

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on 26th July 2011 in the Zebon Copse Centre, Danvers Drive, Zebon Copse. Please refer to the minutes of the September meeting for any amendments.

Present

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

58/11 APOLOGIES FOR ABSENCE

Cllr Philip Ashton

59/11 CHAIRPERSON'S ANNOUNCEMENTS

None

60/11 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 28th June 2011 (49/11 – 57/11)

RESOLVED

Minutes 49/11 to 57/11 were agreed as a true record and signed by the chairperson. The FC discussed the fact that the public minutes were now too brief and after discussion the FC agreed to the following changes:-

- 1) Once a contract was awarded the company name could be mentioned in the public minutes but not the cost.
- 2) The FC agenda should be advertised on the web in advance of the meeting – 3 working days in line with notices displayed on the 6 notice boards.
- 3) The FC agreed that all future agendas issued for FC meetings will include a more detailed agenda for the ZCC issues including a heading called 'Administrators Report' to cover A.O.B

It was agreed that CR would liaise with AS to produce a more informative agenda.

61/11 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

62/11 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.

63/11 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

No public were present at the meeting.

64/11 ZCC

1. Quotation for Replacement Footrope in Junior Play Area

The FC discussed the increased cost for the replacement footrope

RESOLVED

The FC approved the cost for the replacement footrope.

ACTION

CR/SS to organise.

2. Height Restrictor 'resting post'

The FC discussed the quote received for the Height Restrictor 'resting post'. CR had managed to negotiate a reduced carriage charge.

ACTION

CR/SS to organise

RESOLVED

The FC approved the quote from Baileys Streetscene for the Height Restrictor 'resting post'.

3. Cleaning Contract

The FC discussed the current contract - renewal date 3/10/11. The FC agreed that it did not need to go through the tender process again as they were happy with the current service. A longer contract term was discussed and it was agreed that a two year contract would be more suitable, and save administration time. It was agreed that two weeks notice would be given to the contractor when additional cleaning was required at the weekend.

ACTION

CR/SS to speak to the contractor about a possible two year contract and weekend cleaning.

RESOLVED

The cleaning contract was awarded to 'Primavera Cleaning Services' for the next two years.

4. Noticeboards

The FC discussed the current hanging mechanism for the notice boards particularly from a safety and practicality point of view. The FC agreed to investigate the other options available.

ACTION

CR/SS to look at other options and report back to the FC at the next meeting.

5. Toddler Play Area Surface Repair.

The FC discussed the recent repair to the toddler play area surface which had resulted in additional costs. The area treated was now more solid than the surrounding area but HAGS had done the repair and were satisfied.

6. Services Contract

The FC discussed the contract and its renewal. It was agreed that the FC would talk further to other parish councils and ascertain who they use for the electrics and plumbing and the frequency of testing such as the water and boiler testing. A meeting had already been organised with another company. In addition the FC decided that they would meet with the current contractor to discuss the contract and the additional charges that have been levied this year.

ACTION

CR to organise a meeting with the current contractor. JA to attend.

CR to report back to the FC regarding her meeting with the other company

CR/AS to speak to other parish council with regard to who they use for the electrics and plumbing.

7. Bins

The FC discussed the possibility of asking its current contractor to empty Church Crookham Parish Council's bins but disposing of the rubbish in our bins in return for a charge.

Discussion then took place as to whether Biffa would offer a discount if another bin was ordered and whether HDC may empty re-cycling bins for free .

ACTION

CR to speak to Church Crookham Parish council

AS to speak to HDC about emptying re-cycling bins for free.

CR to speak to the current waste contractor about a possible discount for 2 bins.

8. VAT

The FC agreed that it would forward contact details to Church Crookham Parish Council who were looking for some VAT advice.

ACTION

AS to e-mail Jayne at Church Crookham.

9. Party Enquiry

The FC discussed the recent enquiry for a 16th Birthday party at the centre. The FC agreed to the event on the provision that a deposit was taken and there was male and female supervision at the party.

ACTION

CR to speak to the customer and advise them of the above.

65/11 FINANCE

(i) Cheques for signature

None required

(ii) Finance Report June 2011

RESOLVED

The June report of the RFO was accepted by the FC

AS advised the FC that the Annual Return had been signed off by the Audit Commission – no queries. As said she would now organise the advertising of the Audit Completion including scanning the document so DJ could place it on the Website.

(iii) Internet Banking

The FC discussed the merits of internet banking and the costs concerned which had been previously e-mailed to the F.C prior to the meeting. The recent plans to abolish cheques had now been lifted thereby relieving the pressure to switch to internet banking. The FC agreed that the current system that had to be operated by AS was too time consuming and not a good use of her time. As a result the FC approved in principle the purchase of the Bankline system subject to a demonstration by NatWest.

ACTION

AS to enquire with NatWest about a demonstration of the Bankline facility. Of particular relevance is the segregation of duties regarding the setting up of a payment, the subsequent authorisation of payments and general statement queries.

66/11 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

- (i) The FC discussed the fact that the car park extension had not been done and possible needed to be factored into the next budget.
- (ii) Paling Fence – The FC discussed the fact that the fence was broken in several places by people going through it. The FC agreed to provide Andy Fisk with a list of suitable plants for the areas concerned and getting Andy to plant them.
- (iii) The FC discussed the fact that the broken drain in the car park area remained outstanding even though the FC had already agreed for the work to be carried out. It was agreed that the administrators would look into it
- (iv) The FC discussed the banners recently attached to the fences. The FC agreed that the banners should be taken down.

Next FC meeting 30th August 2011 – short meeting to deal with any urgent issues providing all could attend.

Future Meetings

27th September 2011

1st November 2011

29th November 2011

The meeting closed at 9.15pm