

These are the unadopted minutes of the **Crookham Village Parish Council Finance Committee** meeting held on 1st February 2011 in the Zebon Copse Centre, Danvers Drive, Zebon Copse. Please refer to the minutes of the March meeting for any amendments.

Present

Cllr Julia Ambler (Chairperson) (JA)
Cllr Simon Ambler (SA)
Cllr David Jackson (DJ)
Cllr Philip Ashton (PA)
Mrs Angela Sayers (RFO) (AS)
Mrs Claire Rowe (ZCC Admin) (CR)

11/11 APOLOGIES FOR ABSENCE

Cllr Lee Randall, Cllr Brian Whyatt

12/11 CHAIRPERSON'S ANNOUNCEMENTS

None

13/11 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 4th January 2011 (1/11 – 10/11)

RESOLVED

Minutes 1/11 to 10/11 were agreed as a true record and signed by the chairperson.

14/11 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

15/11 CONSIDER CRIME AND DISORDER IMPLICATIONS

The Chairperson reminded members of their duty to consider any crime and disorder implications that might arise from any decision that they might make at this meeting.

16/11 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

No public were present at the meeting.

17/11 ZCC

1. Grounds Maintenance Contract

The FC discussed the following points:-

Which companies should be approached to tender for the contract this year.

The start and finish dates for the new contract.

The transition of the old contract date to the new date.

ACTION

CR and AS to start putting a tender document together but not issue to any contractor until a response is received from SA. The companies for the tender would then be decided.

AS to provide CR with contact names for Church Crookham and Hartley Wintney in order that CR can speak to them regarding their current contractors.

PA to provide CR with contact details for the contractor who looks after Frenchmans' Creek

CR to discuss extension of the existing contract and in the event that the current contractor cannot meet this request to seek an interim solution.

RESOLVED

The annual contract for the Grounds Maintenance would start on 1/06 and end on the 31st May each year.

2. Football Pitches

The FC discussed the following:-

Current finance position

Frequency of white lining

After much discussion the following action points were agreed:

- 1) CR to research pitch hire prices elsewhere
- 2) Sarah Sherman and CR to contact other local teams to try and increase pitch usage
- 3) SA and Lee Randall to set up a meeting with the Football Clubs to discuss the issue of white lining and general maintenance costs. In addition the provision of refreshments and the use of the changing rooms would be discussed in light of recent reports that

food had been cooked in the changing areas. The FC also felt that car parking was becoming a big issue and felt this should also be discussed with them.

The FC also discussed the timeliness of the repairs to the pitches each year and agreed that all repairs should commence as soon as the football season finishes in mid May.

ACTION

The above points to be actioned by the FC

CR and AS to ensure that tender details are put together at the same time as the grounds maintenance tender.

3. Moles

The FC discussed the new trial of mole hills and agreed that a new contractor should be sought from the Trading Standards list. Response times should be included in any quote.

ACTION

CR to obtain some quotes using the Trading Standards list of approved providers and report back to the FC.

4. Shut off Valves for Lobby Male and Female Toilets

The FC discussed the new lower quote.

RESOLVED

The FC approved the lower quote.

ACTION

CR to organise

5. Play Areas

Repairs to Equipment

The FC discussed the quote received following the annual inspection of both play areas and agreed that all essential repairs must be done.

RESOLVED

The following repairs were approved:

- 1) Trailblazer – Replace missing fixings on Klondike Board, amazon basin sign and cape horn plank and replace missing black caps
- 2) Tower Multi unit – tighten loose fixing on deck, and eliminate gap at start of slide with filter.

ACTION

CR to organise

Bark for Junior Playground

The FC discussed the quote and all agreed that it was expensive. In addition the FC felt that it was not the right time of year to replace the bark and it would be sensible to defer this task to later in the year. In the meantime the FC agreed that the existing bark should be raked and re-distributed to required areas. Further quotes would be sought with a view to completing the work towards the end of May.

ACTION

CR to obtain a quote for the raking and re-distribution of the existing bark in the junior play area

CR to obtain further quotes for the complete replacement of the bark so a decision can be made later in the year.

General Maintenance

The FC reviewed the quote regarding several repair issues in the play area.

After discussion the FC agreed to proceed with all except the fixing of new fence boards around the perimeter fencing to the playgrounds. As an alternative to the later repair it was suggested that the fence should be made safer by tacking it back into place. This was agreed

ACTION

CR to speak to the contractor and ask him to include the tacking of the fence back into place within the remainder of his quote.

RESOLVED

The quote was agreed subject to the changes above.

6. Height Restrictor Signs

The FC discussed the 3 quotes received for the signs and agreed on a contractor.

ACTION

CR to order and ask Brian Whyatt if he would be happy to fix it to the barrier.

RESOLVED

A new sign for the height restrictor to be purchased

Keypad

The FC discussed the various options available to them and questioned whether the insurance policy stipulated if a double lock should be used and whether the pad lock would fail open or closed. Subject to the clarification of these questions the FC agreed to purchase an 'Access Control System 7' The FC then discussed the installation/wiring of the unit and all agreed that if the contractor could do the wiring SA/BW would be able to install the unit.

ACTION

CR to phone the insurance company and check the policy details

CR to speak to the contractor about the wiring

SA to purchase the unit once clarification is obtained on the insurance and the fail open/closed mechanism.

RESOLVED

The FC agreed on the purchase of a keypad – Access Control System 7

7. Other Issues

Projector Charge- The FC agreed the charge could be reduced where the projector is only used for 30 minutes.

Grant from Jenny Radley

The purchase of small tables and chairs was discussed. Another possibility put forward was the purchase of a roller for the pitch.

ACTION

CR to obtain some prices for small tables and chairs and liaise with the toddler group.

18/11 FINANCE

(i) Cheques for signature

All cheques were signed

(ii) Finance Report December 2011

RESOLVED

The report of the RFO was accepted by the FC

(iii) SID

The RFO advised the FC that she had not received the details from the clerk yet

ACTION

RFO to chase the details and raise the Purchase Order.

(iv) Cheque 553

The RFO advised the FC that Cheque number 553 needed to be cancelled and re-issued

ACTION

RFO to organise

19/11 CCTV

The FC discussed the updated quote received for the installation of a CCTV system at the centre. It was agreed that an eight camera system was required. The cost was still within the budget guidelines set at the previous finance meeting. The visual quality of the cameras was raised and after much discussion it was agreed that SA and DJ would visit a site that had the cameras installed already so they could ascertain the council's requirements.

ACTION

SA & DJ to visit a recommended site on Brian's return.

RESOLVED

The FC resolved that 8 cameras should be used for the centre.

20/11 GROUNDS MAINTENANCE CONTRACT

This agenda item was covered under ZCC issues

21/11 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

The FC thanked Claire and Sarah for dealing with the recent vandalism so promptly and to David for coming to the meeting tonight.

The FC agreed it would purchase the coat hooks required for the centre.

The FC discussed the chairs required for the centre and it was agreed that if no chairs materialised through donations then the Council would buy some. It was agreed that the FC would speak to a contact at the Memorial Hall and find out what supplier they have used in the past.

The meeting closed at 10pm