

# NEW ASH GREEN VILLAGE ASSOCIATION LTD

Registered Office: Centre Road, New Ash Green, Longfield, Kent DA3 8HH

## Meeting of the Council of Management of the New Ash Green Village Association Limited

**Date:** 28<sup>th</sup> April 2025  
**Location:** Pavilion Phoenix Room  
**Present:** Dean Gorton (DG)  
Duncan Mackway-Jones (DMJ)  
Muriel Galinis (MG)  
Bob Ashford (BA)  
Sharon Brine (SB)  
Jules Bass (JB)  
Simon Cornelius (SCo)  
Cameron Clark (CC)

**In Attendance:** Darryl Patrick – Office and Estate Manager (DP)

**Apologies:** Stephanie Clarke (SC)

### **Meeting Commenced at 8.05pm**

1. Those Present & Apologies for absence
2. **APPROVAL REQUIRED** – Approval of Confidential minutes dated 24<sup>th</sup> March 2025
  - a) **Approved by all those present**
3. **Minute** – Actions Discharged from previous meetings
  - a) MG/CC to review options to apply for additional rate relief (e.g. Village Hall)
    - i. ACTION – CC has written to Ash Village Hall Treasurer
  - b) Office to advise Jackie West of our continuing support for Community Hub. – Actioned by JB and therefore discharge
  - c) Other Actions to discharged as completed, 155, 197, 232, 280, 287, 290,
  - d) Item removed as a duplicate 190

#### 4. **Minute** – Finance, Balance, Arrears (MG)

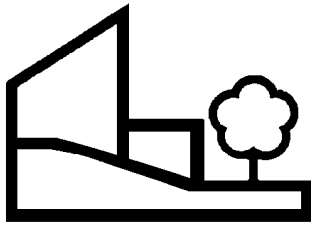
MG gave the account balances as follows:

- Current Account £62,552.78
- FA Grant £14,689.65
- Capital £109,302.55

CC queried the amount spend on electricity so far this financial year, MG explained this is due to 2024 invoices coming in late and hitting 2025 accounts. DMJ advised that there is a problem with the transfer of contracts which is currently being worked on with the supplier.

#### 5. **Approval Required** – CoM approval for 2024 accounts

JB queried the values in other debtors & other creditors due to allocations in the finance software. Approval has been put forward to the next meeting to allow further investigation



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6. **Update** – CC attended Ash-cum-Ridley's Annual Parish Meeting on 9th April 2025.

- a) CC updated all present on the events of the meeting.
- b) Jerry Ash received a presentation for his work in the village
- c) KFRS update on Fire Hydrant access in the local area.
  - i. ACTION – DP/CC to obtain maps for RS information.

7. **Office And Staff**

- a) **Minute** – [REDACTED]
- b) **Minute** – Hannelie has been on holiday since the [REDACTED] due back [REDACTED]
- c) **Minute** – Hannelie has told DG she is actively looking to move to [REDACTED] and will be resigning. She has not given a date but her house is up for sale.
- d) **Update** – 'Darryl Patrick' started as 'Office and Estate Manager' on 22<sup>nd</sup> April.

8. **Other Office Issues –**

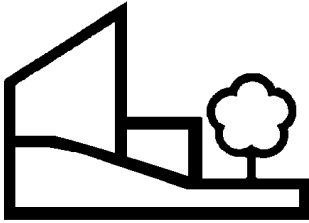
- a) [REDACTED]
- b) **Printer Contract** – [REDACTED]

**Update** – DG noticed what we charge RS's was not updated following Nov 2023 contract signing. Note: below does not include cost of paper.

Item added to Darryl to-do-list to review charges to RS.

|                    | 2022 Contract | 2023 Contract | Charge to RS |
|--------------------|---------------|---------------|--------------|
| A4 Black and white | 6.238p        | 9.256p        | 8p           |
| A4 Colour          | 9.180p        | 11.833p       | 11p          |

- c) [REDACTED]
- Update** – [REDACTED]
- d) CoM using office,  
**Update** – Hannelie, Kyle and now Darryl all informed CoM members are welcome to use office. DG and DMJ also identified area upstairs for small meeting area once physical files digitized.
- e) [REDACTED]
- f) [REDACTED]



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- g) [REDACTED]  
[REDACTED]
- h) [REDACTED]  
[REDACTED]
- i) **Minute** – In light of staff shortages the office was unable to perform payroll or book-keeping duties. As such Berringer's have been instructed to take on payroll for a 3-month period [REDACTED]  
JB has been asked to undertake booking keeping for the VA (inc Milfield & Lance Croft) on a temporary basis [REDACTED]. Both will be moved back to the VA once training has been completed.
- j) **New** – [REDACTED]  
[REDACTED].
- i. **ACTION** – [REDACTED]  
[REDACTED]
- k) **New** – [REDACTED]  
[REDACTED]
- i. **ACTION** – [REDACTED]
- l) **New** – [REDACTED]  
[REDACTED]  
[REDACTED]
- i. **ACTION** – [REDACTED]

## 9. Rugby Pavilion Case

- [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

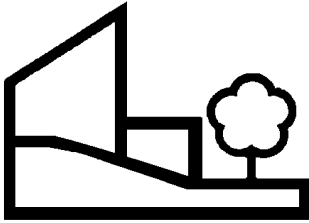
10. **Update** – Digitise office archive - 27,000 existing pdf's have been reprocessed and converted via OCR from images to searchable text. – All present thanked DG for his work on this.

## 11. Millfield RS

**Minute** – DMJ, JB, SB & DG attended Millfield AGM. Those present voted to increase subs and use VA for administrative duties.  
Invoices, Statements and a Letter about the increase have been produced and distributed.  
Annual Audit has been moved to Berringer's  
All present thanked JB & SB for their work on this project so far

## 12. UPDATE on our Strategic Priorities

- EMCO Triangle and general pitch improvements and fortifications
  - Pitch work will start in the next 2 months
  - ACTION** – SB to share the general schedule of works with CoM/Office/Greenlands
- Public EV fast charging points in Village Pavilion Car Park & marking out of car park



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- No further updates at present
- 3. Creation of 3G Pitch
- 4. Redevelopment of outdoor gym area
- 5. Opening Tennis Courts for residents/public usage

## 13. UPDATE on our Operational Priorities

- 6. Risk Assessments review
- 7. Street Manager
- 8. Digitise office archive.

## 14. Any Other Business

- JB – Community Hub want to borrow tables and chairs for Village Day – Approved.
- DMJ – Asked who was opening the hall to the election. DP confirmed he was
- DG raised a question about charging for the use of the hall for election days. SDC were charged previously.
  - ACTION – JB to raise an invoice to cover the May 1<sup>st</sup> usage.
- BA – Leak in Village Hall Roof – It was found that both drains were blocked. It is hoped this will cure the issue in the storage cupboards.
- DG Raised - Payment authorisation process – update to have 2 members of CoM authorise any payments raised by the office. Suggested that this is also applied to Millfield and Lance Croft.
  - ACTION – above agreed by all present, DG/MG/JB to action
  - ACTION – Access to Lance Croft account to be clarified, JB/SB to action
- DG Raised - [REDACTED]
  - [REDACTED]
- DG Raised - BT fibre & pole
  - BT has installed ducting in Farm Holt from Milestone and will be connecting the BT Fibre Line from Ash Road to this by installing poles. This could lead to a spread across the village if interest is there.
- DG Raised - Amenity Committee
  - Welcome Pack needs updating
    - ACTION – SC to liaise with DP
  - [REDACTED]

Meeting Closed 22:20

**Dates of next meetings:**  
**Tuesday 10<sup>th</sup> June**