

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

Present

Cllr Julia Ambler (Chairperson) (JA)  
Cllr Simon Ambler (SA)  
Cllr Brian Whyatt (BW)  
Mrs Angela Sayers (RFO) (AS)  
Mrs Claire Rowe (ZCC Admin) (CR)

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**22/11 APOLOGIES FOR ABSENCE**

Cllr Lee Randall, Cllr Philip Ashton

**23/11 CHAIRPERSON'S ANNOUNCEMENTS**

The FC all expressed their sympathy at the death of one of its contractors.

**24/11 MINUTES OF PREVIOUS MEETING**

Minutes from the meeting of 4th January 2011 (11/11 – 21/11)

**RESOLVED**

Minutes 11/11 to 21/11 were agreed as a true record and signed by the chairperson.

**25/11 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None.

**26/11 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.

**27/11 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

No public were present at the meeting.

**28/11 ZCC**

**1. Hall Hire Rates**

The FC discussed the current hire agreements for the regular users and the rates being charged at the centre.

**RESOLVED**

The FC agreed not to increase the rates at the current time. All agreed to re-consider this issue in June at the FC meeting with a view to a possible revision of hire fees with effect from 1<sup>st</sup> September 2011.

**2. Grounds Maintenance Contract**

The FC discussed the following:-

Costs and contractors for the white lining of the pitch

Maintenance of the pitch for March, April and May 2011

Contractors for the pitch maintenance from May 2011.

Possibility of buying equipment using grants in the future

**ACTION**

Contractors to be contacted with regard to the grounds maintenance.

**3. Football Pitches – Update**

The FC discussed the following:-

Scheduled meeting with the football clubs

Pitch hire rates locally

Increasing usage of the pitches

**ACTION**

CR to provide the FC with information regarding local football pitches

**4. Moles**

The FC discussed the quote from Pest Control and the Purchase Order was signed

**ACTION**

CR to organise

**5. Fire Alarm Maintenance Contract**

The FC discussed the following:-

Fire Alarm Maintenance Contract for the year to March 2012

Intruder alarm Contract for the year to March 2012

**RESOLVED**

The annual contract for the Fire Alarm Maintenance would remain with the existing contractor

**ACTION**

CR to organise

**6. Purchase of Tables and Chairs**

The FC discussed the need for additional chairs at the centre, the type of chair required and where to purchase the chairs from.

**RESOLVED**

6 tables and circa 50-75 chairs to be purchased at the agreed budget set

**ACTION**

CR to organise the purchase of sample chairs before placing a larger order

CR to obtain the price of the tables and circulate to the FC.

**7. Play Area Repairs – update**

The FC was advised that:-

Hags had been out and dealt with the finger entrapment risk at the top of the slide and also the missing bolts in the small play area.

The 'general' repairs required for both play areas had been completed

The FC then discussed the other repairs required and agreed that in light of the minimum call out charge the repair work to the swing seats should be undertaken at the same time as the other repairs.

**RESOLVED**

The Swing seats to be purchased for the large play area.

**ACTION**

CR to organise

**8. CCTV**

The FC confirmed their agreement to purchase the CCTV cameras and install a router upgrade, remote access and Wi-Fi for the centre.

**ACTION**

SA to purchase the above equipment at the agreed budget set

BW to provide a formal quote for the CCTV system.

**9. Petty Cash**

The FC discussed the possibility of operating a petty cash float system at the centre to purchase minor items and reduce the need to submit expense claims for minimal amounts

**RESOLVED**

A petty cash float was authorised.

**10. Lighting Bar**

The FC discussed the recent problems with the lighting bar. Further discussion took place with regard to how the FC should proceed from here.

**ACTION**

CR to contact the supplier again and request that one of their engineers comes out to the centre to look at the control panel. In the event that the panel is found to be faulty CR should request that the call out charge be waived.

**11. Booking**

The FC discussed the possibility of a discount for a church booking.

**ACTION**

CR to organise a 10% discount on their booking

**12. Legionella Water Risk Assessment by SMS**

The FC discussed in great detail the recent reports for the centre.

## **ACTION**

CR to contact the supplier and:-

Challenge the accuracy of the report

Seek further clarification regarding the nominated authorities section on page 5 of the report.

Clarify the frequency of sampling – CVPC were lead to believe that monthly checks would be done not annual.

AS to hold back February cheque until confirmation received that monthly checks will be done for the fees already agreed in the contract. If this is challenged CR/AS to obtain a discount so no further fees become payable by CVPC.

### **13. Other Issues**

- a) The FC discussed whether they should cease using their current contractor to empty the rubbish bins w.e.f 1 April 2011. All agreed that the duties would be done internally.  
**ACTION** CR to arrange the purchase of heavy duty gloves and other equipment deemed necessary to ensure the safe collection of rubbish.
- b) The FC discussed a bookings request to book out two 25m diameter rings of the fields for a dog agility session. **RESOLVED** The FC agreed on a charge.
- c) The FC discussed the quote to paint the height restrictor. **RESOLVED** The FC agreed on the quote. **ACTION** CR to organise.
- d) The FC discussed the issue of there being no Dog Waste bins on the ZCC field .All agreed that a bin would be subject to vandalism. The alternative was to provide a dog waste bag dispenser and for the bags to be placed with general waste. All agreed again that such a facility was likely to be abused at ZCC given recent vandalism and would therefore not be provided. **RESOLVED** No dog waste bag dispenser to be provided on the ZCC fields
- e) The FC discussed the fact that several young boys had been seen climbing on the ZCC roof after gaining access from the low roof by the small playground. The FC suggested installing an anti-climb spike at this point to prevent further climbing and potential accidents.  
**ACTION** CR to obtain prices and report back to the FC

### **29/11 FINANCE**

#### **(i) Cheques for signature**

All cheques were signed

#### **(ii) Finance Report January 2011**

**RESOLVED**

The report of the RFO was accepted by the FC

### **30/11 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

The FC discussed the WI grant and it was agreed that this would be raised on Monday at the full council meeting.

The meeting closed at 10.10pm