

1 These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance  
2 Committee held on 31st January 2012 in the Zebon Copse Centre, Danvers Drive, Zebon Copse.  
3 Please refer to the minutes of the February meeting for any amendments.

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5 Present

6 Cllr Julia Ambler (Chairperson) (JA)

7 Cllr Simon Ambler (SA)

8 Cllr David Jackson (DJ)

9 Cllr Colin Lethbridge (CL)

10 Mrs Angela Sayers (RFO) (AS)

11 Mrs Sarah Sherman (ZCC Admin) (SS)

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15 **10/12 APOLOGIES FOR ABSENCE**

16 Cllr Philip Ashton

17 **11/12 CHAIRPERSON'S ANNOUNCEMENTS**

18 JA asked for all agenda quotes to be circulated to the FC (preferably scanned and sent via  
19 e-mail with the agenda items) in advance of the meeting. This was agreed.

20 **12/12 MINUTES OF PREVIOUS MEETING**

21 Minutes from the meeting of 3<sup>rd</sup> January 2012 (1/12 – 9/12).

22 **RESOLVED**

23 Minutes 1/12 to 9/12 were agreed as a true record and signed by the chairperson.

24 The FC committee confirmed that all CAP and minutes issued by the RFO to the FC for  
25 checking should continue to give deadline dates for reporting any errors.

26 **13/12 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

27 None.

28 **14/12 CONSIDER CRIME AND DISORDER IMPLICATIONS**

29 The Chairperson reminded members of their duty to consider any crime and disorder  
30 implications that might arise from any decision that they might make at this meeting.

31 **15/12 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

32 No public were present at the meeting.

33 **16/12 Zebon Copse Centre (ZCC)**

34 **1. Decorating Quote**

35 The FC discussed the two quotes received. The third contractor approached declined to  
36 quote as the job was so big. After discussion the FC agreed on the first quote. The FC also  
37 discussed the timing of the decorating and agreed that the halls and lobby should be done  
38 in the summer holidays, the scheduling of which should be left to the administrators to  
39 determine the best weeks. The remainder of the decorating could be done after this.

40 **RESOLVED**

41 The FC resolved to recommend to full council that the quote be accepted.

42 **ACTION**

43 SS to e-mail the quote to full council so it could be discussed at the CVPC meeting on  
44 Monday 6<sup>th</sup> February and agreed

45 SS to speak to the contractor and schedule the time in the diary once full council have  
46 agreed.

47 **2. Dishwasher**

48 The FC discussed the possibility of getting a dishwasher for the centre. SS had a  
49 recommendation from another hall - Dexion. After discussion the FC agreed that before a  
50 decision could be made the following factors needed to be ascertained:-

51 -The time that it takes the dishwasher to heat the water.

52 -The length of the cycle once the water is heated. Initial investigations by SS indicated 2  
53 minutes.

54 -Warranty – need to confirm that the warranty would be valid for our commercial usage at  
55 the centre

56 - Pros and Cons of various models to determine the price i.e. lock options. The FC  
57 suggested speaking to other parish council to see if they find their dishwashers beneficial.

58  
59 DJ informed the FC that the plumbing for the dishwasher already existed.

60 **ACTION**

61 SS/CR to compile a report showing options and price comparisons and circulate to the FC  
62 prior to their next meeting.

63 **3. Local neighbourhood watch group**  
64 This agenda item had already been agreed prior to the meeting.

65 **4. Pointing Quotes**  
66 Front Valley mortar repairs  
67 The FC discussed the two quotes received.

68 **RESOLVED**  
69 The FC approved the quote

70 **ACTION**  
71 SS/CR to organise repair

72  
73 Rear pointing repairs  
74 The FC agreed to the quote received as the second quote had not materialised. It was  
75 agreed that the repair should be scheduled in as soon as possible.

76 **ACTION**  
77 SS/CR to organise the repair.

78  
79 The FC also discussed the procedure for contract signing going forward as currently the  
80 clerk signs all contracts. After discussion it was agreed that advice would be sought from  
81 NALC and the clerk so new procedure could be set in place enabling both the RFO and  
82 chair of finance to sign going forward.

83 **ACTION**  
84 FC to discuss signing for contracts at the next CVPC meeting on Monday

85  
86 **5. Playground Repairs**  
87 The FC discussed the repair required for the Victoria Falls Ropes. SS advised the FC that  
88 the ropes were fraying and the metal underneath was starting to show. A quote had been  
89 received plus carriage or a preferred option to supply and install. SS advised the FC that  
90 the grounds maintenance contractor did not want to carry out the work as it was too  
91 specialised. The FC agreed to do the repair immediately at the combined supply and  
92 installation cost.

93 The FC also discussed the fact that other ropes were showing signs of wear and tear and  
94 would need replacing soon and it was agreed that these repairs should be carried out  
95 together to economise on costs. It was agreed that SS/CR would do a joint inspection of  
96 these other repairs on Tuesday and compile a report for the next FC meeting showing all  
97 costs involved.

98 The FC asked the administrator to find out if the yearly inspections were required to satisfy  
99 our insurers.

100 **RESOLVED**  
101 The FC approved the repair of the Victoria Falls ropes

102 **ACTION**  
103 SS/CR to organise the repair of the Victoria Falls Ropes  
104 SS/CR to inspect the other repairs required on Tuesday and compile a report for the next  
105 FC meeting showing all costs involved.  
106 SS/CR/AS to ask insurers about yearly playground inspections

107  
108 **6. ZCC Matters**  
109 **Grit Bin**  
110 The FC discussed the fact that the lock had been installed upside down on the grit bin and  
111 that this would need to be rectified before the salt was ordered. DJ said he would look at it  
112 in the morning.

113 **Keypad**

114 The FC discussed the fact that the entry system was broken and a temporary button had  
115 been installed whilst waiting for the new part to arrive.

116 **Dimmer**

117 The Administrator informed the FC that the dimmer switch for the stage lights was not  
118 working. It was agreed that SA and DJ would look at the switch after the meeting.

119 **17/12 FINANCE**

120 **(i) Cheques for signature**

121 The cheques were signed

122 **(ii) Finance Report December 2011**

123 **RESOLVED**

124 The December report of the RFO was accepted by the FC

125 **(iii) Footpath 5**

126 The FC discussed the proposal regarding drainage works to alleviate the muddy  
127 path. It was agreed that the parish council would contribute towards the material  
128 costs as a gesture of thanks. DJ would have a further meeting on site with the land  
129 owner to discuss details. AS informed the FC that any contribution would have to  
130 be supported by invoices that were issued to CVPC directly.

131 **ACTION**

132 DJ to report back to the FC following his meeting.

133  
134  
135 The FC also discussed the extension of the car park. AS informed the FC that she  
136 had received a quote from the architect to manage the project. It was agreed that  
137 before any further decision could be made an e-mail needed to be circulated from  
138 the administrators to all councillors in the form of a report outlining the requirements  
139 to justify the expense involved.

140 **ACTION**

141 CR/SS to organise

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143 **18/12 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

144  
145 (i) Next finance meeting – Tuesday 28<sup>th</sup> February 2012

146 (ii) The meeting closed at 9.17pm

147 (iii) Future FC meetings

148

149

Tuesday 27<sup>th</sup> March

150 Tuesday 8<sup>th</sup> May – now changed to 1<sup>st</sup> May

151 Tuesday 5<sup>th</sup> June – now changed to 29<sup>th</sup> May

152 Tuesday 26<sup>th</sup> June

153 Tuesday 28<sup>th</sup> August

154 Tuesday 25<sup>th</sup> September

155 Tuesday 30<sup>th</sup> Oct

156 Tuesday 27<sup>th</sup> November

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