Operational Day	£315.00
	Deposit	£375.00
	Non Operational Day	£38.00
FETES & USE OF GROUND BY LOCAL ORGANISATIONS	Commercial	£310.00 per day
	Local Organisations	£180.00 per day
	Good Conduct Deposit	£400.00
	Registered Charities	PRICE ON APPLICATION
GENERAL ITEMS FOR HIRE	Flipchart and Stand	£7.25 per day
	Public Address System	£32.00 per day
	Bunting	£8.25 per day
	(Deposit)	£40.00 per hire

* plus apportioned water charges.

Cemetery Charges effective from 1 April 2017 (Fees shown inclusive of VAT where applicable)

EXCLUSIVE RIGHTS OF BURIAL IN AN EARTHEN GRAVE (50 Years from date of purchase)	
Adult Graves in rotation	£1,150.00
Adult Graves out of rotation	£2,075.00
Earthen Grave for Cremated Remains (610mm x 610mm)	£530.00
Children's Graves (Section H only)	£675.00

INTERMENT FEES IN AN EARTHEN GRAVE	
The body of a person 13 years of age and over in a new grave	£1,160.00
The body of a person 13 years of age and over – second interment into existing grave	£800.00
Interment of Cremated Remains into an earthen grave where the Exclusive Rights of Burial have been purchased	£320.00
The body of a child over 1 month but under 13 years (subject to outside size of coffin not exceeding 610mm wide x 1200mm long – increased lengths on application)	£145.00
The body of a stillborn child or a child up to the age of 1 month (subject to outside size of coffin not exceeding 610mm wide x 800mm long)	Free
<i>Stillborn child from out of Parish</i>	£90.00

PLEASE NOTE: *Special regulations and charges relate to the use of coffins/caskets where the size is in excess of: Width 710mm (28inches), Length 1980mm (78inches)*

MEMORIAL ITEMS AND INSCRIPTIONS	
Headstones must not exceed 1220mm in height	
Underslabs and kerb sets must not exceed 915mm wide x 2135mm long	
<i>Please note any walk way must be included with this measurement</i>	
In the children's section: Headstones must not exceed 915mm in height	
Underslabs and kerb sets must not exceed 750mm wide x 1300mm long	
For children under 1 month: Underslabs and kerb sets must not exceed 750mm wide x 915mm long	
For each monumental item (including the first inscription)	£195.00
Kerb Set	£195.00
Each additional inscription	£105.00
<i>Please note that all Memorials MUST be installed using a fixing method approved by NAMM</i>	

BRICK VAULTED GRAVES (Subject to available space)	
Brick Vaulted Graves require the purchase of 4 grave spaces	4 x the appropriate Exclusive Rights Fee
Interment into Bricked Vaulted Grave at single depth	£3,150.00
Interment into Bricked Vaulted Grave at double depth	£4,700.00
Memorials over Bricked Vaulted Graves must not exceed the following dimensions: Base Slab: Width 1525mm Length 3050mm Height 65mm Plinth: Width 1220mm Length 2745mm Height 140mm Height of Memorial at highest point: 915mm	Fees advised on submission of plan

MEMORIAL WALL	
Exclusive Right to Memorial Wall Space (each 10 year period)	£595.00
Inscribed Tablet	Incl in above fee

**ALL FEES WILL BE DOUBLED FOR 'OUT OF PARISH' INTERMENTS,
EXCLUSIVE RIGHT PURCHASES, MEMORIAL ITEMS AND INSCRIPTIONS**