

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on 2nd June 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 Philip Ashton (PA)  
Mrs Angela Sayers (RFO) (AS)  
Mrs Sarah Sherman (ZCC Admin) (SS)

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**49/11 APOLOGIES FOR ABSENCE**

Brian Whyatt

**50/11 CHAIRPERSON'S ANNOUNCEMENTS**

None

**51/11 MINUTES OF PREVIOUS MEETING**

The FC agreed that the May and June Minutes would be approved at the next meeting.

**52/11 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None.

**53/11 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.

**54/11 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

No public were present at the meeting.

**55/11 ZCC**

**1. Grounds Maintenance Contract & Football Pitch Repairs**

The FC discussed the contract paperwork received and agreed that a comparison should be done between the old contract and the one proposed. This would enable all anomalies to be identified.

**ACTION**

CR/SS to complete and e-mail to the FC before the next meeting.

**2. Bark for Senior Play Area**

The FC discussed the two quotes received and agreed which supplier to use. The FC also agreed that the flowerbeds contract would incorporate the maintenance of the bark enabling the bark to last for 2-3 years.

**ACTION**

CR/SS to organise.

AS to raise a Purchase Order.

CR/SS to ensure that the maintenance of the play area bark is included in the new contract for the flowerbeds.

**RESOLVED**

The FC accepted the quote for the supply and distribution of bark for the senior play area.

**3. Playground Floor Repairs**

The FC discussed at length the ongoing issue with the smaller play area floor. The FC agreed to the repair and accepted the quote received.

**ACTION**

CR/SS to e-mail the architect.

**RESOLVED**

The FC approved the repair of the play area.

**4. Access Key Pad**

The FC discussed the programming and installation of the key pad and accepted the quote received.

**ACTION**

CR/SS to contact the supplier to fit the keypad.

**RESOLVED**

The FC accepted the quote for the programming and installation of an access key pad at the centre.

**5. Window Cleaning**

The FC discussed the regularity of the window cleaning at the centre.

**ACTION**

CR/SS to maintain a diary of the dates the windows are cleaned

**6. Insurance Course**

The FC was informed that one of the administrators was attending a free insurance course shortly and the only cost would be mileage. This was agreed.

**7. First Aid Course**

The FC discussed a first aid course for the administrators as they were both being asked to attend to various minor injuries particularly with children. The FC agreed that this would be sensible and set a maximum budget per person.

**ACTION**

CR/SS to book a first aid course as soon as possible

**RESOLVED**

SS/CR to book a first aid course within the budget set.

56/11

**FINANCE**

**(i) Cheques for signature**

All cheques were signed

**(ii) Bond**

AS informed the FC that the bond had matured and the bank had offered another bond at a lower rate. The FC recommended talking to the other banks first to ascertain what deals were available.

**ACTION**

AS to investigate further and report back to the FC

**(iii) British Gas Contract - Gas**

The FC discussed the fixed gas contract.

**ACTION**

AS to obtain confirmed charges from British Gas

AS to ring HCC and ask if CVPC could join from 1/10/11 when the existing contract finished or the next interval date if not.

**(iv) Finance Report April 2011**

AS advised the FC that the May accounts would be ready for the full parish council meeting on Monday. She advised the FC that the internal auditor had agreed the Annual Return and asked JA to sign the year end bank reconciliation. This was done.

**RESOLVED**

The April report of the RFO was accepted by the FC

**(v) NatWest Letter**

The FC signed the revised letter.

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**INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

Next FC meeting - Tuesday 28<sup>th</sup> June 2011 – ZCC

Future Meetings

26<sup>th</sup> July 2011 – FC meeting only as no CVPC meeting in August

30<sup>th</sup> August 2011 – we don't normally meet in August but this date is one week before the full council meeting so we can deal with any urgent issues. We can decide nearer the time if we wish this meeting to go ahead

27<sup>th</sup> September 2011

1<sup>st</sup> November 2011

29<sup>th</sup> November 2011

The meeting closed at 9.15pm