

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on 5th April 2011 in the Zebon Copse Centre, Danvers Drive, Zebon Copse. Please refer to the minutes of the May meeting for any amendments.

Present

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

31/11 APOLOGIES FOR ABSENCE

None

32/11 CHAIRPERSON'S ANNOUNCEMENTS

None

33/11 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 1st March 2011 (22/11 – 30/11)

The FC agreed that the day and date of the next meeting should appear at the bottom of the minutes going forward.

RESOLVED

Minutes 22/11 to 30/11 were agreed as a true record and signed by the chairperson.

34/11 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

35/11 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.

36/11 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

No public were present at the meeting.

37/11 ZCC

1. Litter Picking

The FC discussed the Following:-

Volume and type of waste left in the bins around the centre.

The quotes received to empty the bins.

Possibility of buying a 'mini Biffa' bin to cope with the excess litter.

ACTION

CR to obtain a 'price per empty' and report back to the FC

CR to investigate the 'mini Biffa' option and obtain some prices and e-mail the FC

RESOLVED

The FC resolved to recommend to full council that the services of the chosen contractor should be employed to empty the bins at the centre as and when the parish council requires but to include a Monday morning empty plus litter pick as standard.

2. Anti Climb Spikes

The quote was not received in time for the meeting so it could not be discussed.

ACTION

CR to chase the quote and report back to the FC.

3. Car Park Grate

The FC discussed the following:-

The ongoing issue with breakages to the car park grate by the recessed area of the car park which was predominantly due to the Biffa lorry reversing each week when the Biffa bin was emptied.

The quote received to cement over the area.

The adequacy of the drainage in bad weather and whether filling in the hole would lead to flooding

ACTION

CR to obtain another quote before any decision is made and report back to the FC

4. Grounds Maintenance

The FC discussed the two quotes that it had received; another quote was expected before the end of the week. After discussion the FC agreed that it would be easier to compare the quotes if they were produced on a 'like for like' basis with a further quote also being obtained from a recommended contractor. The FC also discussed the possibility of buying paint lining equipment and suggested getting some advice from the current contractor who currently does the white lining of the pitches.

ACTION

CR to produce a comparison spreadsheet of all quotes and distribute to the FC.

CR/AS to ask the current contractor about paint lining equipment and get prices of various models.

5. Fire Warden Training/ Fire Risk Assessment

The FC discussed the quote regarding the Fire Warden Training for one of the administrators.

RESOLVED

Administrator to attend a Fire Warden Training course at the agreed cost

ACTION

CR to Book.

The FC discussed the Fire Risk Assessment which was due for renewal at the beginning of May 2011. A professional review of this assessment had been quoted.

The FC agreed to proceed on the basis that the original Fire Risk Assessment was done on the centre prior to the alterations and that by having a professional company carrying it out, it may highlight new areas for concern.

RESOLVED

The FC agreed on doing a Fire Risk Assessment with the recommended supplier at the agreed cost.

ACTION

CR to organise

6. Deposit System

The Administrators/RFO would like to recommend the following with immediate effect:-

- a) A deposit will be required for adult parties running past 7pm in the evening. The amount of the deposit is to be determined at the administrator's discretion and will be dependent upon the risk of the function and the overall hire fee.
- b) Payment in full will be requested within 7 days of a booking being made. In cases where bookings are made more than 6 months in advance, a holding deposit of 50% of the hire fee will be required within 7 days of the booking being made.

RESOLVED

The FC agreed on the above procedures with the caveat that the administrators were to exercise discretion as far as local, well known community groups were concerned.

7. Charge for PA System

The FC discussed the charges for technical equipment and whether the charge should be restricted to the projector only.

The FC agreed that the previously agreed fee should be applied only to the use of projection equipment as this would go towards the cost of any replacement bulbs etc. The use of the DVD and PA system would be free of charge

ACTION

CR to contact parties concerned.

8. Archery Booking

The FC discussed a recent enquiry about booking the pitch for archery lessons- initially 3 times a week which included a Sunday. Storage would also be required.

ACTION

AS to raise at the full council meeting.

9. Door Signs

The FC discussed the idea of having hall names at the centre and decided that they would like more time to consider this

ACTION

AS to raise this as an agenda item next month

38/11 FINANCE

(i) Cheques for signature

All cheques were signed

(ii) Finance Report February 2011

RESOLVED

The report of the RFO was accepted by the FC

39/11 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

PA asked about progress on keys and access for the councillors at the centre and SA said he would organise shortly.

Next FC meeting - Tuesday 3rd May 2011 – 8pm - ZCC

The meeting closed at 9.30pm