

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on 3rd May 2011 in the Zebon Copse Centre, Danvers Drive, Zebon Copse. Please refer to the minutes of the June meeting for any amendments.

Present

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

40/11 APOLOGIES FOR ABSENCE

None

41/11 CHAIRPERSON'S ANNOUNCEMENTS

None

42/11 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 5th April 2011 (31/11 – 39/11)

RESOLVED

Minutes 31/11 to 39/11 were agreed as a true record and signed by the chairperson.

43/11 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

44/11 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.

45/11 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

No public were present at the meeting.

46/11 ZCC

1. Grounds Maintenance Contract & Football Pitch Repairs

The FC discussed the quotes received. After lengthy discussion the FC proposed that maintenance of the pitches and surrounding areas should be offered to one contractor and the maintenance of the flower beds and areas surrounding the car park should be offered to another contractor.

ACTION

CR to speak to the pitches contractor and query the number of pitch rolls per season as it is anticipated that a couple of times per season will be sufficient.

CR to speak to flower beds contractor and discuss the number of visits per annum required to meet service standards for perimeter hedgerows and flower beds. It is anticipated that these should be increased to at least 4 per annum.

RESOLVED

The Contract for the Ground Maintenance was awarded to two contractors.

2. Quotes to fit thermostatic mixing valve

The FC discussed the requirement for TMV in the old hall toilets which was highlighted in a recent water risk assessment.

A quote was received and discussed. A further quote is due. The FC suggested an alternative contractor for an additional quote.

The FC agreed to defer the decision until the quotes are all received.

ACTION

CR to chase quotes and report back to the FC.

3. Quotes to fit RCD's to Fuse Boards

CR advised the FC that following the recent 5 yearly electrical inspection at ZCC, she had been advised that in order for the electrics to comply with the current regulations, the fuse boards at the Centre would need to be fitted with RCD's (devices which effectively provide protection should anything become 'live').

A quote was received and a further quote is outstanding

The FC suggested an alternative contractor for a further opinion and quote.

ACTION

CR to chase quote and obtain a further quote and report back to the FC

4. Quote to repair broken grate in car park

The FC discussed the two quotes received and a contractor was agreed.

ACTION

CR to organise

RESOLVED

The broken grate in the car park to be repaired.

5. Toddler Playground Floor Repairs

The FC discussed 2 quotes received to repair the dip in the small playground floor near to the swings. It was thought that this may be due to a possible problem with the soak away. The FC agreed unanimously that this issue should be referred back to the architect as the play area formed part of the centre refurbishment and should not therefore be causing issues at such an early stage.

All agreed that signs needed to be put up in the meantime to advise users of the uneven surface

ACTION

CR to raise the issue with the architect and report back to the FC

CR to arrange for a sign to be put up advising users of the uneven surface.

6. Football Pitch Hire Fees for 2011/2012 Season

The FC discussed the fees to be charged for the forthcoming season with a view to a final decision being made by 31 May 2011.

As per the notes provided to the FC in March 2011, the fees charged elsewhere were provided to the FC.

RESOLVED

The pitch fees to remain at the current level and discussed/reviewed at the budget meeting later in the year.

Training sessions during the summer evenings must be pre-booked and charged at the same 'per match' rate for the clubs concerned

The FC sought ratification to fees regarding storage charges and proposed that a storage charge is levied where required, equivalent to the rate offered to other regular users for the permanent use of Changing Room 2 as a storage facility, for the duration of the season.

7. AOB

Spare Key for External Boiler Store

The FC enquired about getting another key cut

ACTION

CR to look into getting an additional key cut.

Display Cabinet

The FC proposed the purchase of a display cabinet to be placed in the lobby area of ZCC and used to house items such as the stone presented via the Twinning Association.

ACTION

SA to look into options with a view to having the stone on display before the Twinning Association booking in May 2011.

Customer Query

The FC discussed the current hire fee for one of its customers.

RESOLVED

The Fee was agreed but subject to further review.

ACTION

CR to advise Customer

Hall Names

The FC suggested that this was an agenda item for full council rather than the FC. One idea suggested was to run a competition in the next newsletter. The FC agreed to propose this to full council.

ACTION

AS to add to the Finance Agenda for the next full parish council meeting

New Customer

CR advised the FC that she had now secured a regular booking for the centre. The FC expressed their thanks.

47/11 FINANCE

(i) Cheques for signature

All cheques were signed

(ii) Lottery Grant Purchase Orders

AS asked for the first 2 purchase orders to be signed.

AS enquired about the revised bank letter that was required. The FC said this was in hand. AS advised the FC that she had now completed the year end accounts and would start the April accounts shortly. She asked the FC if they wanted her to merge the first two months and it was agreed that April & May accounts would be produced independently and issued to full council when they were ready.

48/11 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Next FC meeting - Tuesday 31st May 2011 – 8pm – ZCC

PA and BW advised the FC that they were unable to attend the next FC meeting so it was agreed that AS would contact Lee Randall and see if he was able to attend. Otherwise a new meeting date would need to be arranged.

The meeting closed at 9.25pm