

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on 27th September 2011 in the Zebon Copse Centre, Danvers Drive, Zebon Copse. Please refer to the minutes of the October meeting for any amendments.

Present

Cllr Julia Ambler (Chairperson) (JA)
Cllr Simon Ambler (SA)
Cllr David Jackson (DJ)
Cllr Philip Ashton (PA)
Mrs Angela Sayers (RFO) (AS)
Mrs Sarah Sherman (ZCC Admin) (SS)

67/11 APOLOGIES FOR ABSENCE

None

68/11 CHAIRPERSON'S ANNOUNCEMENTS

None

69/11 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 26th July 2011 (58/11 – 66/11)

RESOLVED

Minutes 58/11 to 66/11 were agreed as a true record and signed by the chairperson.

70/11 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

71/11 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.

72/11 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

No public were present at the meeting.

73/11 ZCC

1. Building Maintenance Contract Renewal

The FC discussed the various quotes received. The Current contract had already been re-negotiated for the coming year resulting in a saving of 1/3 but it was felt that more savings could still be made. The FC reviewed the separate areas covered by the contract and it was agreed that the electrical elements should be outsourced resulting in the PAT testing done free of charge. The remaining elements of the contract, boiler servicing and water treatment services, would remain with the current contractor.

RESOLVED

The FC approved the above.

ACTION

CR/SS to organise.

2. Repairs to Junior Play Area

The FC discussed the fact that the 'Cape Horn' structure in the junior play area was showing signs of sagging. The playground inspector and RSS representative said that the problem was either the log itself was rotten or that the concrete in the base support had broken up. RSS had been contacted and had provided a quote to conduct the repair

RESOLVED

The FC agreed to RSS completing the repair.

ACTION

SS/CR to organise.

3. 'Speed Bumps' in the Car Park

The FC discussed the possibility of having a 'sleeping policeman' to be placed at the entrance to the ZCC Car park. A document was circulated with costs and measurements. After much discussion it was agreed that further investigation was required to ascertain not only which type to have and where to have them but also if the implementation of such devices would help reduce the speeding in the car park. The FC agreed that they would like this agenda item moved to the main parish council agenda and a full risk assessment done by the clerk before the council discuss it further.

ACTION

AS to advise the clerk.

4. Ladder Height Course for Administrator

The FC discussed the fact that the administrators had now completed shadowing the playground inspector on his routine play area inspections. In addition the inspector had highlighted the need for the administrators to attend a ladder height course if they are to climb a ladder to inspect the junior play area swing frame amongst other things. The Administrators had looked into the various providers and course costs varied in prices.

RESOLVED

The FC agreed to the administrators attending a course up to the maximum set. In addition the FC's preference was for the course to be held on the ZCC grounds so the course could be tailored to their needs.

ACTION

CR/SS to book.

5. Ongoing Marketing of ZCC

The FC discussed the need for further marketing of the centre in light of the fact that the centre is almost at maximum capacity in terms of regular hirers and has a steady stream of casual bookings. The FC agreed that it would be advantageous to continue with some marketing to keep the momentum, especially in the aftermath of Christmas. After further discussion the FC agreed on a maximum budget to cover three ¼ page publications. The timing and number of the publications to be left to the discretion of the administrators.

6. A.O.B

Ladders

The FC discussed the type of ladder that should be purchased and agreed that it would be sensible to wait until the administrators had attended the 'ladder height course' in case the instructors had any recommendations about the type of ladder to be used.

Notice Boards

The FC also discussed the fact that a larger notice board was required in the lobby area. After much discussion it was agreed that the purchase of 2 matching notice boards would be more appropriate. The FC asked the administrator to look at other companies as well and agreed a maximum budget for both boards.

The FC also agreed that the current notice board in the lobby should be moved to the meeting room.

The FC discussed the fact that the play group would like to display the children's work in the hall. After discussion it was agreed that some fixings would be put in the hall to allow for removable notice boards but the playgroup would have to pay for the notice boards.

ACTION

SS/CR to source two notice boards up to the maximum cost agreed.

SS/CR to arrange for fixings in the hall.

SS/CR to move existing board to meeting room

RESOLVED

The FC agreed to purchase two notice boards.

E-Mail Address

The FC discussed the fact that a simpler e-mail address for the centre would be desirable from a user point of view. One suggestion was zeboncopsecentre.org.uk rather than ZCC as this may cause confusion for those customers who were not familiar with the abbreviation. The FC also discussed the idea of having a separate website for the centre with maybe a photo and some text about each regular user. This would not only inform potential customers about the uses of the centre but it would also encourage bookings. In addition a timetable could also be put on the website showing all the classes. The FC agreed that the bookings spreadsheet, used by the administrators, should be available to everyone.

ACTION

SA/DJ to look into the above suggestions and report back to the FC.

7. Roller Blinds

The FC discussed the fact that the play group had requested roller blinds on the internal doors to stop visitors to the centre peering into the hall when the play group was there. The FC agreed to this in principle on the proviso that there were no health and safety issues.

ACTION

SS/CR to look into this and report back.

8. Door Mechanism

The FC discussed the quote to implement a self close mechanism on the front door.

RESOLVED

The FC agreed the quote.

ACTION

SS/CR to organise

9. Toddler Play Area

The FC discussed the quote to do the pointing work at the toddler play end wall. The FC asked the administrator to get an alternative quote to compare.

ACTION

DJ to provide SS/CR with the name of the alternative contractor.

74/11 FINANCE

(i) Cheques for signature

None required

(ii) Finance Report July and August 2011

RESOLVED

The July and August report of the RFO was accepted by the FC

(iii) Footpath 5 Funding

The FC discussed the grant currently being submitted to Hampshire County Council for the footpath funding. A quote had been received for the work. The FC discussed the fact that if the grant was successful the parish would get 50% of the cost. The remainder would therefore be required from CVPC's environmental projects budget. This was agreed by the FC.

RESOLVED

The FC agreed to 50% of the footpath funding from the environmental projects budget.

(iv) Parish Boundary Relocation Sign Funding

The FC discussed the re-location of the Parish sign. After much discussion it was agreed to move the sign from outside Tall Pines to the agreed site on Brandon Road as per the full council minutes.

In addition a budget was agreed for a 'Please Drive Carefully through the Village Sign' to be fixed to the existing sign.

RESOLVED

The FC agreed the additional new sign at the agreed budget.

75/11 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

(i) The suggested date for the budget meeting was Wednesday 7th December ZCC – 8pm. AS to confirm date acceptable to all at the full parish council meeting.

(ii) Next finance meeting Tuesday 1st November 2011.

Future Meetings

29th November 2011

The meeting closed at 9.40pm